Kanawha Putnam Emergency Management Plan Functional Annex	
Evacuation **Revised December 2025; Reviewed Biennially**	**A04**

NRF Coordination:	ESF #6 and ESF #13
Primary Agency:	• Emergency Management
Support Agencies:	▪ All responding agencies ▪ WV Division of Homeland Security and Emergency Management ▪ EMS Agencies ▪ Kanawha Valley Regional Transportation Authority (KVRT) ▪ WV Department of Transportation ▪ Law Enforcement Agencies ▪ Media

I. Authority

West Virginia Code, Chapter 15, Article 5, Emergency Services Metropolitan All-Hazard Emergency Operations Plan.

II. Purpose

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

III. Explanation of Terms

a) Definitions

1. Special Facilities: Facilities that require unique attention because they house or serve populations that cannot take care of themselves during emergency situations and/or require unique support services. See Functional Annex A12 – Special Needs Population Facilities. Such facilities include, but are not limited to:

   (1) Schools and day care centers, where students require supervision to ensure their safety.

   (2) Hospitals assisted living centers, and nursing homes, where patients need specialized health care personnel and equipment to maintain their health.

   (3) Correctional facilities, where offenders require security to keep them in custody.

IV. Situation and Assumptions

a) Situation

1. There are a wide variety of emergency situations that might require an evacuation of all or part of Kanawha or Putnam County.

   (1) Limited evacuation of specific geographic areas might be needed because of an event such as a hazardous materials transportation incident, major fire, natural gas leak, or localized flooding.

   (2) Large-scale evacuation could be required in an event such as a major hazardous materials spill or terrorist attack with chemical agent or major flooding.

2. West Virginia has no law allowing local authorities to order a mandatory evacuation. Hence, the Commissioner/Mayor may only recommend evacuation of a threatened area, not mandate it. However, when the Commissioner/Mayor has issued a local disaster declaration, he or she may take action to control re-entry into a stricken area and the movement of people and occupancy of buildings within a disaster area.

3. The Governor may order the evacuation of an area (WV Code, 15-5-6). Enforcement may be difficult.

b) Assumptions

1. Most people at risk will evacuate when local officials recommend that they do so. A general estimate is that 80 percent of those at risk will comply when local officials recommend evacuation. The proportion of the population that will evacuate typically increases as a threat becomes more obvious to the public or more serious.

2. Some individuals will refuse to evacuate, regardless of the threat.

3. When there is sufficient warning of a significant threat, some individuals who are not at risk will evacuate.

4. Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.

5. Some evacuation planning for known hazard areas can and should be done in advance.

6. 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.

7. The need to evacuate may become evident during the day or at night and there could be little control over the evacuation start time.

8. In most emergency situations, most evacuees will seek shelter with relatives or friends or in commercial accommodation rather than in public shelter facilities.

9. Most evacuees will use their personal vehicles to evacuate; however, transportation may need to be provided for evacuees without personal vehicles. See Function Annex A05 – Mass Evacuee Transportation.

10. Many of the population that evacuate will need accommodations for disabilities or special medical needs. Relocation decisions should include electrical power needs for life support or medically necessary equipment, accessibility, and an ability to support the area with supplies.

V. Concept of Operations

a) General

1. 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, the extent of traffic control and security required.

2. We must be prepared to conduct both small-scale and large-scale evacuations at all times of the day both from known hazard areas and from unexpected incident locations. A General Evacuation Checklist, provided in Appendix 1, has been developed to guide the execution of evacuation operations.

b) Evacuation Decisions

1. The Incident Commander or, for large-scale evacuations, the Emergency Operations Center 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 they 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 traffic control is needed?

   (7) Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?

   (8) How will evacuated areas be secured?

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.

2. The decision to recommend evacuation of the populace in and around the area of an incident site rests with the Incident Commander managing that incident. In general, the Chief Elected Official shall issue recommendations for large-scale evacuations.

