Evacuation

Teller County Emergency Operations Plan - Annex B

November 18, 2021

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INTRODUCTION

Evacuation authority is based upon the decision of the Incident Commander or Unified Command in conjunction with the Sheriff. Immediate evacuation decisions will come from the County Sheriff, Director of Emergency Management or their representative.

The purpose of this Annex is to provide for the orderly and coordinated evacuation of all or any part of the population of Teller County, if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency situation.

ACRONYMS AND ABBREVIATIONS

This following is a guide to acronyms listed in this plan.

EM	Director of Emergency Management
EOC	Emergency Operations Center
ICP	Incident Command Post
ICS	Incident Command System
NRP	National Response Plan
NIMS	National Incident Management System
PIO	Public Information Officer
SIP	Shelter-in-Place
SOP	Standard Operating Procedure
UC	Unified Command

DEFINITIONS

<u>Evacuation</u>. The National Incident Management System (NIMS) defines evacuation as an organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

<u>Reception Center or Area.</u> In the event of an Evacuation, residents may either be asked to go to an evacuation center or a reception center. The reception center is staffed with local officials and is designed to receive, register and determine additional needs of evacuees.

<u>Shelter-in-Place</u>. Remaining in a location, usually indoors, where hazardous materials are in the environment, while taking precautions to minimize exposure to those materials.

<u>Special Facilities</u>. Certain facilities which house or serve populations that cannot care for themselves during emergency situations and/or require unique support services. Such facilities include:

- Schools and day care centers, where students require supervision to ensure their safety.
- Hospitals and nursing homes, where patients need specialized health care personnel and equipment to maintain their health.
- Correctional facilities, where offenders require security to keep them in custody.

<u>Special Needs Populations.</u> Individuals in the community with physical, mental or medical care needs who may require assistance before, during, and/or after a disaster or emergency after exhausting their

usual resources and support network. Specials needs populations may also include economically or culturally isolated populations within the community.

Visitor Population. Individuals visiting or staying in a place outside their usual place of residence. Visitor population includes business and leisure travelers in the community, whether for single day or overnight stays.

SITUATION & ASSUMPTIONS

SITUATION

There are a wide variety of emergency situations that might require an evacuation and/or shelter-in-place (SIP) of portions of the local area.

- Limited evacuation and/or SIP of specific geographic areas might be needed as a result of a major fire, natural gas leak, or localized flash flooding.
- Large-scale evacuation and/or SIP could be required in the event of a major hazardous materials spill, wildland fire, mud slide, flood or terrorist attack.

Authority for Evacuations: Colorado has no mandatory evacuation law. According to the State Attorney General, Colorado's Sheriffs do have the authority, under emergency situation, to order the evacuation of citizens and enforce the order should they choose to do so. A person disobeying these orders can be charged with the crime of obstructing government operations or obstructing a police officer or firefighter/EMS. The authority to enforce these laws is found in Colorado Statutes and the power of the government to protect the safety and welfare of the community in disaster emergency circumstances.

When a local disaster declaration is issued, the County Sheriff may take action to control re-entry into a stricken area and the movement of people and occupancy of buildings within a disaster area.

ASSUMPTIONS

Most people at risk will evacuate when local officials recommend that they do so. A general estimate is 80 percent of those at risk will comply when local officials direct an evacuation. The proportion of the population that will evacuate typically increases as a threat becomes more obvious to the public or increases in severity. The following are other assumptions:

- Some individuals will refuse to evacuate, regardless of the threat.
- When there is sufficient warning of a significant threat, many individuals who are not at risk will evacuate.
- Evacuation planning for known hazard areas can and should be done in advance.
- While some emergency situations are slow to develop, others occur without warning. Hence, there may be time for deliberate evacuation planning or an evacuation may have to be conducted with minimal preparation time. In the case of short notice evacuations, there may be little time to obtain personnel and equipment from external sources to support evacuation operations.
- The need to evacuate may become evident during the day or at night and there could be little control over the evacuation start time.
- In most emergency situations, the majority of evacuees will seek shelter with relatives or friends or in commercial accommodations rather than in public shelter facilities.

