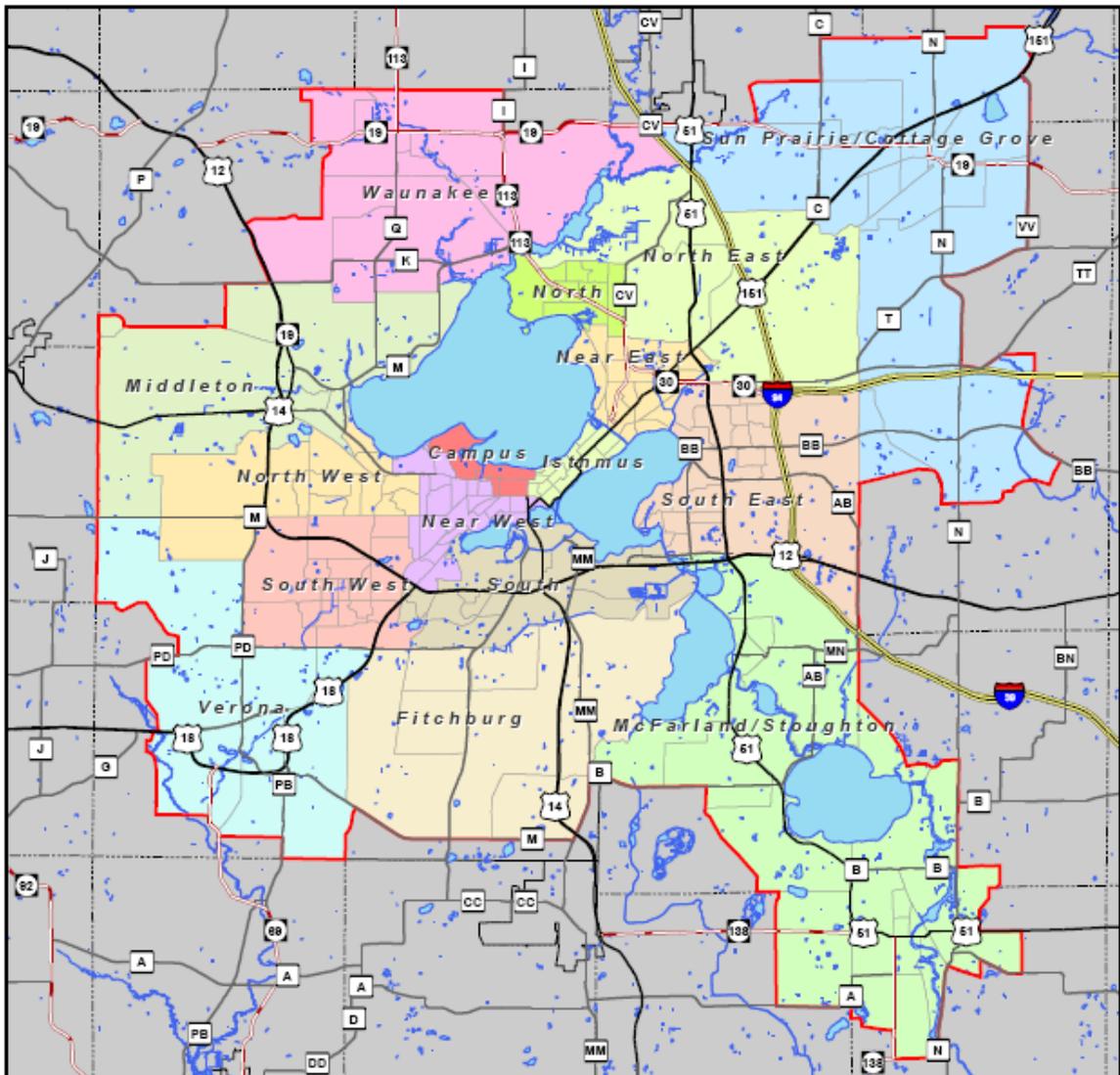


# Dane County/Madison Metropolitan Area Evacuation Plan

**DRAFT**

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Dane County/Madison Metropolitan Area Evacuation Plan  
Draft 01-02-08

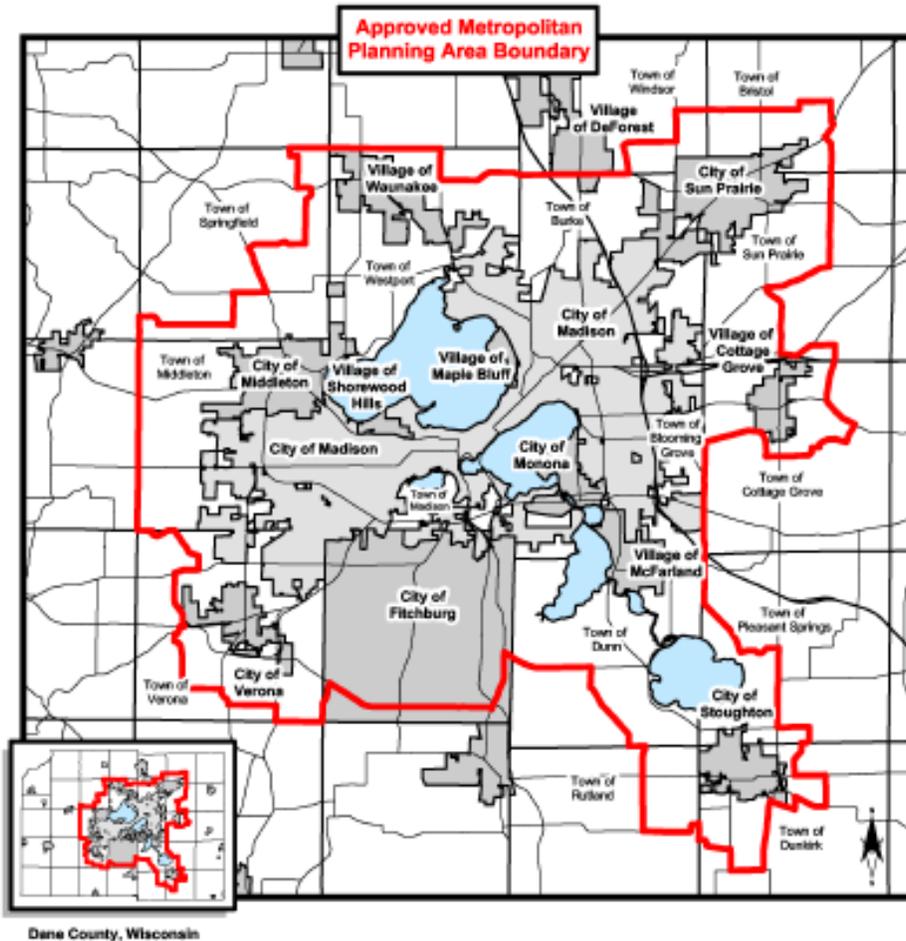
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I. INTRODUCTION

The plan is a multi-jurisdictional, multi-agency plan describing general concepts of operations, agency responsibilities, and operational considerations for incidents involving evacuation in Dane County. This is a broad plan document, not a procedure document. Agencies having responsibilities identified in this plan have the added duty of establishing the standard operating procedures and protocols needed to carry out their role in an evacuation.

The evacuation plan is focused on the jurisdictions in the area defined by the Madison Area Metropolitan Planning Organization (MPO) planning area, although the concepts contained herein could be applied anywhere in Dane County.



Map 1: Madison Area Metropolitan Planning Organization planning area boundary

This evacuation plan is based on the hazard analysis and vulnerability assessment for Dane County. The plan, therefore, is general in nature recognizing that there are too many variables and possible scenarios to recommend specific emergency actions. Rather, the plan identifies evacuation tools and resources that could be utilized in an emergency evacuation situation. It is likely that some, but not all, of these tools would be used in an emergency evacuation situation.

It is essential that local responders fully establish the Incident Command System early in their response. The Incident Action Plan developed on-scene should then describe the details of the evacuation process, specific to the incident location and hazards known at the time of the event.

The plan also provides guidance for situations where Dane County is a host to evacuees from other areas of the region, state, or country.

This evacuation plan exists within the context of many other on-going emergency planning and preparedness efforts. Where appropriate, the plan will reference these plans and other documents, but will not duplicate their content.

II. PURPOSE

The purpose of this plan is to provide for the efficient and coordinated evacuation of any part of the Madison metropolitan area.

- Integrate county plans with municipal plans based on population demographics, local hazard analysis and vulnerability assessments. An evacuation, particularly a large-scale evacuation is inherently a multi-agency, multi-jurisdictional effort. These plans must be integrated to assure effective operations.
- Provide planning guidance for situations where Dane County is a host for persons displaced by a disaster in another location of the state or country.
- Provide a decision-making framework and operational guidelines for emergency managers and Incident Commanders.
- Describe a strategy for improvements to local and county plans to assure that gaps identified in the planning, training, and exercising process are addressed.