3. Precautionary evacuations are directed by the authority of the Chief Elected Official.

4. Based on severity of threat to human life, immediate evacuation may be initiated by any duly recognized emergency response force (police, fire, emergency services, etc.). However, the conduct of operations for the overall complete evacuation process (warning, movement, mass care, and reentry) remains with the appropriate Emergency Management Director.

5. Incident Commander will notify the Emergency Management Director of all emergency evacuation decisions.

6. The Emergency Management Director will notify the following:

   (1) the Chief Elected Official (or designee) of the jurisdiction

   (2) the WV Division of Homeland Security and Emergency Management

   (3) support agencies

   (4) other affected jurisdictions

c) Hazard Specific Evacuation Planning

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

1. The Emergency Management Director, working with local law enforcement and fire department personnel will identify likely major evacuation areas, other

than hazardous materials areas, and the potential evacuation routes for those areas. The information, including any maps will be an appendix to this annex.

2. Hazardous materials risk areas and potential evacuation routes from those areas will be described and depicted, including any maps, in an appendix to this annex.

d) Transportation

1. Individuals.

   It is anticipated that the primary means of evacuation for most individuals will be personal. However, some individuals do not own vehicles and others will need assistance in evacuating and provision must be made to provide public transportation for these individuals.

2. 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.

3. Emergency transportation.

   Emergency transportation may be provided by KRT, county school buses, ambulances, and other vehicles. See Functional Annex A05 – Mass Evacuee Transportation for transportation guidance and see Functional Annex A15 - Resource Management for transportation resources. In the case of large-scale evacuations with advance warning, pickup points may be designated, or a telephone bank established to receive and process requests for transportation.

4. Public information.

   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. For further information refer to Functional Annex A01 - Public Warning.

e) Traffic Control

1. Actual evacuation movement will be controlled by the law enforcement agencies involved and the WV DOH. Refer to Functional Annex A06—Traffic Diversion.

2. If at all possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles.

3. For large-scale evacuations where time permits, traffic control devices, such as signs and barricades, will be provided by the WV Department of Highways or Public Works Department upon request.

4. Law enforcement will request wrecker services needed to clear disabled vehicles from evacuation routes.

f) Warning & Public Information

1. The Incident Commander will normally arrange for warning people to be evacuated in and around an incident site. The EOC will normally disseminate warnings for large-scale evacuations beyond the incident site or where evacuation is being conducted because of an imminent threat. See Functional Annex A01—Public Warning.

2. Advance Notice of Possible Evacuation

(1) For slowly developing emergency situations, advance warning should be given to affected residents as soon as it is clear that evacuation may be required. Such advance notice is normally disseminated through the media. Advance warning should address suitable preparedness actions, such as securing property, assembling disaster supplies, fueling vehicles, and identifying evacuation routes.

(2) Special facilities should also be provided with advance warning. Such facilities should be requested to review and be prepared to implement their evacuation plans and to keep the Emergency Operations Center informed of their status and any requirements for assistance.

3. Evacuation Warning

(1) Evacuation warnings should be disseminated through all available warning systems. See Functional Annex A01—Public Warning, for further information.

(2) In the case of immediate evacuation in and around an incident site, route alerting using siren and speaker-equipped vehicles moving through the affected area is usually effective. 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 on-scene authorities or by the EOC staff. However, if both the incident command staff and the EOC will be making notifications, a specific division of responsibilities for notification should be made so that no facilities are inadvertently overlooked.

(4) Law enforcement personnel should sweep the evacuation area to insure all those at risk have been advised of the need to evacuate and have responded. People 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.

4. Emergency Public Information

(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 additional 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. Provisions must be made to disseminate information to individuals with special needs, including the blind and hearing impaired. Specific public information procedures are contained in Functional Annex A01 - Public Warning.

(2) 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. Instructions for evacuations will include information necessary for schools and facilities to implement emergency plans.

(3) 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.

g) Special Facilities

1. Special facilities.

Special facilities, such as schools, hospitals, assisted living centers, 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 to effectively implement their plans they must be warned of emergency situations. These facilities will require significant community resources to support their evacuation plans.