- Most evacuees will use their personal vehicles to evacuate; however, transportation may need to be provided for evacuees without personal vehicles.
- When confronting a major disaster or catastrophic incident, it may be necessary to employ all modes of transportation to include state and/or federal assistance to effectively evacuate our population.
- Decontamination of evacuees may require additional resources and triage areas before citizens can be sheltered; therefore, Fire/Emergency Medical Services (EMS), clinics and HAZMAT teams may be required to decontaminate evacuees which needs to be coordinated through the EOC.
- Public anxiety and stress will result from evacuations, requiring mental health services, appropriate risk communications and public education/instruction.
- Shelters will require a minimum time for set up and activation and populations will still require services immediately upon evacuation, especially special needs populations.
- Local jurisdictional resources may become overwhelmed and may require mutual aid from other jurisdictions and support from regional, state and federal agencies.

CONCEPT OF OPERATIONS

Evacuation is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be evacuated, the distance people must be moved to ensure their safety, the need for reception facilities, and the extent of traffic control and security required.

A General Evacuation Checklist, provided in Appendix 2, has been developed to guide the execution of evacuation operations.

EVACUATION DECISIONS

The Incident Commander, Sheriff, EM or, for large-scale evacuations, the Unified Command (UC) shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. Evacuation planning should resolve the following questions:

1. What areas or facilities are at risk and should be evacuated?
2. How will the public be advised of what to do?
3. What do evacuees need to take with them?
4. What travel routes should be used by evacuees?
5. What transportation support is needed?
6. What assistance does the special needs population require?
7. What type of traffic control is needed?
8. Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?
9. How will evacuated areas be secured?
10. What resources will be needed to conduct the evacuation?
11. What sources will be contacted to obtain the necessary resources?

Evacuations that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly. Pre-incident

planning is critical to identifying probable evacuation areas, routes, resources and tactical operations. Information regarding must be kept up to date and available to emergency services personnel.

The decision to recommend an evacuation in and around the area of an incident site rests with the Incident Commander, Sheriff, EM or Unified Command managing the incident. In general, the County Sheriff shall issue the order for large-scale evacuations. The situation and availability of resources may affect evacuation planning and operations during disasters or emergencies. The Incident Commander or Unified Command should plan appropriately.

HAZARD SPECIFIC EVACUATION PLANNING

Hazard specific evacuation planning information may be developed for certain known hazards and included as appendices to this or other plans. These appendices will describe the potential impact areas for known hazards, the number of people in the threatened area, and any special needs populations and facilities affected.   Such appendices should also identify potential evacuation routes and, where appropriate, transportation pickup points or assembly areas.

Likely major evacuation areas, other than hazardous materials risk areas, and the potential evacuation routes for those areas are described and depicted in Appendix 3 to this plan.

SHELTER REQUIREMENTS

Pre-incident planning should consider temporary shelters. Resource and logistical considerations include fixed facility requirements, staffing, food and water, medical supplies, security, triage and medical care, mental health care and relocation assistance. Appendix 2 of this plan includes information regarding shelters to be used during evacuations.

TRANSPORTATION

1. Individuals: It is anticipated that the primary means of evacuation for most individuals will be personal automobiles. Many people who do not own or have access to vehicles and others will need assistance in evacuating. Provisions should be made to furnish public transportation during an emergency evacuation.
2. Special Needs Individuals/Populations: It is anticipated that a majority of special needs individuals will need evacuation assistance and transportation. Many special needs care facilities will not have the resources to evacuate and will need assistance from the County.
3. Special Facilities: Public schools normally maintain transportation resources; private schools and day care centers may also have limited transportation assets. Most other special facilities, such as Medical Centers, may rely on commercial or contract transportation companies for their specialized transportation needs. Teller County does have a hospital and multiple nursing home facilities, and also has a correctional facility. Local government may be requested to assist in providing transport.
4. Emergency transportation may be provided by school buses, rural transportation system buses, private shuttles, ambulances and other vehicles.
5. Public information messages emphasizing the need for citizens to help their neighbors who lack transportation or need assistance can significantly reduce requirements for public transportation during an evacuation. These messages will be communicated through public warning mechanisms when necessary.

TRAFFIC CONTROL

1. Actual evacuation movement will be controlled by local law enforcement agencies.
2. When possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles.
3. For large-scale evacuations when time permits, traffic control devices, such as signs and barricades, will be provided by the County Road & Bridge Department and other transportation emergency support function stakeholders (ESF 1) upon request.
4. Law enforcement will request wrecker services when needed to clear disabled vehicles from evacuation routes.