### III. Hazard Analysis

1. Evacuation is can be an effective means of protecting the public from the effects of a hazard, i.e. protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard, its magnitude, intensity, speed of on-set, and anticipated duration are all significant factors. There are four broad categories of situations where an evacuation would be an acceptable method of protecting the public. These categories are based on the development and the timing of the incident and each will present a different set of circumstances and considerations to be addressed. The evacuation types are described as a guideline for planning purposes:
  - a. A Precautionary Evacuation would be conducted prior to the development of a threat. While time may be a factor, life safety is not an immediate consideration and the evacuation can be planned in advance. A precautionary evacuation would allow for a systematic warning process and people would have time to leave in an orderly fashion. Most evacuees would avoid a congregate care shelter and would seek temporary shelter with friends or family. Once the threat is over, the re-entry process would be orderly and the community would return to its normal routine with little disruption.
  - b. A Hazard Threat Evacuation would be conducted when a known hazard is approaching the community. In a hazard threat evacuation, the public is moved prior to the arrival or development of the threat. While time may be a critical factor, the response can still be conducted in an orderly fashion. Public warning becomes more of an issue in order to keep a hazard threat evacuation from becoming a crisis response. Since there is only a limited time to respond before the arrival of the hazard, the warning must be credible and timely to allow people enough time to respond appropriately. Depending on the scale, other support needs might include traffic control, public transportation, scene security, congregate care, and specialized health care. Reentry considerations could vary widely, depending on the extent of the damage caused by the event. If damage is minimal, reentry may be relatively straightforward. However, if the event caused severe damage, the evacuation may evolve into a long-term relocation.
  - c. A Crisis Response Evacuation is the next level, where there is little or no warning time before the threat affects the community. Crisis response evacuations usually occur under difficult conditions where time factors are critical and extremely short. Crisis response evacuations are often spontaneously planned while the crisis is developing. In some cases, the evacuation may be used in conjunction with other protective measures such as sheltering-in-place to provide safe alternatives. Because the preparation time is so short, people will require greater levels of support. Again, depending on the scale, support needs may include public transportations, congregate care, medical care, family tracking and unification, and crisis counseling. Re-entry issues can also be complicated and must be carefully evaluated before allowing people to return home.
  - d. A Relocation Evacuation generally takes place after the disaster or crisis has occurred. Since the event has already occurred, warning time is

generally not an issue. However, while the other evacuation types tend to be short-term, a relocation is often long-term or even permanent. Depending on the nature of the relocation, planning needs are highly variable. In some cases, the relocation planning is an extension of the incident response and in other cases, an entirely new planning program is needed. There may be high support needs for a relocated population, including schooling, day care, medical care, disaster assistance, housing, and increased support for day-to-day living. If the relocation is permanent, there can be significant ramifications on the community as a whole.

2. Municipalities must be prepared to manage an evacuation on a range of scales. There are no precise parameters regarding evacuation scale, however for planning purposes, it is helpful to describe evacuations on four levels. The Incident Commander must implement an Incident Command organization and Incident Action Plan that meets the needs of the particular situation.
  - a. A small-scale localized Site Evacuation may be needed as a result of a severe weather event, hazardous material incident, major fire, bomb threat or civil disturbance. Site evacuation involves a small number of people. This typically includes workers at the site and people from adjacent occupancies or areas. The people are easily evacuated and collected upwind at the perimeter area. Evacuation holding times are typically short, generally less than an hour or two, and citizens are permitted to return to their businesses or homes. An incident on this scale correlates to a NIMS Type 4 incident.
  - b. An Intermediate Level Evacuation involving a larger number of citizens and a larger area may be necessary if the event impacts a larger geographic area. The Intermediate Level involves larger numbers of people and/or affects a larger area. This level affects off-site homes and businesses and normally affects fewer than 100 people. People may remain out of the area for two to four hours or more. Evacuation completion times will be somewhat longer than a site evacuation, but generally rapid. Collecting, documenting and controlling the evacuees becomes more difficult. Off-site collection sites or shelter areas will need to be determined and managed. Some evacuees will leave the area on their own or be sent home by employers. Site perimeters become larger and perimeter security requires more resources. This would correspond to a NIMS Type 2 or perhaps a Type 3 incident, depending on the circumstances.
  - c. A Large Scale Evacuation could be required in the event of a significant natural or technological disaster or a local terrorist threat or attack. Thousands of people could be evacuated. Rapid initiation of the evacuation process may be required. Evacuees may be out of their homes and businesses for many hours if not days. Evacuation completion time frames will be extended. Evacuation shelters will need to be located, opened and managed. Documentation and tracking of evacuees becomes more important as well as more difficult. Site and evacuation perimeters become extended and require much more resources to maintain. Security of the evacuated area will be a significant concern. This would be a NIMS Type 2 incident.

- d. A Mass Evacuation could be required due to an event that may cause or has caused a major disaster in the local jurisdiction. The situation may require the implementation of a regional, multi-jurisdictional evacuation and sheltering operations. Hundreds of thousands of people may need to be evacuated for an extended period of time. Large-scale reception operations would be required and sheltering needs would be regional in nature. Local resources would most likely be exhausted and significant state and federal assistance would be required to support the evacuation and sheltering operation. A Mass Evacuation would be a NIMS Type 1 incident and most likely an Incident of National Significance.
3. Dane County's Hazard and Vulnerability Analysis and other documents identify the following hazards with evacuation as potential component of the response to an incident. Additional details on the hazards and how they were rated are included in Appendix B.

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Hazard		Evacuation Potential		
		Yes/No	Scale	Conditions
<b>Natural Hazards</b>				
	Drought	No	--	--
	Extreme Heat	Yes	Small	Precautionary
	Flood	Yes	Intermediate	Precautionary/Crisis
	Tornado/Severe Thunderstorm	Yes	Large	Relocation
	Winter Storm/Ice	No	--	--
	Earthquake	No	--	--
<b>Hazardous Materials</b>				
	Rail	Yes	Large	Crisis
	Highway	Yes	Large	Crisis
	Fixed Facility	Yes	Large	Crisis
	Agriculture	Grouped as Fixed Facilities		
	Bulk Fuel			
	Propane Storage			
	Pipeline			
<b>Dam Failure</b>				
	Prairie du Sac	Yes	Not in planning area	Not in planning area
	Tenney	Yes	Intermediate/Large	Crisis/Relocation
<b>Fire</b>				
	Wild land	No	--	--
	Structural	Yes	Small	Crisis
<b>Major Transportation Incident</b>				
	Aviation (plane crash)	Yes	Intermediate	Crisis/Relocation
	Highway (no HazMat)	No	--	--
<b>Intentional/Criminal</b>				
	Civil Disorder	Yes	Small/Intermediate	Precautionary/Crisis
	Radiological	Yes		
	Biological	Combined	Intermediate/Large	Crisis
	Chemical			
	Explosive			
<b>Other</b>				
	Natural gas	Yes	Intermediate	Precautionary/Crisis
	Energy Emergency	Yes	Intermediate	Relocation
	Outbreak/Pandemic	No	--	--
	Nuclear Attack			

Table 1: Dane County Hazard Analysis

#### IV. VULNERABILITY ASSESSMENT

For planning purposes, the Madison metropolitan area was divided into 16 subdivisions for a more detailed analysis of the evacuation considerations. Map 2 shows the 16 subdivisions. These subdivisions were based on a combination of factors including:

- Roads
- Census Block Group boundaries
- Political jurisdictions
- Geographical features
- Other commonly recognized features

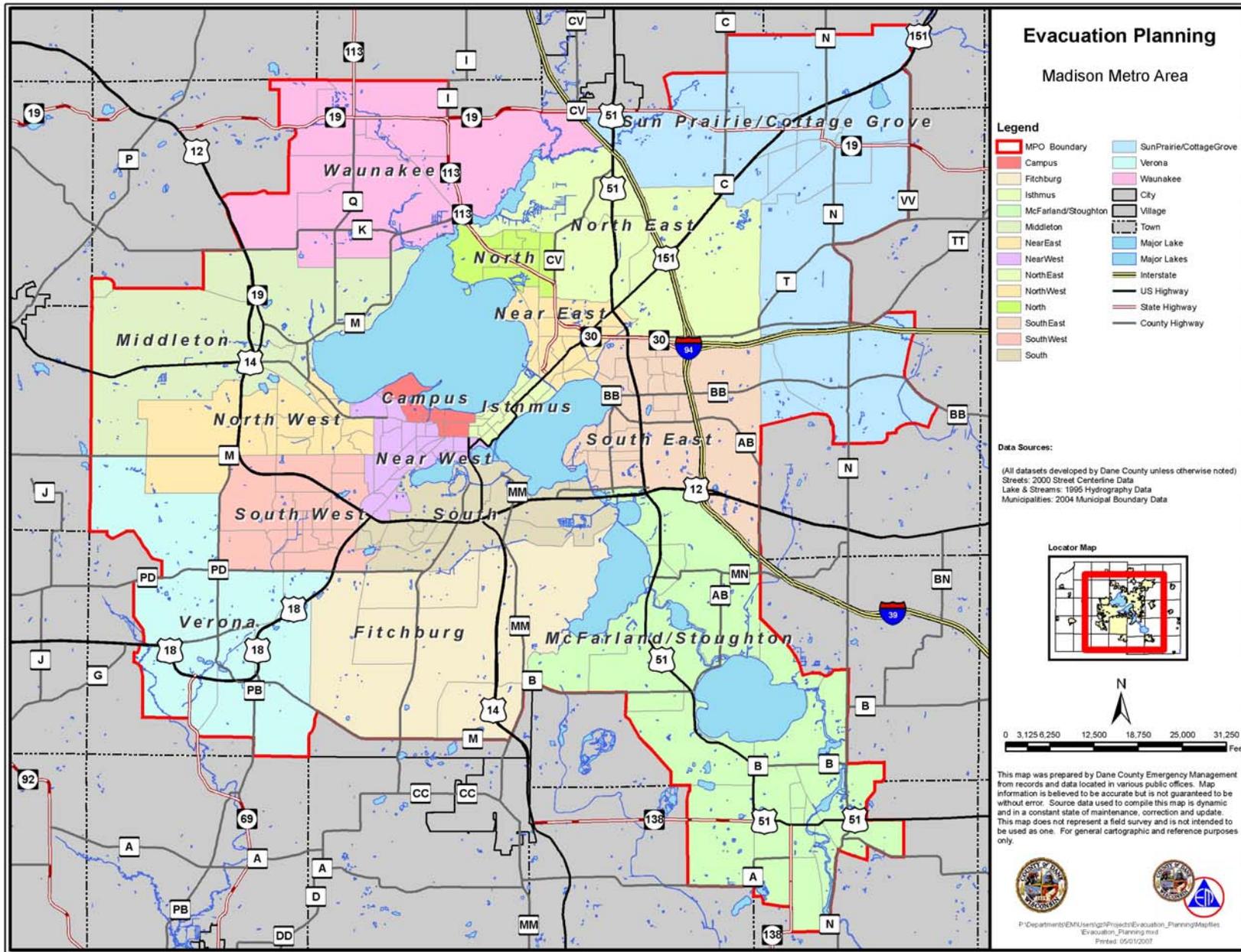
A vulnerability assessment was prepared for each of the planning subdivisions, compiling the following data:

- Demographics – 2000 census data was analyzed, on the block group level, and GIS layers created in the County’s land information system. Data mapped and analyzed includes non-institutionalized persons with:
  - Blindness, deafness, or a severe vision or hearing impairment,
  - A condition that substantially limits one or more basic physical activities such as walking, climbing, reaching, lifting, or carrying,
  - Difficulty learning, remembering or concentrating due to a physical, mental, or emotional condition,
  - Difficulty dressing, bathing, or getting around inside the home due to a physical, mental, or emotional condition,
  - Difficulty going outside the home to shop or visit a doctor due to physical, mental, or emotional condition,
  - A physical, mental, or emotional condition affecting their ability to work at a job or business,

Maps and data summaries are included in Appendix C.

- Special needs facilities – Special needs facilities are those facilities that require unique attention because they house or serve people that cannot independently take care of themselves in an emergency and/or they require unique support services. Special needs facility data including facility name and description, location, contact information, and enrollment or bed capacity was collected and mapped in the County’s GIS. Table 2 is a listing of the special facility types included. Maps and data summaries are included in Appendix C.
- Land use – Land use maps were also compiled, using zoning data to map areas zoned for:
  - Single and two family dwellings,
  - Multi-Family dwellings
  - Institutional/Governmental
  - Commercial-Retail Sales and Service
  - Commercial – Industrial
  - Open Space

Maps and data summaries are also included in Appendix C.



Map 2: Madison Metropolitan Area Planning Subdivisions

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Facility Type	Data Source
State Licensed Long-Term Care Facilities <ul style="list-style-type: none"> <li>o Community Based Residential Facilities (CBRF)</li> <li>o Adult Family Homes (AFH)</li> <li>o Adult Day Care (ADC)</li> <li>o Residential Care Apartment Complex (RCAC)</li> <li>o Nursing Homes</li> <li>o Facilities Serving People with Developmental Disabilities (FDD)</li> <li>o Hospice</li> </ul>	Wisconsin Department of Health and Family Services " " " " " " "
Child Care Facilities <ul style="list-style-type: none"> <li>o Licensed Day Care Facilities</li> <li>o Group Foster Home</li> <li>o Juvenile Residential Care Center</li> <li>o Juvenile Shelter Care</li> </ul>	Wisconsin Department of Health and Family Services " " " "
Schools <ul style="list-style-type: none"> <li>o Public Schools</li> <li>o Private Schools</li> </ul>	Wisconsin Department of Public Instruction
Correctional Facilities <ul style="list-style-type: none"> <li>o Community Corrections</li> <li>o Correctional Centers</li> <li>o Correctional Institutions</li> <li>o County Jail/Work Release</li> </ul>	Wisconsin Department of Corrections " " Dane County Sheriff's Office
Hospitals and Clinics	Dane County Emergency Management
Housing and Low Income Housing <ul style="list-style-type: none"> <li>o Subsidized Housing</li> <li>o Homeless - Emergency Shelter</li> <li>o Homeless - Transitional Housing*</li> <li>o Supportive Permanent Housing*</li> <li>o Privately Owned Single Room Occupancy*</li> <li>o Federally Assisted Rental Housing*</li> <li>o Affordable Rental Housing-Tax Credits*</li> <li>o University Housing</li> </ul>	Madison CDA and Dane County Housing Authority City of Madison CDBG Annual Report " " " " " " UW and Edgewood Campus Housing Offices

\* There may be some overlap between these housing types and those listed as Subsidized Housing (CDA and DCHA)

Table 2: Special facilities categories

V. ASSUMPTIONS

1. Responsibilities

- a. The primary responsibility for planning and executing an evacuation rests with the local jurisdiction in which the triggering incident occurs. The local jurisdiction will establish and maintain Incident Command for the duration of the event.
- b. Dane County government will assist local jurisdictions when their capabilities to respond have been exceeded. The County also has the responsibility to coordinate multi-jurisdictional issues.
- c. Residents, businesses, and other organizations within the County are responsible for preparing themselves for emergencies, including the possibility of evacuating on short notice. The County and local jurisdictions provide on-going outreach and education to assist the public in preparing emergency plans.
- d. Schools, medical institutions, and long-term care facilities must have plans to evacuate utilizing their own resources. These facilities have a duty to maintain a basic level of protection for the people in their care which continues if the facility is evacuated. The County will assist these facilities when evacuation resources are limited, however, facility managers must not rely exclusively on County or other governmental resources for assistance.

2. General Planning Assumptions

- a. Most people at risk will evacuate when local officials recommend that they do so. Some people, however, will refuse to leave their homes, regardless of the threat. Generally, the proportion of the population that will evacuate tends to increase as the threat to the public becomes more obvious or more serious.
- b. When there is sufficient warning of a significant threat, some individuals who are not at risk will also evacuate.
- c. While some emergency situations may be slow to develop, others can occur without warning. As a result, in some cases there may be time for deliberate evacuation planning, but it is also possible that an evacuation may have to be conducted with minimal preparation time. In the case of short-notice incidents, there may be little time to obtain personnel and equipment from external sources to support the evacuation operations.
- d. In most emergency situations, the majority of evacuees will seek shelter with friends or relatives or in commercial accommodations, rather than in a public shelter facility. A reasonable estimate is that public shelter accommodations may be needed for approximately 20% of the affected population.
- e. An incident and resulting evacuation may result in significant economic losses and damage to the local economy. The adverse impacts may

cascade from individuals and families, business and industry, local communities, to County and state economies. The extent of the impact is directly proportional to the cause of the evacuation, the number of people evacuated, the length of the evacuation period, the effectiveness of the response, and the quality of the recovery planning.

- f. The residents of Dane County have an expectation that they will be protected from harm and that their basic needs will be met in an emergency. In an evacuation, how well these needs are met will be the criteria by which the response is judged.

### 3. Transportation/Traffic Control

- a. An emergency situation could occur at any time of the day or night and there could be little or no control over the evacuation start time. Traffic patterns and population characteristics of the area vary widely by the time of day and the day of the week. This will have to be considered in the Incident Action Planning at the time the evacuation is occurring.
- b. Most evacuees will use their personal vehicles to evacuate if at all possible. Individuals who do not have a private vehicle should be encouraged to seek rides with friends, family, or neighbors.
- c. It may be necessary to provide transportation to evacuees that don't have access to a vehicle. Transportation provided must be handicapped accessible.
- d. Primary evacuation routes will be congested and the flow of traffic may be slow. Adverse weather would increase delays even further. Even if weather is favorable, vehicle breakdowns, traffic accidents, lines at entrance and exit points, drivers who are unfamiliar with the routes, and numerous other factors will inhibit traffic flow. Incident managers must consider these factors and establish methods to minimize their effects.

### 4. Medical and Special Needs

- a. An evacuation involving special needs facilities, particularly health care facilities can be a time-consuming and resource intensive process. For this and other reasons, evacuation should be considered to be a last resort for public protection. Other options, such as shelter-in-place may be used in place of, or in conjunction with an evacuation.
- b. In order to be successful, people's individual and family situations, as well as their special needs must be taken into consideration at every step in the process. The population of Dane County is diverse and the needs of individuals and families in an emergency are just as diverse. Making programs accessible to people with disabilities and other special needs is essential to a safe and efficient evacuation. Issues that will have the greatest impact include:
  - i. Warning and notification, especially for people who are deaf, hard of hearing, or don't speak English.
  - ii. Access to emergency transportation.

- iii. Access to sheltering services.
  - iv. Access to medication, medical equipment and supplies, and backup power.
  - v. Access to mobility devices and service animals while in transit or in shelters.
  - vi. Access to on-going emergency information
  - vii. Access to disaster assistance and recovery programs.
- c. Emergency provisions may be necessary to assure that human service and community-based service organizations can continue to provide essential services to their clients. This includes situations where the client has been evacuated, and situations where the agency itself, or its employees have been evacuated. Reconnecting service agencies and their clients as soon as possible can greatly reduce human hardship and demand for public safety services and resources.
- d. A wide range of medical support services and supplies may be needed after people arrive in a shelter.
- e. Evacuees requiring prescription medications may not bring their medications along when evacuating and will need assistance in obtaining a supply.