2. 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 their parents can pick them up. It is essential that the public be provided with timely information on these arrangements. In the case of a large-scale emergency with advance warning, schools will generally be closed, and students will return to their homes so they can evacuate with the families.

(2) 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.

3. Hospitals, Nursing Homes, & 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 planning 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) Medical patients and prisoners should not be housed in shelters and mass care facilities with the general public.

h) Handling Pets During Evacuations.

1. 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, several 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 collect and remove those pets and other animals. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets.

2. Depending on the situation and availability of facilities, one or more of the following approaches will be used to handle evacuees arriving with pets:

   (1) Providing pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.

   (2) 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.

i) Access Control & Security

1. 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. To the extent possible, fire departments will take measures to insure continued fire protection.

2. If an evacuated area has sustained damage and cannot be reoccupied for an extended period, 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. Refer to Functional Annex A14—Law Enforcement Security for further information.

j) Return of Evacuees

1. 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 the Emergency Operations Center and disseminated through the media.

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

   (1) The threat that caused the evacuation has been resolved.

   (2) Sufficient debris has been removed to permit travel and roads and bridges are safe to use.

   (3) 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 have yet been fully restored.

   (4) Structures have been inspected and determined to be safe to reoccupy.

   (5) There is adequate water available for firefighting.

3. For return and re-entry, it may be necessary to provide transportation for those who lack vehicles and traffic control on return routes.

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

   (1) Documenting damage for insurance purposes.

   (2) Caution in reactivating utilities and damaged appliances.

   (3) Cleanup instructions.

   (4) Removal and disposal of debris.

k) Actions by Phases of Emergency Management

1. Mitigation

   (1) Where possible, undertake mitigation for known hazards that have in the past led to evacuation.

(2) 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.

(3) Seek improvement to preplanned evacuation routes if needed.

(4) Enhance warning systems to increase warning times and reduce the need for hasty evacuations.

2. Preparedness.

(1) Identify areas where previous major evacuations have occurred and additional areas that may require large-scale evacuation in the future due to known hazards. Hazardous materials risk areas are described in Function Annex A16—Chemical/Hazardous Materials Response. 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.

(2) To the extent possible, identify individuals with special needs who would require assistance in evacuating

(3) Identify primary and alternate evacuation routes, considering road capacities.

(4) Review the disaster preparedness plans of special facilities and advise facility operators of any changes that may be needed to make them more workable.

(5) Include evacuations in the scenario of periodic emergency drills and exercises.

(6) 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.

(7) Promulgate procedures for protecting government resources from known hazards by relocating them, see Functional Annex A13—Continuity of Government.

3. Response

   See the General Evacuation Checklist in Appendix 1.

4. Recovery

   (1) Initiate return of evacuees, when it is safe to do so.

   (2) Coordinate temporary housing for those who cannot return to their homes. Refer to Functional Annex A07 - Mass Care.

   (3) Provide traffic control for return.

   (4) Initiative recovery activities for evacuees who have suffered loss of or damage to their homes or businesses.

   (5) Carry out appropriate public information activities.

   (6) Refer to Functional Annex A24 - Recovery.

VI. Organization & Assignment of Responsibilities

a) Organization

1. Our normal emergency organization described in the Basic Plan will plan and carry out evacuations and the return of people to their homes or businesses.

2. Incident Command System (ICS) – Emergency Operations Center (EOC) Interface.

   (1) 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 chief elected official should make the recommendation for such evacuation to the public.

   (2) 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.

b) Assignment of Responsibilities

1. The Chief Elected Official will:

(1) For emergencies and disasters, recommend that citizens evacuate, when appropriate.

(2) Approve release of warnings, instructions, and other emergency public information relating to evacuation.

(3) Coordinate evacuation efforts with other local governments that may be affected by the evacuation, where appropriate.

(4) Direct the relocation of essential resources (personnel, equipment, and supplies) that are at risk to safer areas.

(5) Direct the opening of local shelter and mass care facilities, if needed.

2. The Incident Commander will:

(1) Identify risk areas in the vicinity in the incident site and determine protective actions for people in those risk areas.