WARNING & PUBLIC INFORMATION

The Incident Commander, Sheriff or EM will normally decide if an evacuation warning should be issued in and around an incident site. Respective Dispatch Centers, authorized personnel or the established EOC will disseminate warnings for large-scale evacuations beyond the incident site or where evacuation is conducted because of an imminent threat. For more information, see the Public Information Guide and Warning Guide.

For detailed information on procedures, see Public Warning Plan Annex A.

ADVANCE NOTICE OF POSSIBLE EVACUATION

1. For slow developing emergency situations, advance warning should be given to affected residents as soon as it is clear that an evacuation may be required.   Such advance notice is normally disseminated through the media or EAS Notification.   Advance warning should address suitable preparedness actions, such as securing property, assembling disaster supplies, fueling vehicles, and identifying evacuation routes.
2. Advance warning should be made to special facilities in a threatened evacuation area as early as possible.
3. The special needs population should also be given advance notice. Notifying and preparing this segment of the population for evacuation will likely require additional time and resources.

EVACUATION WARNING

1. Evacuation warning should be disseminated through all available warning systems.
2. In the case of immediate evacuation in and around an incident site, alerting using siren and speaker-equipped vehicles moving through the affected area will be used. When possible, two vehicles should be employed—the first to get the attention of the people and a second will deliver the evacuation message. Door-to-door notification should be considered for large buildings and in rural areas where residences may be some distance from the road.
3. Special facilities may be notified directly by Dispatch or the EOC.
4. Law enforcement personnel should sweep the evacuation area to ensure all those at risk have been advised of the need to evacuate and have responded. Persons who refuse to evacuate will be left until all others have been warned and then, time permitting, further efforts may be made to persuade these individuals to leave.

EMERGENCY PUBLIC INFORMATION AND DISSEMINATION

1. Warning messages disseminated through warning systems alert the public to a threat and provide basic instructions. They are necessarily short and to the point. The public will often require

amplifying information on what to do during an evacuation. The Public Information Officer (PIO) will ensure that such information is provided to the media on a timely basis for further dissemination to the public.

2. Provisions should be made to disseminate information to individuals with special needs, including the blind, hearing impaired and non-English speakers.

3. Amplifying instructions for an evacuation may include information on the location of shelter and mass care facilities, specific evacuation routes, guidance on securing their homes and the need for evacuees to take certain items with them during an evacuation. When school children are evacuated, parents need timely information on where to pick them up.

4. 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.

SPECIAL FACILITIES AND SPECIAL NEEDS POPULATIONS

Special facilities are responsible for the welfare and safety of their students, clients, patients and inmates. Virtually all of these facilities are required to maintain an emergency plan that includes provisions for an emergency evacuation; however, in order to effectively implement those plans, they must be warned of emergency situations.

SCHOOLS & DAY CARE CENTERS

1. 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 public be provided timely information on these arrangements. In the case of a large-scale emergency situation with advance warning, schools will generally be closed and students returned to their homes so they can evacuate with their families.

2. Private schools and day care centers typically maintain limited transportation resources and may require government assistance in evacuating.

HEALTH CENTERS (INCLUDING MENTAL HEALTH) AND CORRECTIONAL FACILITIES

1. 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.

2. The following special needs citizens will require special evacuation assistance, transportation, shelter facilities and medical care during major evacuations: Dispatch maintains identification by type and estimated number of special needs populations and addresses their needs before, during, and immediately after a major disaster or catastrophic incident.
   a. Medication Required
   b. Home-Bound Elderly
   c. Economically Isolated
   d. English as a Second Language, Non-English Speakers, Culturally Isolated

NON-RESIDENT/TOURIST EVACUATIONS

1. The county must also consider the non-resident, tourist population when planning, conducting, and recovering from disasters or emergencies requiring evacuation.

2. The planning effort must incorporate the expected increase in population due to tourism to anticipate the increase in transportation, shelter, medical resource needs.