VI. EVACUATION CONSIDERATIONS

The local Incident Commander, with support from the local and County Emergency Operations Centers will assess the need for an evacuation and should establish an Incident Action Plan that addresses the following issues in the first operational period:

1. Incident Command/Unified Command structure and organization.
2. On-scene communications.
3. The need for evacuation verses shelter-in-place, including nature of the hazard, the time frame available for people to evacuate, and the duration of the evacuation.
4. The area to be evacuated, evacuation routes, and location of reception centers.
5. Demographics and special facilities in the evacuation area.
6. Provisions for pets and farm animals.
7. Obtaining the authority and legal declarations to conduct the evacuation.
8. Policy on those refusing to evacuate.
9. Public notification and warning.
10. Traffic control and access control.
11. Transportation for those needing assistance.
12. Activation of reception centers and shelters.
13. Door-to-door checks after the evacuation to assure no one is left behind.
14. Evacuation of special needs facilities.
15. Scene security.
16. On-going public information, including establishing a Joint Information System.
17. Evaluation resources needed to carry out evacuation operations, reception, and sheltering.
18. Request for resources and assistance through mutual aid agreements, as well as the County, adjacent counties, the state, human service agencies, and volunteer organizations.

Subsequent operational period plans will build on these considerations and also begin to address other issues such as:

1. Preparations for re-entry.
2. Site security and PASS systems.
3. Disaster welfare inquiries.
4. Long-term public health issues.
5. Long-term and permanent housing needs.
6. Damage assessment.
7. Donations and volunteers.
8. Request for federal assistance.
9. Long-term recovery.

Depending on the situation, there may be a number of other activities at the scene beyond those directly related to the evacuation. These functions are addressed in other plans, but are listed here because there will be a need to prioritize objectives in the initial response stages when available resources are limited:

1. Search and rescue
2. Mass casualty response
3. Hospital surge and forward movement of patients
4. Crime scene investigation

5. Hazardous materials response
6. Fire suppression
7. Scene safety activities, like debris removal, clearing of power lines, and stopping natural gas leaks.

A description of an Incident Command structure that could be implemented to conduct an evacuation is attached as Appendix H.

## VII. LEGAL AUTHORITIES

In Wisconsin, local and county officials do not have the legal authority to issue mandatory evacuation orders. Local chief elected officials can recommend evacuation of a threatened area, but cannot mandate it. However, once local officials have issued evacuation orders, they may take action to control re-entry into the affected area.

1. During a state of emergency, the Governor may "issue such orders as he or she deems necessary for the security of persons or property" (s. 166.03(1)(b)(5)).
2. The governing body of any city, village or town is empowered to declare, by ordinance or resolution, an emergency existing within the city, village or town whenever conditions arise which impair transportation, food or fuel supplies, medical care, fire, health or police protection or other vital facilities of the city, village or town (s. 166.23(1)).
3. The emergency power of the governing body conferred under (s. 166.23(1)) includes the general authority to order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, welfare and good order of the city, village or town in the emergency (s. 166.23(2)).
4. If, because of the emergency conditions, the governing body of the city, village or town is unable to meet with promptness, the chief executive officer or acting chief executive officer of any city, village or town shall exercise by proclamation all of the powers conferred upon the governing body under 166.23(1) or 166.23(2) which within the discretion of the officer appear necessary and expedient for the purposes herein set forth. The proclamation shall be subject to ratification, alteration, modification or repeal by the governing body as soon as that body can meet, but the subsequent action taken by the governing body shall not affect the prior validity of the proclamation.
5. In certain limited situations involving a small area, the Fire Chief has authority to evacuate residents (s. 213.095).
6. Sheriffs and their under-sheriffs and deputies shall keep and preserve the peace in their respective counties and quiet and suppress all affrays, routs, riots, unlawful assemblies and insurrections; for which purpose, and for the service of processes in civil or criminal cases and in the apprehending or securing any person for felony or breach of the peace they and every coroner and constable may call to their aid such persons or power of their county as they consider necessary (s. 59.28).
7. State statutes also allow for emergency protection of juveniles if determined to be necessary by a County Human Services Child Protective Services (CPS) employee (s. 55.13(4)). If it is necessary to enter a premises forcibly to provide or investigate the need for emergency protective services, the staff member of a county department shall obtain a court order authorizing entry and shall make the entry accompanied by a sheriff, police officer, or member of a fire department. When it appears probable that substantial physical harm, irreparable injury, or death may occur to an individual, the police officer, fire fighter, or sheriff may enter a premises without a court order if the time required to obtain such an order would result in greater risk of physical harm to the individual.

## VIII. CONCEPT OF OPERATIONS

### 1. Direction and Control

- a. The local Incident Commander is responsible for field operations at the scene. A Unified Command organization may be established for incidents involving multiple jurisdictions or multiple agencies. Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together without affecting individual agency authority, responsibility or accountability.
- b. The Incident Command or Unified Command organizations should establish a written Incident Action Plan for each operational period. The level of detail included in the Incident Action Plan will depend on the scale of the evacuation and complexity of the situation. The Incident Action Plan should contain general control objectives reflecting the overall incident strategy and specific action plans for the next operational period. The Incident Action Plan should:
  - o Specify the objectives for the next operational period.
  - o Define the work assignments for the next operational period.
  - o Define the resources needed to accomplish the work order.
  - o Depicts how all response personnel are to be organized.
  - o Lists radio and telephone communications for all incident personnel.
  - o Specify a medical plan to follow in case of a responder emergency.
  - o Identify resources needs.
  - o Identify risk and safety issues.

The Incident Action Plan will contain the details of the evacuation process, specific to the incident location and hazards known at the time of the event. The Incident Action Plan will be communicated to the local EOC if established and the County EOC for support.

- c. The local municipality may establish an Emergency Operations Center to support the response and coordinate information and resources.
- d. Dane County will activate the County's EOC in support of local operations. The County EOC will serve as a Multi-Agency Coordination Center as described in the National Incident Management System (NIMS).
- e. Wisconsin Emergency Management, through activation of the State EOC will support the local activities by coordinating regional resources, as well as state and federal agencies and assets.
- f. Wisconsin Emergency Management, through activation of the State EOC will serve as the lead coordinating agency for mass evacuations where evacuees arrive in Dane County from other areas of the state or country.

### 2. Communications and Dispatch

Dane County Public Safety Communications provides countywide 911 emergency call-taking services. The Communications Center provides dispatching and centralized communications services for the Dane County Sheriff's Department as

well as 22 local law enforcement agencies. The 911 Center also provides communications and dispatching services to 27 local fire departments and 21 local EMS agencies. Communication resources and protocols are described in *ESF2, Communications and Warning*, and the *Dane County Fire/EMS Services Radio Communications Protocol*. ESF-2 also describes the process for communications coordination with local communications and dispatch centers.

### 3. Public Warning and Notification

- a. Evacuation warning information should be disseminated through all available warning options. *ESF2, Communications and Warning* contains a detailed description of the warning system and available options.
- b. The local Incident Commander is responsible for making the decision to warn the public, requesting activation of the warning system, and forming the warning message.
- c. Dane County Public Safety Communications Center is the primary coordination point for public warning systems in Dane County. The 911 Center is a 24-hour communications center with the capability to continuously monitor multiple sources of information. The Center also has continuous capability to dispatch emergency response personnel, notify key public officials, and activate the County owned components of the warning system.
- d. The Dane County Emergency Operations Center serves as a back-up monitoring and activation point for the County warning system. In addition, the County EOC also serves the function of monitoring public response once warnings have been issued.
- e. Dane County Emergency Management has established guidelines for local officials to follow when requesting warning system activation. This document is attached as Appendix D.
- f. Consideration must be given for warning people who are deaf or hard of hearing and for people who do not speak English. Using a combination of methods will most often be more effective than relying on one method alone.
- g. Emergency response personnel may need to deliver warnings door-to-door, sweeping the evacuation area to insure all those at risk have been advised of the need to evacuate and have responded. Persons who refuse to evacuate should be left until all others have been warned and then, time permitting, further efforts may be made to persuade these individuals to leave.
- h. Door-to-door notification requires that designated personnel go to each house/business/apartment in the evacuation area to alert people to leave the area. Door-to-door notification is time-consuming. However, in some instances, door-to-door notification may be the most appropriate form of communication to inform residents to evacuate the area. While conducting door-to-door evacuations, police and fire personnel should be in uniform and should be wearing a helmet. The following list should be

used as a guideline to conduct door-to-door notifications: In some cases there may not be adequate resources and time to conduct this type of face-to-face notification. Use of sirens, air horns and Public Address systems will speed the alert process.