(2) If evacuation of risk areas and special facilities is required, plan, organize, and conduct the evacuation with the resources assigned.

(3) 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.

3. The Emergency Management Director will:

(1) Develop and maintain evacuation planning information for known risk areas, including population of the area, and primary evacuation routes.

(2) Review the evacuation plans of special facilities within known risk areas and determine possible needs for evacuation support.

(3) Coordinate evacuation planning to include:

(a) Selection of suitable evacuation routes based on recommendations from law enforcement.

(b) Movement control based on recommendations from law enforcement.

(c) Transportation arrangements.

(d) Shelter and mass care arrangements.

4. Law Enforcement will:

(1) Recommend evacuation routes to the Incident Commander or EOC staff.

(a) Assist in evacuation by providing traffic control.

(b) Protect property in evacuated areas and limit access to those areas.

(c) Secure and protect or relocate prisoners.

(d) Coordinate law enforcement activities with other emergency services.

(e) Assist in warning the public.

(f) Provide information to the PIO for news releases to the public on the evacuation routes.

5. The Fire Service will:

(1) Be responsible for fire protection in the vacated area.

(2) Assist in warning the public.

(3) Assist in evacuating the aged, the handicapped, and other special needs groups.

(4) Monitor evacuation of hospitals and nursing homes and coordinate evacuation assistance, if requested.

6. The Public Information Officer will:

(1) Disseminate emergency information from the EOC advising the public of evacuation actions to be taken.

(2) Coordinate with area news media for information releases.

7. The Department of Highways and/or Public Works Department will:

   (1) Provide traffic control devices upon request.

   (2) Assist in keeping evacuation routes open.

   (3) Provide barricades and barriers to restrict entry to evacuated areas and other areas where entry must be controlled.

8. The Red Cross will:

   (1) 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.

   (2) For other than short-term evacuations, coordinate the opening of shelters and activate mass care operations. See Functional Annex A07—Mass Care for further information.

9. Special Facilities will:

   (1) Close and supervise evacuation of their facilities.

   (2) Coordinate appropriate transportation for evacuees and en route medical or security support.

   (3) Arrange for use of suitable host facilities.

   (4) Request emergency assistance from local government if assistance cannot be obtained from other sources.

   (5) Ensure assigned personnel are trained and have knowledge of evacuation procedures.

   (6) 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.

10. Common Tasks of All Organizations.

    (1) If time permits, secure and protect facilities in evacuation areas.

(2) If time permits, relocate essential equipment, supplies, and records to non-risk areas.

VII. Direction and Control

a) General

1. The EOC has the general responsibility for recommending evacuation when that is 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 EOC.

b) Evacuation Area Definition

1. Areas to be evacuated will be determined by those officials with the authority to recommend 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.

c) Lines of Succession

1. The lines of succession for the Mayor/Commission and the Emergency Management Director are outlined in the Basic Plan and Functional Annex A13 - Continuity of Government.

2. Lines of succession for each department and agency head shall be according to the standard operating procedures established by each department.

VIII. Increased Readiness Action

a) Level 4 - Normal Conditions.

1. See the mitigation and preparedness activities in Functional Annex A25 - Mitigation.

b) 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. Reviewing information on potential evacuation areas, facilities at risk, and evacuation routes.

2. Monitoring the situation.

3. Informing first responders and local officials of the situation.

4. Checking the status of potential evacuation routes and shelter/mass care facilities.

c) Level 2 - High Readiness.

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

1. Monitoring the situation.

2. Alerting response personnel for possible evacuation operations duty.

3. Coordinating with special facilities to determine their readiness to evacuate.

4. Checking the status of resources and enhancing short-term readiness if possible. Monitoring the availability of transportation assets and drivers.

5. Advising the public and special facilities to monitor the situation.

d) Level 1 - Maximum Readiness.

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

1. Activating the Emergency Operations Center to monitor the situation and track resource status.

2. Placing first responders and transportation providers in an alert status; placing off duty personnel on standby.

3. Updating the status of resources.

4. Checking the status of evacuation routes and pre-positioning traffic control devices.

5. Updating plans to move government equipment to safe havens.

6. Selecting shelter/mass care facilities for use.

7. Providing information to the public on planned evacuation routes, securing their homes, and what items they need to take with them. Preparing to issue public warning if it becomes necessary.