ANIMAL EVACUATIONS

HOUSE PET EVACUATION

1. Evacuees who go to the homes of relatives, friends or commercial accommodations with their pets normally do not pose difficulties during evacuation. However, evacuees with pets seeking public shelter can create potential problems.
2. 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 indicate that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. Loose pets remaining in an evacuated area may also create a public safety concern. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets.
3. Depending on the situation and availability of facilities, one or more of the following approaches will be used to handle evacuees arriving with pets:

    a. Provide pet owners information on nearby kennels, animal shelters and veterinary clinics that have agreed to temporarily shelter pets.
    b. Direct pet owners to a public shelter with covered exterior corridors or adjacent support buildings where pets on leashes and in carriers may be temporary housed.
    c. Set up temporary pet shelters at fairgrounds, rodeo or stock show barns, livestock auctions, and other similar facilities.

LIVESTOCK EVACUATION

1. Transporting livestock animals to safety when disaster strikes can be difficult. Disaster preparedness is important for all animals, but it is particularly important for livestock because of the animals' size and the requirements needed to shelter and transport them.
2. Depending on the situation and availability of facilities one or more of the following approaches will be used to handle evacuees arriving with livestock:
    a. Set up temporary pet shelters at fairgrounds, rodeo or stock show barns, livestock auctions, and other similar facilities.

ACCESS CONTROL & SECURITY

1. Security in evacuated areas is extremely important. Those who have evacuated may not return 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. To the extent possible, fire departments will take measures to ensure continued fire protection.
2. If an evacuated area has sustained damage and cannot be reoccupied for an extended period of time, it may be desirable to implement a permit system to limit access to emergency workers, homeowners, business owners, utility workers, and contractors restoring damaged structures and removing debris.

DEMOBILIZATION AND RE-ENTRY

1. Evacuees returning to their homes or businesses in evacuated areas require the same consideration, coordination, and control as the original evacuation. For limited incidents, the Incident Commander, Sheriff or EM will normally make the decision to return evacuees and disseminate it as appropriate. For large-scale evacuations, the decision will normally be made by the County Sheriff and disseminated through the media.

2. The following conditions should prevail in the evacuated area before evacuees are authorized to return:
   a. The threat prompting the evacuation has been resolved or subsided.
   b. Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
   c. Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated. However, utility services may not be fully restored.
   d. Structures have been inspected and deemed safe for occupancy.
   e. Adequate water is available for firefighting.

3. For return and re-entry, it may be necessary to provide transportation for those who lack vehicles. Traffic control along return routes may also be required.

4. Public information intended for returnees should address such issues as:

   a. Documenting damage for insurance purposes.
   b. Caution in reactivating utilities and damaged appliances.
   c. Cleanup instructions.
   d. Removal and disposal of debris.

ACTIONS BY PHASES OF EMERGENCY MANAGEMENT

Table 1. Actions by Phase of Emergency Management	
Phase	**Actions**
Mitigate/ Prevent	• **Where possible, undertake mitigation for known hazards that have in the past led to evacuation.** • **Discourage development, particularly residential construction, in potential risk areas, including floodplains, areas downstream from suspect dams and dikes, and areas adjacent to facilities that make, use, or store hazardous materials.** • **Seek improvement to preplanned evacuation routes if needed.** • **Enhance warning systems to increase warning times and reduce the need for hasty evacuations.**
Prepare	• **Identify areas where previous major evacuations have occurred and additional areas that may require large-scale evacuation in the future due to known hazards. Determine the population of risk areas and identify facilities that may require special assistance during evacuation (hospitals, nursing homes, schools, etc.) to determine potential transportation requirements.**

	• To the extent possible, identify individuals with special needs who would require assistance in evacuating and maintain contact information for those individuals. • Identify primary and alternate evacuation routes, taking into account road capacities. • Review the disaster preparedness plans of special facilities and advise facility operators of any changes that may be needed to make them more workable. • Include evacuations in the scenario of periodic emergency drills and exercises. • Conduct public information programs to increase citizen awareness of possible reasons for evacuation, preplanned evacuation routes, availability of transportation, the need to take appropriate food, clothing, and other disaster supplies during an evacuation, and the desirability of helping neighbors who may need assistance during an evacuation. • Promulgate procedures for protecting government resources from known hazards by relocating them.
Response	• See the General Evacuation Checklist in Appendix 1.
Recovery	• Ensure life/health/safety of all critical infrastructure facilities/roadways • Establish Disaster Assistance Centers as appropriate • Begin the coordination of the Recovery Branch for long term planning.