- i. Evacuees should be advised to take the following items:
    - o Wallet/purse
    - o House and car keys
    - o Money
    - o Eyeglasses
    - o Medications
    - o Proper/warm clothing
    - o Family pet(s)
  
  - k. Some citizens may refuse to leave. A few methods of persuasion include:
    - o Be in uniform.
    - o Ask for next of kin and a phone number.
    - o Write the next of kin information down.
    - o Refusals should be noted and reported through the chain of command.
4. Emergency Public Information
- a. The Public Information Officer (PIO) for Dane County Emergency Management serves as the lead in coordinating the Joint Information System. Specific public information procedures are contained in *ESF15, External Affairs*.
  - b. Messages disseminated through the warning system can alert the public to a threat and provide basic instructions. They are necessarily short and to the point. The public will often require a great deal of additional information on what to do during an evacuation. A Joint Information System will be established to insure that such information is provided to the media on a timely basis for further dissemination to the public. Provisions must be made to disseminate information to individuals with special needs, including the blind, hearing impaired, and people who don't speak English.
  - c. Follow-up information for an evacuation may include information on the location of shelter and mass care facilities, specific evacuation routes, guidance on securing their homes, care for pets, and the need for evacuees to take certain items with them during an evacuation. When school children are evacuated, parents will need timely information regarding the reunification process.
  - d. When the incident that generated the need for evacuation is resolved, evacuees must be advised when it is safe to return to their homes and businesses, and what sort of precautions they should take when they get there.

## 5. Transportation

- a. Individuals and families. It is anticipated that personal vehicles will be the primary means of evacuation for most individuals. However, some individuals do not own vehicles and others will need assistance in evacuating. Provisions must be made to provide public transportation for these individuals. A list of transportation resources is included in Appendix E.
- b. Special facilities. Public schools normally have their own transportation resources; some private schools and day care centers may also have some transportation assets. Most other special facilities rely on commercial or contract transportation companies for their specialized transportation needs. Unfortunately, many of these providers cannot provide sufficient equipment to evacuate a sizeable facility on short notice. Hence, local government may be requested to assist in providing transport.
- c. Emergency transportation may be provided by school buses, Madison Metro, Madison Metro Para-transit, ambulances, and other vehicles. These transportation resources are either locally owned and operated or privately owned. Provisions will need to be made for the release and use of these resources in an emergency.
- d. In the case of large-scale evacuations with advance warning, pickup points should be designated and a telephone bank established to receive and process requests for transportation.
- e. Incident managers should consider using regularly scheduled bus stops and routes as pick-up points to evacuate residents without access to personal transportation. This can simplify emergency public information and help to ensure that residents are transported to designated evacuation staging areas as efficiently as possible.
- f. Emergency transportation resources are limited for special needs populations and will be prioritized for those who must be transported for an emergency evacuation and have no other means of transportation. In general, those individuals identified in the area of greatest danger and risk should be evacuated and transported first. It is imperative for those who can plan for their own transportation make arrangements with appropriate service providers in advance. Prompt emergency messages regarding evacuation will be initiated as soon as possible to allow for individuals to execute the pre-arranged transportation services. A list of transportation resources is included as Appendix E.
- g. Public information messages that emphasize the need for citizens to help their neighbors who lack transportation or need assistance can significantly reduce requirements for public transportation during an evacuation.
- h. Transportation routes will vary according to the location of the incident and the size of the evacuation. Principal routes, however, have been analyzed and mapped for each of the 16 planning area subdivisions. The

routes are mapped based on the Federal Functional Classification (FFC) of roadways system established by the Federal-Aid Highway Act of 1973, defined in Table 3. Appendix F contains maps of these routes.

#### 6. Traffic Control

- a. Actual evacuation movement will be controlled by the law enforcement agencies involved.
- b. If at all possible, two-way traffic should be maintained on all evacuation routes to allow continued access for emergency vehicles.
- c. For large-scale evacuations where time permits, traffic control devices, such as signs and barricades, can be provided by Dane County Public Works, Highway, and Transportation upon request.
- d. Law enforcement will request tow truck services needed to clear disabled vehicles from evacuation routes.
- e. Transportation roles and responsibilities are further addressed in *ESF1, Transportation*.

#### 7. Access Control and Security

- a. In an evacuation, the security of evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. Law enforcement should establish access control points to limit entry into evacuated areas and, where possible, conduct periodic patrols within such areas to deter theft by those on foot.
- b. If an evacuated area has sustained damage and cannot be reoccupied for an extended period of time, it may be desirable to implement a PASS system to limit access to emergency workers, homeowners, business owners, utility workers, and contractors restoring damaged structures and removing debris. Refer to *ESF13, Public Safety and Security* for further information.

#### 8. Special Facilities

- a. Special facilities, such as schools, hospitals, nursing homes, day care facilities, and correctional facilities are responsible for the welfare and safety of their clients, patients, and inmates. Virtually all such facilities are required to have an emergency plan that includes provision for emergency evacuation, but in order to effectively implement their plans they must be warned of emergency situations.
- b. Schools and Day Care Centers. If evacuation of public schools is required, students will normally be transported on school buses to other schools outside of the risk area, where they can be picked up by their parents. It is essential that the parents be provided timely information on these arrangements.

- c. Private schools and day care centers, including adult day care facilities, typically do not have significant transportation resources and may require government assistance in evacuating.
- e. Hospitals, Nursing Homes, and Correctional Facilities. If evacuation of these facilities is required, patients and inmates should be transported, with appropriate medical or security support, to a comparable facility. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and may need assistance from local government with transportation and in identifying suitable reception facilities. The State of Wisconsin's *Policy on the Evacuation of Healthcare Facilities* describes the details of the facility responsibilities and the interface between the facility and local emergency responders.

#### 9. Handling of Pets

- a. Evacuees who go to the homes of relatives or friends or commercial accommodations with their pets do not normally pose difficulties during evacuation. However, evacuees with pets seeking public shelter can create potential problems. For health reasons, pets are not allowed in emergency shelters operated by the American Red Cross and most other organized volunteer groups. However, a number of studies have indicated that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. And when people have left pets behind during evacuations, emergency responders have sometimes had to return to the evacuated area to round up and remove those pets and other animals. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets.
- b. Depending on the situation and availability of facilities, one or more of the following approaches will be used to handle evacuees arriving with pets:
  - o Providing pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
  - o Directing pet owners to a public shelter that has covered exterior corridors or adjacent support buildings where pets on leashes and in carriers may be temporarily housed.
  - o Setting up temporary pet shelters at the Dane County fairgrounds.

#### 10. Reception and Sheltering

- a. Dane County's *ESF6, Mass Care, Housing and Human Services* is the county's plan for coordinating and providing mass care services to persons affected by a disaster. The requirements for services may vary depending upon the nature, type, and level of the emergency. Dane County works closely with volunteer organizations that provide shelter and mass care support to determine the availability of shelter and feeding facilities, encourage facility owners to sign agreements for use of those facilities, and encourage facility owners to allow their personnel to participate in shelter management

- training. A list of potential shelter sites prepared by the American Red Cross is attached as Appendix
- b. The Incident Commander will consult with the American Red Cross to determine the need for opening shelters and commencing mass care operations based on the emergency situation that prevails. This function may be referred to the EOC in a large scale incident.
  - c. The American Red Cross and other private disaster assistance organizations will be called upon to:
    - o Open temporary shelters for the displaced population.
    - o Activate or organize shelter teams and provide shelter kits.
    - o Register those occupying public shelters.
    - o Provide feeding, emergency first aid, and other basic life support needs for those occupying temporary shelters.
    - o For extended shelter operations, activate a Disaster Welfare Inquiry system.
    - o Provide periodic reports on the status of shelter and mass care operations. In some disasters, the federal government may be requested to provide emergency housing. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the extent possible, local and county government will assist and coordinate post-disaster housing needs of displaced residents.
  - d. Local government is responsible for providing the following support for shelter operations:
    - o Security and, if necessary, traffic control at shelters.
    - o Fire inspections and fire protection at shelters.
    - o Transportation for food, shelter supplies, and equipment if the organization operating the shelter cannot do so.
    - o Transportation of shelter occupants to feeding facilities, if necessary.
    - o Basic medical attention, if the organization operating the shelter cannot do so.
  - e. Evacuees will normally return to their homes as soon as the danger has passed. Hence, most shelters are closed quickly and returned to normal use. However, some evacuees may be unable to return to their homes due to damage or destruction. It may be necessary to have one or more shelters remain open for an extended period until those who cannot return to their residences can be relocated to motels, rental units, mobile homes, and other

types of temporary lodging. Such extended use facilities should have showers and on-site feeding; cots should be provided.

- f. The Red Cross will assist local government in the registration of evacuees who are housed in Red Cross shelters. The Shelter Officer will ensure that evacuees occupying those facilities are registered and information provided to the Emergency Operations Center (EOC). The purpose of registration is to be able to respond to inquiries about the status of evacuees, monitor health concerns, provide a mechanism for dissemination of emergency information, and provide a basis for post-emergency follow-up support.
- g. In addition to the provision of shelter and mass care services, evacuees may need assistance with clothing, basic medical attention, prescription medicines, disaster mental health services, temporary housing, and other support services. Some of these services may be provided by the same volunteer organizations that are operating shelters. In other cases, the Shelter Officer will have to identify the needs of those in public shelters to Dane County Human Services, who may be able to arrange for assistance from other volunteer organizations and agencies.
- h. Special facilities including hospitals, nursing homes, group homes, and correctional institutions are responsible for the welfare and safety of their clients, who may need specially trained staff to care for them and special equipment and facilities to meet their needs. Institutions supporting special needs populations are required by state and federal regulations to have disaster preparedness plans that provide for evacuation and relocation of the institution's population to comparable facilities in an emergency.
- i. Mass care shelters for the general population are not staffed or equipped to handle special needs groups. These groups, particularly medical patients and prisoners, should not be relocated to shelters used by the general public. In the event that special facilities encounter difficulty in evacuating and relocating their clients, local officials may need to assist those facilities in arranging transportation and in locating suitable reception facilities. It may also be necessary to assist in relocating some medical patients who are living at home. These activities will be coordinated through the Dane County EOC.
- j. Public shelters can generally accommodate individuals with special needs who require minimal care and are attended by their families or other caregivers.