IX. Administration and Support

a) Reporting

Large-scale evacuations should be reported to the WV Division of Homeland Security and Emergency Management and other jurisdictions that may be affected in the periodic Situation Report prepared and disseminated during major emergency operations.

b) Records

1. Activity Logs. The Incident Commander and, if activated, the Emergency Operations Center personnel 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.

c) Resources

1. General emergency response resources that may be required to conduct an evacuation are listed in Functional Annex A15 - Resource Management.

d) Post-Incident Review

For large-scale evacuations, the Chief Elected Official or Emergency Management Director shall organize and conduct a review of emergency operations by those tasked in this annex in accordance with the guidance provided in the Basic Plan. The purpose of this review is to identify the improvements needed in this plan, procedures, facilities, and equipment.

e) Exercises

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

X. Annex Development and Maintenance

a) The Emergency Management Director is responsible for developing and maintaining this annex. Recommended changes to this annex should be forwarded as needs become apparent.

b) This annex will be revised biennially and updated in accordance with the schedule outlined in the Basic Plan.

c) Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining SOGs covering those responsibilities.

Appendix 1 – General Evacuation Checklist

	Action Item	Assigned
	PLANNING	
	1. Determine area(s) at risk: • Determine population of risk areas • Identify any special facilities 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	
	1. Provide advance warning to special facilities & advise them to activate their evacuation transportation & reception arrangements. Determine if requirements exist for additional support from local government.	
	2. Provide advance warning of need for evacuation to the public, clearly identifying areas at risk. See Annex 01, Public Warning	
	3. Develop traffic control plans and stage traffic control devices at required locations.	
	4. Coordinate with special facilities regarding precautionary evacuation.	
	5. Ready temporary shelters selected for use.	
	6. Coordinate with transportation providers to ensure vehicles and drivers will be available when and where needed.	
	7. Coordinate with school districts regarding closure of schools.	
	8. Advise neighboring jurisdictions that could be affected by evacuation plans.	

	EVACUATION	
	1. Advise neighboring jurisdictions and WV DHSEM that evacuation recommendation will be issued.	
	2. Disseminate evacuation recommendation special facilities. Provide any assistance in evacuating, if needed.	
	3. Disseminate evacuation recommendations to the public through available warning systems, clearly identifying areas that must evacuate.	
	4. Provide amplifying information to the public through the media. Emergency public information should address: • What must be done to secure buildings being evacuated • What evacuees should take with them • Where evacuees should go and how should they get there • Provisions for those without transportation	
	5. Staff and open temporary shelter(s).	
	6. Provide traffic control along evacuation routes and establish procedures for dealing with vehicle breakdowns on such routes.	
	7. Provide transportation assistance to those who require it.	
	8. Provide security in or control access to evacuated areas.	
	9. Provide situation report to WV EOC.	
	10. If evacuated areas have been damaged, reopen roads, eliminate significant health and safety hazards, and conduct damage assessments.	
	11. Determine requirements for traffic control for return of evacuees.	
	12. Determine requirements for and coordinate provision of transportation for return of evacuees.	
	13. Advise neighboring jurisdictions and WV EOC that return of evacuees will begin.	
	14. Advise evacuees through the media that they can return to their homes and businesses; indicate preferred travel routes.	

	15. Provide traffic control for return of evacuees.	
	16. Coordinate temporary housing for evacuees that are unable to return to their residences.	
	17. Coordinate with special facilities regarding return of evacuees to those facilities.	
	18. If evacuated areas have sustained damage, provide the public information that addresses: • Documenting damage and making expedient repairs • Caution in reactivation utilities & damaged appliances • Cleanup & removal/disposal of debris • Recovery programs, See FA24 - Recovery	
	19. Terminate temporary shelter and mass care operations.	
	20. Maintain access controls for areas that cannot be safely reoccupied.	