ROLES AND RESPONSIBLITIES

ORGANIZATION

The normal emergency organization will plan and carry out evacuations and the return of people to their homes or businesses.

- Lead Agencies – Sheriff, Fire Department(s), Emergency Management
- Support Agencies/Entities – Human Services, Public Health, Red Cross, Salvation Army, Public Works

Incident Command System (ICS) – EOC/UC Interface

- As noted previously, the Incident Commander will normally determine the need for, organize, and conduct limited evacuations in the immediate vicinity of the incident site. If large-scale evacuation is required, the Sheriff, EM, County Administrator and/or the chief elected official should make the recommendation for such evacuation to the public.
- A division of responsibility for evacuation tasks should be agreed upon between the Incident Commander and the EOC. The Incident Commander will normally manage evacuation operations at the scene, while the EOC coordinates operations beyond the incident site, such as coordinating traffic control along evacuation routes, arranging for the activation of shelter and mass care facilities, and advising other jurisdictions of the evacuation.

ASSIGNMENT OF RESPONSIBILITIES

The following table provides general responsibilities for various emergency management/ICS positions, agencies and organizations. A General Evacuation Checklist outlining action items to be performed in support of evacuation is contained in Appendix 2

Table 2. Assignment of Responsibilities	
Agency Organization	*Evacuation Responsibilities*
The County Sheriff/Emergency Manager will:	• **For emergencies and disasters, issue the order directing citizens to evacuate, when appropriate.** • **Approve release of warnings, instructions, and other emergency public information relating to evacuation.** • **Coordinate evacuation efforts with other local governments that may be affected by the evacuation, where appropriate.** • **Direct the relocation of at-risk essential resources (personnel, equipment, and supplies) to safe areas.** • **Direct the opening of local shelter and mass care facilities, if needed.**
The Incident Commander/ Unified Command will:	• **Identify risk areas in the vicinity to the incident site and determine protective actions for people in those risk areas.** • **If evacuation of risk areas and special needs facilities is required, plan, organize, and conduct the evacuation with the resources assigned.** • **Request support from the EOC to assist in coordinating evacuation activities beyond the incident site, such as activation of shelter and mass care facilities, if required.**

The EM will:	• **Develop and maintain evacuation planning information for known risk areas, including population of the area, and primary evacuation routes.**
	• **Review evacuation plans of special needs facilities within known risk areas and determine possible need for evacuation support.**
	• **Coordinate evacuation planning to include:**
	  o **Selection of suitable evacuation routes, based on recommendations from law enforcement.**
	  o **Movement control, based on recommendations from law enforcement.**
	  o **Transportation arrangements.**
	  o **Shelter and mass care arrangements through ESF's.**
	  o **Special needs demographics and evacuation support requirements.**

Law Enforcement will:	• **Recommend evacuation routes to the Incident Commander or EOC staff.** • **Assist in evacuation by providing traffic control.** • **Protect property in evacuated areas and limit access to those areas.** • **Secure and protect or relocate prisoners.** • **Coordinate law enforcement activities with other emergency services.** • **Assist in warning the public.** • **Provide information to the PIO for public news releases on the evacuation routes.**

The Fire District will:	• **Be responsible for fire protection in the vacated area.** • **Assist in warning the public.** • **Assist in evacuating special needs groups, as requested.**
The Public Information Officer (PIO) will:	• **Disseminate emergency information advising the public of evacuation actions to be taken.** • **Coordinate with area news media for news releases.**
The Public Works Department and partners will:	• **Provide traffic control devices upon request.** • **Assist in keeping evacuation routes open.** • **Provide barricades and barriers to restrict entry to evacuated areas and other areas where entry must be controlled.**
The Human Services Director will:	• **Ensure assigned personnel are trained and knowledgeable of evacuation and sheltering needs and procedures.** • **Coordinate transportation for evacuees without vehicles or who need assistance in evacuating, determining and establishing pickup points if necessary.** • **Coordinate transportation assistance for the evacuation of special needs facilities and special needs population.** • **Coordinate all transportation relating to relocation of essential resources.** • **Provide information to the PIO on pickup points or special pickup routes for those who require transportation, so that this information may be provided to the public.** • **For short-term evacuations, coordinate with operators of government-owned buildings, schools, churches, and other facilities for use of their facilities as temporary evacuee holding areas.** • **For other than short-term evacuations, coordinate with the [American Red Cross, Salvation Army, and other service organizations] to open shelters and activate mass care operations. See Shelter & Mass Care Annex, for further information.**
Public Health and Medical will:	• **Ensure assigned personnel are trained and knowledgeable of special medical needs, equipment and procedures if sheltering is needed.** • **Monitor evacuation of special needs facilities and coordinate evacuation assistance, if requested.** • **Assist Human Services Director as needed.**
Animal Control will:	• **Coordinate arrangements to provide temporary facilities for pets arriving with evacuees.** • **Be prepared to provide shelter managers with information on procedures for handling evacuees with pets.**
Special Needs Facilities (schools, correctional facilities) will:	• **Close and supervise evacuation of their facilities.** • **Coordinate appropriate transportation for evacuees and in route medical or security support.** • **Arrange for use of suitable host facilities.** • **Request emergency assistance from local government if assistance cannot be obtained from other sources.**