#### 11. Re-Entry

- a. Return of evacuees to their homes or businesses in evacuated areas requires the same consideration, coordination, and control as the original evacuation. For limited incidents, the Incident Commander will normally make the decision to return evacuees and disseminate it as appropriate. For large-scale evacuations, that decision will normally be made by Incident Commanders in consultation with elected officials and disseminated through the media.

The following conditions should prevail in the evacuated area before evacuees are authorized to return:

- o The threat that caused the evacuation has been resolved.

- Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
  - Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated.
  - Structures have been inspected and determined to be safe to reoccupy.
  - There is adequate water available for firefighting.
- b. For return and re-entry, it may be necessary to provide transportation for those who lack vehicles and traffic control on return routes.
- c. Public information intended for returnees should address such issues as:
- Documenting damage for insurance purposes.
  - Caution in reactivating utilities and damaged appliances.
  - Cleanup instructions.
  - Removal and disposal of debris.
  - Access to federal disaster assistance programs if aid is available.

IX. Evacuation Tasks and Measures

1. Pre-Incident Preparedness Tasks – Develop and maintain plans, procedures, and systems to support large-scale or mass evacuation.

<b>Evacuation Preparedness Task</b> – Develop and maintain plans, procedures, and systems to support large-scale or mass evacuation.		<b>Responsibility</b>
a.	Develop plans, procedures, and protocols to manage evacuations and sheltering-in-place.	Local jurisdictions, assisted by Dane County Emergency Management.
b.	Develop evacuation procedures for populations and locations at risk (including high density areas, neighborhoods, high-rise buildings, subways, airports, special events venues, etc), and institutions that should begin evacuations early (e.g., hospitals, nursing homes, long-term care facilities and correctional facilities.	Local jurisdictions, facility owners/operators, assisted by Dane County
c.	Develop and distribute public education materials on evacuation/shelter-in-place preparation, plans, and procedures.	Dane County, local jurisdictions
d.	Participate in citizen preparedness activities to ensure that public information on evacuation/shelter-in-place preparation and processes is effectively communicated.	Dane County Emergency Management, local jurisdictions, human service agency partners
e.	Participate in establishment of public information announcements to be issued as part of /shelter-in-place orders.	Dane County Emergency Management, local jurisdictions
f.	Develop and implement plans and procedures to identify in advance populations requiring assistance during evacuation/shelter-in-place.	Dane County Emergency Management, local jurisdictions.
g.	Establish registry of populations requiring assistance during evacuation/sheltering-in-place.	Dane County Emergency Management, Information Management, supported by local jurisdictions and agency partners.
h.	Develop and implement procedures to identify and arrange for transportation to accommodate immobilized individuals or others requiring special assistance during transport.	Local jurisdiction, assisted by Dane County Emergency Management.
i.	Develop plans and procedures for identifying during an incident those populations requiring assistance with evacuation, including identification of type of assistance required.	Local jurisdiction, assisted by Dane County Emergency Management.

<b>Evacuation Preparedness Task – Develop and maintain plans, procedures, and systems to support large-scale or mass evacuation.</b>		<b>Responsibility</b>
j.	Establish processes to ensure that immobilized and other individuals require special assistance can be moved to collection points for evacuation.	Local jurisdiction, assisted by Dane County Emergency Management.
k.	Establish processes for identifying and collecting individuals who do not go to collection points.	Local jurisdiction, assisted by Dane County Emergency Management.
l.	Pre-identify evacuee collection points and staging/reception areas (for immediate sheltering/processing).	Local jurisdiction, assisted by Dane County Emergency Management and American Red Cross.
m.	Pre-arrange contracts and agreements to ensure provision of transportation vehicle and drivers during an incident.	Dane County Emergency Management, ESF 1, Madison MMRS
n.	Identify and arrange for the staging and use of resources from outside the planning area.	Local jurisdiction.
o.	Develop plans and procedures for coordinating with other agencies to meet basic needs during evacuation.	All agencies, jurisdictions.
p.	Develop agreements with neighboring areas regarding the movement and receipt of evacuees from the affected area.	Dane County Emergency Management.
q.	Develop plans and procedures for evacuation of companion animals.	Dane County Emergency Management, local jurisdictions.

2. Pre-Incident Preparedness Tasks - Develop and maintain evacuation training and exercise programs.

<b>Evacuation Preparedness Task – Develop and maintain evacuation training and exercise programs.</b>		<b>Responsibility</b>
a.	Develop and implement training programs for staff involved in evacuation/shelter-in-place implementation.	Dane County, local jurisdictions.
b.	Develop and implement exercises involving evacuation of various types of locations to local shelters as well as more distant sites.	Dane County, local jurisdictions.
c.	Assess the training and exercise gaps.	Dane County, local jurisdictions.
d.	Review existing training and exercise resources available for participation and/or inclusion in comprehensive training and exercise strategy.	Dane County, local jurisdictions.

3. Critical During-Incident Response Tasks – Direct, manage, and coordinate evacuation procedures for both the general population and those requiring assistance at any stage in the evacuation process.

<b>Evacuation Response Task - Direct, manage, and coordinate tactical operations to conduct a large-scale or mass evacuation.</b>		<b>Responsibility</b>
a.	Establish Incident Command organization.	Local jurisdiction.
b.	Assess the area affected by the incident and the impact on the population of that area.	Local jurisdiction, assisted by Dane County EOC.
c.	Identify populations, institutions (e.g., hospitals, nursing homes, correctional facilities) and locations to be evacuated. Identify special needs of people to be evacuated and the type of assistance needed.	Local jurisdiction, assisted by Dane County EOC.
d.	Identify appropriate decision-making authority responsible for issuing evacuation orders.	Local jurisdiction
e.	Develop and issue appropriate evacuation orders.	Local jurisdiction
f.	Coordinate with Public Safety Answering Points regarding communication of the evacuation decision; establish an incident communications plan.	Local jurisdiction, assisted by Dane County Public Safety Communications.
g.	Issue public notification and warning messages.	Local jurisdiction, assisted by Dane County Public Safety Communications and Dane County EOC.
h.	Notify other jurisdictions, agencies, and organizations affected by the incident and coordinate the appropriate aspects of the evacuation. Establish a Unified Command organization as appropriate.	Local jurisdiction, assisted by Dane County Public Safety Communications and EOC.
i.	Determine evacuation routes to be used and the control points that will be required.	Local jurisdiction, assisted by Dane County Sheriff's Office and neighboring jurisdictions.
j.	Implement traffic control along evacuation routes, including law enforcement personnel and traffic control devices.	Local jurisdiction, assisted by Dane County Sheriff's Office and mutual aid.
k.	Identify, procure, and deploy resources required to support en-route vehicle evacuation such as fuel, tow trucks. Etc.	Local jurisdiction, assisted by Dane County EOC.
l.	Establish staging areas for incoming response equipment.	Local jurisdiction

<b>Evacuation Response Task - Direct, manage, and coordinate tactical operations to conduct a large-scale or mass evacuation.</b>		<b>Responsibility</b>
m.	Select and activate transfer/pick-up points where evacuees can access mass-transit. Establish security at these locations to control traffic and maintain order.	Local jurisdiction, assisted by Dane County Sheriff's Office and neighboring jurisdictions.
n.	Identify and select types of vehicles needed to meet the evacuation requirements.	Local jurisdiction, assisted by Dane County EOC.
o.	Request mass transit vehicles, with qualified drivers to transport evacuees from pick-up points to shelter facilities.	Local jurisdiction, assisted by Dane County EOC.
p.	Select and mobilize accessible transit vehicles for persons with mobility impairments and other special needs.	Local jurisdiction, assisted by Dane County EOC.
q.	Monitor traffic on evacuation routes and provide additional controls as needed.	Local jurisdiction, assisted by Dane County Sheriff's Office, neighboring jurisdictions, and Dane County EOC.
r.	Establish liaison with special needs facilities in the affected area and coordinate evacuation support as needed.	Local jurisdiction, assisted by Dane County EOC.
s.	Conduct search and rescue operations and implement an accountability system to track evacuation progress and compliance.	Local jurisdiction with mutual aid assistance.

4. Critical During-Incident Response Tasks – Identify and ensure notification of at-risk populations and identify individuals requiring assistance in evacuation.

<b>Evacuation Response Task - Identify and ensure notification of at-risk populations and identify individuals requiring assistance in evacuation.</b>		<b>Responsibility</b>
a.	Use pre-established Disaster Assistance Registry to determine locations of people who may need assistance with evacuation.	Dane County Emergency Management
b.	Establish a call-center for people to request specialized assistance with evacuating.	Dane County United Way/2-1-1 with assistance from Dane County EOC.
c.	Coordinate with human services agencies and home health care providers to assist in identifying people who may need specialized assistance.	Dane County Human Services, Public Health Madison and Dane County.