	• **Ensure assigned personnel are trained and knowledgeable of evacuation procedures.** • **Disseminate public information to advise relatives and the general public of the status of their facilities and the patients, students, or inmates served by those facilities.**
Common Tasks of All Organizations	• **If necessary, conduct a damage assessment on agency/organization assets and infrastructure.** • **Secure and protect facilities in evacuation areas.** • **Relocate essential equipment, supplies and records to non-risk areas.**

DIRECTION AND CONTROL

GENERAL
1. The County Sheriff or EM has the general responsibility for ordering an evacuation, when deemed the most suitable means of protecting the public from a hazard.
2. In situations where rapid evacuation is critical to the continued health and safety of the population, the on-scene Incident Commander may recommend evacuation of people at risk in and around an incident scene and direct and control the required evacuation.
3. Large-scale evacuations and evacuations conducted on the basis of imminent threat where there is no current incident scene will normally be coordinated and directed by the Sheriff, the EM, the EOC and UC.

EVACUATION AREA DEFINITION
1. Areas to be evacuated will be determined by those officials with the authority to direct a mandatory evacuation based on the counsel of those individuals and agencies with the necessary expertise, the use of specialized planning materials or decision aids, the recommendations of state and federal agencies, and where appropriate, advice from other subject matter experts. Evacuation recommendations to the public should clearly describe the area to be evacuated with reference to known geographic features, such as roads and rivers.
2. The hazard situation which gave rise to the need for evacuation should be continually monitored in case changing circumstances, such as an increase in rainfall or wind shift, change the potential impact area and, thus, the area that must be evacuated.

INCREASED READINESS LEVELS

LEVEL 4 - NORMAL CONDITIONS
See the prevention and preparedness activities on the following web sites:
- FEMA's Web site at: http://www.ready.gov/
- **Teller County Preparedness at: http://www.co.teller.co.us/DHS/default.aspx**

LEVEL 3 - INCREASED READINESS

Increased Readiness may be appropriate if there is a greater than normal threat of a hazard which could necessitate evacuation. Level 3 readiness actions may include:

1. Review information on potential evacuation areas, facilities at risk, and evacuation routes.
2. Monitor the situation.
3. Inform first responders and local officials of the situation.
4. Check the status of potential evacuation routes and shelter/mass care facilities.

LEVEL 2 - HIGH READINESS

High Readiness may be appropriate if there is an increased risk of a hazard which necessitates evacuation. Level 2 readiness actions may include:

1. Monitor the situation.
2. Alert response personnel for possible evacuation operations duty.
3. Coordinate with special facilities to determine their readiness to evacuate.
4. Check the status of resources and enhance short-term readiness if possible. Monitor the availability of transportation assets and drivers.
5. Advise the public and special needs facilities to monitor the situation.

LEVEL 1 - MAXIMUM READINESS

Maximum readiness is appropriate when there is a significant possibility that evacuation operation may have to be conducted. Level 1 readiness actions may include:

1. Activate the EOC to monitor the situation and track resource status.
2. Place first responders and transportation providers in an alert status; place off-duty personnel on standby.
3. Update the status of resources.
4. Check the status of evacuation routes and pre-position traffic control devices.
5. Update plans to move government equipment to safe havens.
6. Initiate contact with special needs and the facilities/transportation to evacuate
7. Select shelter/mass care facilities for use.
8. Provide information to the public on planned evacuation routes, securing their homes, and what items they need to take with them. Prepare to issue a public warning if it becomes necessary.

ADMINISTRATION AND SUPPORT

REPORTING

Large-scale evacuations should be reported to state agencies and other jurisdictions that may be affected in the periodic Situation Reports prepared and disseminated during major emergency operations. The County Situation Report may be found in the forms section of this document.

RECORDS

1. Activity Logs. The Incident Commander and, if activated, the EOC shall maintain accurate logs recording evacuation decisions, significant evacuation activities, and the commitment of resources to support evacuation operations.
2. Documentation of Costs. Expenses incurred in carrying out evacuations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale evacuations.

RESOURCES

General emergency response resources that may be required to conduct an evacuation include;

- Teller County Sheriff's Deputies and Posse
- City of Woodland Park & Cripple Creek Police Departments
- Teller County Public Works
- Teller County Human Services
- Teller County Public Health
- Fire Protection Districts in Teller County
- EMS Agencies in Teller County
- Coordination with Other Jurisdictions
- COVAD

POST INCIDENT REVIEW

For large-scale evacuations, the County shall organize and conduct a review of emergency operations by those tasked in this plan in accordance with the guidance provided in the Teller County Emergency Operations Plan. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.

EXERCISES

Local drills, tabletop exercises, functional exercises, and full-scale exercises shall periodically include an evacuation scenario based on the hazards faced by this jurisdiction.

PLAN DEVELOPMENT AND MAINTENANCE

1. The County Office of Emergency Management is responsible for developing and maintaining this plan. Recommended changes to this plan should be forwarded as needs become apparent.
2. This plan will be revised annually and updated as needed.
3. Departments and agencies assigned responsibilities in this plan are responsible for developing and maintaining SOPs covering those responsibilities.

APPENDIX 1 - GENERAL EVACUATION CHECKLIST

✓		Action Item	Assigned
		PLANNING	
	1.	Determine area(s) at risk: ▪ Determine population of risk area(s) ▪ Identify any special needs facilities and populations in risk area(s)	
	2.	Determine evacuation routes for risk area(s) & check the status of these routes.	
	3.	Determine traffic control requirements for evacuation routes.	
	4.	Estimate public transportation requirements & determine pickup points.	
	5.	Determine temporary shelter requirements & select preferred shelter locations.	
		ADVANCE WARNING	
	6.	Provide advance warning to special needs facilities & advise them to activate evacuation, transportation & reception arrangements. Determine if requirements exist for additional support from local government.	
	7.	Provide advance warning of possible need for evacuation to the public, clearly identifying areas at risk. See Annex I, Emergency Public Information.	
	8.	Develop traffic control plans & stage traffic control devices at required locations	
	9.	Coordinate with special needs facilities regarding precautionary evacuation. Identify and alert special needs populations.	
	10.	Ready temporary shelters selected for use.	
	11.	Coordinate with transportation providers to ensure vehicles & drivers will be available when and where needed.	
	12.	Coordinate with school districts regarding closure of schools.	
	13.	Advise neighboring jurisdictions that may be affected of evacuation plans.	
		EVACUATION	
	14.	Advise neighboring jurisdictions & the local Disaster District that evacuation recommendation or order will be issued.	
	15.	Disseminate evacuation recommendation or order to special needs facilities and populations. Provide assistance in evacuating, if needed.	
	16.	Disseminate evacuation recommendation or order to the public through available warning systems, clearly identifying areas to be evacuated.	
	17.	Provide amplifying information to the public through the media. Emergency public information should address: ▪ What should be done to secure buildings being evacuated ▪ What evacuees should take with them ▪ Where evacuees should go & how should they get there ▪ Provisions for special needs population & those without transportation	
	18.	Staff and open temporary shelters	
	19.	Provide traffic control along evacuation routes & establish procedures for dealing with vehicle breakdowns on such routes.	
	20.	Provide transportation assistance to those who require it.	
	21.	Provide security in or control access to evacuated areas.	
	22.	Provide Situation Reports on evacuation to the local Disaster District.	
		RETURN OF EVACUEES	
	23.	If evacuated areas have been damaged, reopen roads, eliminate significant health and safety hazards, & conduct damage assessments.	
	24.	Determine requirements for traffic control for return of evacuees.	