<b>Evacuation Response Task - Identify and ensure notification of at-risk populations and identify individuals requiring assistance in evacuation.</b>		<b>Responsibility</b>
d.	Coordinate with agencies providing emergency public information and other community partners to ensure effective communications with all members of the affected community.	Local jurisdiction, assisted by Dane County EOC.
e.	Conduct triage upon identification of special needs to determine type of assistance needed, comparative risk, and resources available to respond, establish response priorities.	Local jurisdiction

5. Critical During-Incident Response Tasks – Collect and evacuate people requiring specialized assistance.

<b>Evacuation Response Task - Collect and evacuate people requiring specialized assistance.</b>		<b>Responsibility</b>
a.	Coordinate with supporting agencies and pre-arranged providers to obtain appropriate means of transportation for those requiring transportation assistance (e.g., buses, ambulances, handicap assisted vans).	Local jurisdiction, assisted by Dane County EOC.
b.	Implement plans for providing alternative means of transport for immobilized individuals or those needing other special assistance in transit.	Local jurisdiction with mutual aid assistance.
c.	Provide appropriate specialized transportation services for those requiring additional support during evacuation.	Local jurisdiction with mutual aid assistance.
d.	Coordinate provision of medical support services for evacuating special needs populations.	Local jurisdiction with mutual aid assistance.
e.	Collect individuals at pre-established collection points and transfer to staging/reception area.	Local jurisdiction with mutual aid assistance.
f.	Collect individuals at non-specified locations and transfer to staging/reception area.	Local jurisdiction with mutual aid assistance.
g.	Establish a means of tracking evacuees.	Local jurisdiction with mutual aid assistance.

6. Critical During-Incident Response Tasks – Facilitate the self-evacuation of the affected population.

<b>Evacuation Response Task – Facilitate the self-evacuation of the affected population by providing public information, traffic control, and support services along evacuation routes.</b>		<b>Responsibility</b>
a.	Activate public warning systems.	Dane County Public Safety Communications, assisted by EOC.
b.	Activate approved traffic control plan.	Local jurisdiction with mutual aid assistance.
c.	Coordinate with appropriate agencies regarding support for traffic control.	Local jurisdiction with mutual aid assistance.
d.	Provide information regarding reception and shelter locations.	Local jurisdiction assisted by Dane County Public Safety Communications and EOC.
e.	Implement procedures for allowing voluntary tracking of evacuees.	Local jurisdiction with mutual aid assistance.
f.	Monitor evacuation traffic flow/demand and adjust evacuation traffic management plan and measures as appropriate.	Local jurisdiction with mutual aid assistance and State Traffic Operations Center.
g.	Provide services (e.g. gas, food, water, tow trucks, etc.) along the evacuation route(s).	Local jurisdiction with mutual aid private sector assistance.
h.	Monitor evacuation traffic to identify those no longer able to self-evacuate and requiring specialized assistance.	Local jurisdiction with mutual aid assistance and State Traffic Operations Center.

7. Critical During-Incident Response Tasks – Set up and operate evacuee reception and shelter facilities.

<b>Evacuation Response Task – Set up and operate evacuee reception and shelter facilities.</b>		<b>Responsibility</b>
a.	Coordinate with mass care, medical, and other services to set up evacuation staging areas.	Local jurisdiction, assisted by Dane County EOC.
b.	Coordinate with mass care services to identify location of shelter facilities and other mass care services for evacuees.	Local jurisdiction, assisted by Dane County EOC.
c.	Coordinate with mass care agencies to assess the need for emergency feeding and sheltering activities.	Local jurisdiction, assisted by Dane County EOC.

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<b>Evacuation Response Task – Set up and operate evacuee reception and shelter facilities.</b>		<b>Responsibility</b>
d.	Coordinate with appropriate agencies regarding caring for companion animals.	Local jurisdiction, assisted by Dane County EOC.
e.	Notify appropriate agencies of anticipated medical assistance required upon arrival at temporary locations (reception centers, shelters, etc).	Local jurisdiction, assisted by Dane County EOC.
f.	Establish evacuee reception and shelter areas.	American Red Cross, assisted by ESF 6 support agencies.
g.	Provide, in coordination with mass care, for basic needs support and processing of evacuated individuals and companion animals in preparation for further movement.	American Red Cross, assisted by ESF 6 support agencies.
h.	Provide, in coordination with medical care, access to medical services for evacuated individuals in staging/reception area.	American Red Cross, assisted by ESF 6 support agencies.
i.	Coordinate with appropriate agencies to address needs of those requiring assistance.	American Red Cross, assisted by ESF 6 support agencies.
j.	Provide tracking of people needing evacuation assistance.	American Red Cross, assisted by ESF 6 support agencies.
k.	Provide voluntary registration/tracking system for general population to support reunification.	American Red Cross, assisted by ESF 6 support agencies.

8. Critical During-Incident Response Tasks – Set up and operate evacuee special needs and/or medical shelter.

<b>Evacuation Response Task – Set up and operate evacuee special needs and/or medical shelter</b>		<b>Responsibility</b>
a.	Work in progress	Multi-agency collaboration

9. Critical Post-Incident Response Tasks – Facilitate re-entry and recovery upon determination of the affected area being safe.

<b>Evacuation Recovery Task – Facilitate re-entry and recovery upon determination of the affected area being safe.</b>		<b>Responsibility</b>
a.	Develop and implement re-entry plans as areas within the region are approved for reentry.	Local jurisdiction, assisted by Dane County EOC.
b.	Provide re-entry information to the public on a timely and on-going basis.	Local jurisdiction, assisted by Dane County EOC.
c.	Coordinate with appropriate agencies to provide instructions and information if re-entry is not feasible.	Local jurisdiction, assisted by Dane County EOC.
d.	Provide for the return of people with special needs who cannot return without assistance.	Local jurisdiction, assisted by Dane County EOC.
e.	Assist in making arrangements for long-term housing of evacuees that are not able to return immediately.	Local jurisdiction, assisted by Dane County EOC.
f.	Provide public information on recovery and disaster assistance programs.	Local jurisdiction, assisted by Dane County Emergency Management.

X. ROLES AND RESPONSIBILITIES

This section describes roles, responsibilities and tasks of public agencies (state, county and local) and the private sector during an emergency evacuation. Roles and responsibilities can further be divided into two types of operations, evacuation operations, and reception and shelter operations. Roles and responsibilities vary for each of the agencies listed in the table below, but generally include items such as providing assistance and resources to evacuation operations personnel and agencies, coordinating and communicating to affected parties in the community, managing needs at reception center(s) and shelter sites, securing the evacuation area and routes, and determining re-entry contingencies and procedures. Roles and responsibilities are described for the agencies listed in the table below:

1. All Responding Agencies	2. Dane County Executive/Dane County Board of Supervisors
3. Dane County Emergency Management	4. Dane County Human Services
5. Dane County Sheriff's Office	6. Dane County Public Safety Communications
7. Public Health, Madison and Dane County	8. Dane County Public Works, Highway, and Transportation
9. Local Chief Elected Officials	10. Local Emergency Management
11. Local Law Enforcement	12. Local Fire Service
13. Local Emergency Medical Services	14. Local Public Works
15. American Red Cross	16. United Way/2-1-1
17. Wisconsin Department of Health and Family Services	18. Wisconsin Emergency Management
19. Department of Transportation Wisconsin State Patrol	20. Wisconsin Department of Transportation – State Traffic Operations Center
21. Department of Agriculture, Trade and Consumer Protection	22. Department of Natural Resources
23. Department of Military Affairs, Wisconsin National Guard	

Table 3: Roles and responsibilities.

NOTE: "Local" refers to town, village, or city agency/department.

1. All Responding Agencies
  - a. Participate in the Incident Command/Unified Command System.
  - b. Establish representation in the County or local EOC when requested.
  - c. Provide advice and technical assistance when requested.
  - d. Activate mutual aid agreements and other resources sharing or procurement arrangements as needed.

2. Dane County Executive/Dane County Board of Supervisors
  - a. Issue a declaration of state of emergency.
  - b. Approve release of information disseminated to the public.
  - c. Authorize Dane County assets and personnel as needed to respond to the situation.
  - d. Authorize emergency spending as needed.
  - e. Coordinate response and recovery efforts with local governments.
  - f. Consider waiving fees for County building and other permits associated with the recovery process.
3. Dane County Emergency Management
  - a. Activate the County Emergency Operations Center and manage EOC operations.
  - b. Coordinate with the appropriate agencies to recommend evacuation and sheltering.
  - c. Coordinate the collection and dissemination of information concerning evacuation and shelter to the public and emergency response personnel.
  - d. Support local evacuation operations.
  - e. Coordinate the opening of reception centers and shelters. Refer to the American Red Cross Shelter list and contacts for opening shelter sites.
  - f. Forward requests for additional resources to the state as needs are identified.
  - g. Support Local jurisdictions with developing and implementing a re-entry plan and demobilization of assets.
  - h. Coordinate with Wisconsin Emergency Management the reception of evacuees arriving from outside Dane County.
4. Dane County Human Services
  - a. Coordinate the general human service activities of local and private sector, non-profit and public service/volunteer organizations regarding shelter operations.
  - b. Identify and request special resources needed for evacuation and sheltering operations.
  - c. Coordinate the resource and staffing requirements of short- and long-term sheltering.