25. Determine requirements for & coordinate provision of transportation for return of evacuees.	
26. Advise neighboring jurisdictions and local Disaster District that return of evacuees will begin.	
27. Advise evacuees through the media that they can return to their homes and businesses; indicate preferred travel routes.	
28. Provide traffic control for return of evacuees.	
29. Coordinate temporary housing for evacuees that are unable to return to their residences.	
30. Coordinate with special needs facilities regarding return of evacuees to those facilities.	
31. If evacuated areas have sustained damage, provide the public information that addresses: ▪ Documenting damage & making expedient repairs ▪ Caution in reactivating utilities & damaged appliances ▪ Cleanup & removal/disposal of debris ▪ Recovery programs See Annex J, Recovery.	
32. Terminate temporary shelter & mass care operations.	
33. Maintain access controls for areas that cannot be safely reoccupied.	

APPENDIX 2 – SHELTERS and SAFE ZONES

See Teller County Mass Care and Shelter Guide for more information.

TEMPORARY SHELTERS/SAFE ZONES

Location
Teller County Fairgrounds
Ute Pass Cultural Center

APPENDIX 3 – EVACUATION FORMS

EVACUATION NOTICE

INCIDENT COMMAND OF THE _____ EVENT IS ISSUING THIS NOTICE TO <u>PREPARE TO EVACUATE</u> BASED ON CONDITIONS EXISTING NOW AND ANTICIPATED OVER THE NEXT _____ HOURS.

YOU SHOULD PACK IMPORTANT MEDICINES, DOCUMENTS, AND VALUABLES IN A VEHICLE SO THAT YOU CAN LEAVE UPON 5 MINUTES NOTICE AND REPORT TO _____ AT_____, OR CALL _____ ONCE YOU ARE SAFE TO ADVISE US HOW TO REACH YOU ONCE CONDITIONS ALLOW RE-ENTRY OR TO ADVISE OF RELEVANT INFORMATION.

IF THE ORDER IS ISSUED YOU MUST BE PREPARED TO EVALUATE YOUR SAFETY IN FOLLOWING THE ORDER BASED ON YOUR KNOWLEDGE OF THE AREA AND OBSERVATION OF CONDITIONS THAT MAY NOT BE KNOWN TO INCIDENT COMMAND. YOUR SAFETY IS IMPORTANT – YOU MUST PARTICIPATE.

EVACUATION ORDER

INCIDENT COMMAND OF THE _____

EVENT HAS ISSUED THIS EVACUATION ORDER TO LEAVE IMMEDIATELY

THE _____ AREA. DO NOT DELAY.

LEAVE IMMEDIATELY. LEAVE LIGHTS ON, AND TURN OFF PROPANE OR

GAS AT THE SHUT OFF VALVE OUTSIDE THE HOUSE.

WE   RECOMMEND   THAT   YOU   LEAVE   VIA

_____ BUT YOU MUST

OBSERVE CONDITIONS THAT MAY NOT BE AVAILABLE TO INCIDENT

COMMAND AND DECIDE FOR YOURSELF IF THE ORDER MAKES SENSE

FOR YOU OR IF SOME OTHER OPTION IS SAFER.

 PLEASE   REPORT   TO   _____

AT_____,   OR

CALL_____ ONCE YOU ARE SAFE TO ADVISE US HOW TO

REACH YOU ONCE CONDITIONS ALLOW RE-ENTRY OR TO ADVISE OF

RELEVANT INFORMATION. LISTEN TO LOCAL RADIO STATIONS FOR

MORE INFORMATION AS IT BECOMES AVAILABLE.

APPENDIX 4 – SITUATION REPORT FORM

SITUATION REPORT (incident name)	
REPORT DATE/TIME11/22/2021 1:54 PM	
LOCATION	
EVENT SUMMARY	
EVENT START DATE/TIME	
AGENCIES INVOLVED/RESOURCES COMMITTED	
ASSISTANCE ANTICIPATED	
DEATHS/INJURIES	
DAMAGE	
EVACUATION STATUS/#	
CURRENT SITUATION	
FUTURE THREATS	
INCIDENT COMMAND JURISDICTION/LOCATION	
IC NAME/CONTACT #	