- d. Assist with coordination of food assistance and distribution programs, as needed.
  - e. Provide necessary outreach and counseling services to citizens affected by the disaster.
  - f. Address long-term housing needs.
5. Dane County Sheriff's Office
- a. Assist local law enforcement to establish a perimeter around the evacuated area and a pass system for emergency response resources for the protection of property.
  - b. Assist local law enforcement to initiate route management and monitor evacuation activities (e.g. traffic control, staging areas, public warning, route alerting, and security.)
  - c. Assist with the warning of the public.
  - d. Assist local law enforcement to coordinate and maintain traffic evacuation routes.
  - e. Assist local law enforcement to provide security at designated assembly areas, reception centers and shelters.
  - f. Assist local law enforcement to monitor re-entry activities, including traffic control.
  - g. Coordinate Emergency Police Services if additional law enforcement resources are needed.
7. Dane County Public Safety Communications
- a. Receive and dispatch 911 emergency calls.
  - b. Assign radio channels and coordinate radio communications.
  - c. Dispatch mutual aid resources as requested by Incident Commanders.
  - d. Track public safety resources through the 911 CAD system.
7. Public Health Madison and Dane County
- a. Coordinate with human service agencies to respond to needs of special populations, as needed.
  - b. Provide or arrange for immunizations or other public health services for evacuees and emergency workers, as needed.

- c. Support coordination of special transportation needs for special populations and patients being evacuated from health care facilities.
  - d. Assist with the coordination of re-entry activities for evacuees, including special needs population, as needed.
  - e. Work in partnership with mental health organizations and human service agencies to identify and deliver crisis-counseling needs for disaster victims and emergency workers.
  - f. Inform the public about appropriate health/medical related protective actions (e.g., protection against contaminated food/water, disposal of garbage/debris.)
8. Dane County Public Works, Highway, and Transportation
- a. Assist local public works department with provision and placement of necessary traffic control devices (e.g., signs, barricades.), especially on County roads and state and federal highways.
  - b. Assist local public works to coordinate and maintain traffic evacuation routes with consideration to responding emergency vehicles, disabled and abandoned vehicles and traffic volume, especially on County roads and state and federal highways.
9. Local Chief Elected Officials
- a. Issue Declaration of State of Emergency and Evacuation Orders.
  - b. Convene full governing body to ratify emergency orders.
  - c. Approve release of warnings, instructions, and other emergency public information relating to evacuation
  - d. Coordinate evacuation efforts with other local governments that may be affected by the evacuation, where appropriate.
  - e. Respond to citizen needs.
10. Local Emergency Management
- a. Activate a local EOC and manage EOC operations.
  - b. Receive and process requests for resources from Incident Commanders.
  - c. Serve as the local multi-agency coordination center.
  - d. Request assistance and support as needed from county, state, and federal agencies.

11. Local Law Enforcement

- a. Establish a perimeter around the evacuated area and a pass system for emergency response resources for the protection of property.
- b. Initiate route management and monitor evacuation activities (e.g. traffic control, staging areas, public warning, route alerting, and security.)
- c. Assist with the warning of the public.
- d. Coordinate and maintain traffic evacuation routes with consideration to responding emergency vehicles, disabled and abandoned vehicles and traffic volume.
- e. Provide security at designated assembly areas, reception centers and shelters.
- f. Assist and monitor re-entry activities, including traffic control.

12. Local Fire Service

- a. Provide advice on evacuation decisions as a result of fires and/or hazardous materials.
- b. Assist with public warning/route alerting and establish staging areas.
- c. Monitor and provide recommendations for re-entry activities.

13. Local Emergency Medical Services

- a. Provide emergency medical services to all people involved in the evacuation or response to the disaster.
- b. Coordinate transportation and medical care for patients being evacuated from hospitals and other health care facilities.
- c. Identify and locate people with special needs and provide recommendations regarding evacuation procedures.
- d. Assist with the re-entry activities of medical patients and people with special needs.

14. Local Public Works

- a. Provide all necessary traffic control devices (e.g., signs, barricades.)
- b. Coordinate and maintain traffic evacuation routes with consideration to responding emergency vehicles, disabled and abandoned vehicles and traffic volume.

15. American Red Cross

- a. Establish congregate shelter sites, conduct evacuee registration operations, and coordinate shelter support services (e.g., mass feeding) for the evacuees as requested by Incident Command.
- b. Handle disaster welfare inquiry calls regarding evacuees.
- c. Provide individual family assistance grants (i.e., vouchers for clothing, food and other emergency needs) to meet the basic needs of evacuees as determined by Red Cross guidelines.
- d. Distribute items needed by evacuees (e.g., toiletry kits, clean-up kits) as requested by Human Services.
- e. Provide disaster mental health services to evacuees.
- f. Assist evacuees with relocating with friends, relatives or other people offering space.
- g. Work with other agencies to coordinate and administer food distribution programs as needed.

16. United Way/2-1-1

- a. Establish a telephone bank to receive and track public calls for transportation assistance and other non-life threatening emergency needs.
- b. Receive and log offers for volunteer assistance.
- c. Refer call data to the County EOC.

17. Wisconsin Department of Health and Family Services

- a. Support local agencies with meeting requests for assistance from special needs populations.
- b. Inspect the mass care site and kitchens while evacuees are present, upon request.
- c. Provide assistance by using existing programs, streamlining or waiving regulatory functions where possible and providing technical assistance to stricken communities.
- d. Assist local health authorities, when requested, with inspections of licensed food facilities (e.g., grocery stores, commercial freezers and cold storage facilities, restaurants) in preparation for re-entry into evacuated areas.
- e. Oversee any environmental remediation activities for contamination by radioactive materials.

18. Wisconsin Emergency Management

- a. Activate the State Emergency Operations Center.
- b. Coordinate with the appropriate agencies to recommend protective actions.
- c. Support counties and local jurisdictions with providing evacuation and sheltering information (i.e., alert and notification, public information).
- d. Coordinate, through the WEM Regional Office for Emergency Police Services program, a statewide law enforcement mutual aid program.
- e. Assist local efforts to address pet issues as requested.
- f. Advise contiguous states of the evacuation or sheltering, as appropriate.
- g. Support Dane County and local jurisdictions with developing and implementing a re-entry plan.
- h. Assist local efforts to address long-term housing needs.
- i. Request federal disaster assistance.
- j. Coordinate the response of federal agencies.
- k. Make state assets available as requested.

19. Department of Transportation Wisconsin State Patrol

- a. Provide such assistance as may be required by local law enforcement agencies, when requested, including access control and security for the protection of property in the evacuated area.
- b. Respond to any crowd control or civil disturbance problems that occur on or affect an interstate or state highway.
- c. Provide an escort for emergency response equipment dispatched to the emergency site, when requested.

20. Wisconsin Department of Transportation – State Traffic Operations Center

- a. Through existing traveler information services coordinate with the local Emergency Operations Center (EOC) to disseminate evacuation route information and evacuation procedures to the public.
- b. Coordinate with local law enforcement to close freeway ramps and/or cross-streets at major intersections to assist in the orderly movement of traffic.
- c. In the event of contra-flow implementation, identify freeway ramp closures for specific freeway/highway segment.

- d. Use cameras, variable message signs, highway advisory radio and other tools to relay information to EOC and the public regarding other incidents that have occurred on evacuation routes (i.e., accidents/crashes, vehicles running out of fuel, vehicle break-downs, vehicle flat tires, individual medical emergencies, etc.)
- e. Assist the Wisconsin State Patrol, as needed, with traffic control activities on affected interstate roadways or state highways designated as evacuation routes.
- f. Assist with transportation and distribution resource to provide barricades and signage for evacuation routes, upon request.
- g. Remove debris, vehicles and other impediments from all interstate and state trunk highways being used as evacuation routes.
- h. Provide technical expertise on the safety of roads and bridges along the evacuation route, when requested by local authorities.
- i. Provide any highway clearances and waivers required in order to expedite the transportation of high-priority materials and the evacuation of personnel during periods of declared emergencies.
- j. Coordinate, as necessary, the use of all public transportation resources (e.g., rail, bus, truck) needed during a large-scale evacuation.
- k. Provide assistance by using existing programs, streamlining or waiving regulatory functions where possible and providing technical assistance to stricken communities.

21. Department of Agriculture, Trade and Consumer Protection

- a. Provide advice to local authorities, when requested, on provisions for the care of farm animals in the event of an evacuation or sheltering order.
- b. Provide U.S. Department of Agriculture (USDA) donated food to disaster relief agencies, upon request.
- c. Provide assistance by using existing programs, streamlining or waiving regulatory functions where possible and providing technical assistance to stricken communities.
- d. Assist local health authorities, when requested, with inspections of licensed food facilities (e.g., grocery stores, commercial freezers and cold storage facilities, restaurants) in preparation for re-entry into evacuated areas.

22. Department of Natural Resources

- a. Evacuate state parks, forests and adjacent waters.
- b. Provide perimeter security and access control for evacuated areas and at mass care facilities when requested.
- c. Provide assistance by using existing programs, streamlining or waiving regulatory functions where possible and providing technical assistance to stricken communities.
- d. Oversee any environmental remediation activities.

23. Department of Military Affairs, Wisconsin National Guard

- a. Provide such assistance as may be required by local law enforcement agencies, when requested, including access control, escort and security for the protection of property in the evacuated area.
- b. Provide personnel to assist in disseminating an evacuation warning in state recreational lands and adjacent waters and other evacuation duties as directed by the Governor.