Kanawha Putnam Emergency Management Plan Functional Annex	
Mass Evacuee Transportation **Revised December 2025; Reviewed Biennially**	**A05**

NRP Coordination:	ESF#1
Primary Agency:	Office of Emergency Management
Support Agencies:	▪ Kanawha Valley Regional Transportation Authority ▪ Kanawha County Board of Education ▪ Putnam County Board of Education ▪ Emergency Medical Services ▪ WV Division of Homeland Security and Emergency Management

I. Introduction

A. Purpose:

This section sets forth procedures for mass transportation of public out of harm's way during emergency situations.

B. Scope of Work:

The guidelines presented in this annex are limited in use to coordination of existing mass transportation assets as an alternative means to transport members of the public during emergency evacuations. This plan may also be necessary to transport large numbers of response or disaster relief personnel. EMS resources may be necessary to transport special needs citizens on a non-emergent basis. Pre-hospital medical care is not in scope for this annex.

II. Situation and Assumptions

A. As a part of its response to an emergency, it may be incumbent upon the local government to evacuate the public from an affected area in order to protect life.

B. It may become necessary for the local government to assist some members of the population in evacuating.

C. Mass transportation assets may be necessary to expedite the movement of the public from harm's way.

D. Some members of the population will not have the means to evacuate due to age, medical status, economic feasibility, or availability of usual transportation mode. Mass transportation assets will be needed for the transportation of patients from health care facilities.

E. Mass transportation assets may be required to expedite the routine movement of response and disaster relief personnel.

F. Local government vehicles, especially those equipped with four-wheel drive, can and should be utilized for Plan purposes, as appropriate.

G. Additional and enhanced transportation resources are available by WV Division of Homeland Security and Emergency Management.

III. Direction and Control

A. Procedures set forth in the Functional Annex A15 - Resource Management applies.

B. The Office of Emergency Management will coordinate all Mass Evacuee Transportation Plan activity.

C. The Emergency Management Director may appoint a Transportation Officer to Emergency Operations Center staffing.

D. The Transportation Officer has the responsibility of coordinating all transportation activities under the Plan and establishing strategies for meeting the transportation needs. The Transportation Officer also prioritizes the work under the Plan and performs coordination with field personnel and mutual aid jurisdictions, as needed.

E. All agencies supporting the Mass Evacuee Transportation Plan have their own communications systems and can use them to communicate with Emergency Operations Center personnel.

F. Personnel working in the Emergency Operations Center are considered

Office of Emergency Management personnel, under the direct control of the Emergency Management Director.

IV. Concept of Operations

A. General

1. Regardless of Emergency Operations Center status, all resource requests are passed to the Emergency Management Director.

2. Prior to executing the Mass Evacuee Transportation Plan, a destination must be established and ready to receive evacuees. See Functional Annex A07 - Mass Care and Functional Annex A04 - Evacuation.

3. The Transportation Officer may appoint additional personnel, as needed, to establish and maintain staging areas and neighborhood assembly points.

B. Primary Agency

1. The Emergency Management Director will maintain Memorandums of Understanding with governmental and private entities that can and will provide appropriate transportation resources, when requested.

2. The Office of Emergency Management personnel will document resource requests, deployments, mileage and expenses, and all other information pertinent as outlined in Functional Annex A15 - Resource Management.

3. The Emergency Management Director will work with the Incident Commander to determine the appropriate transportation resources for the need.

4. The Office of Emergency Management Planning Officer will develop a strategic plan for evacuation and associated transportation.

5. The Office of Emergency Management planning and logistics personnel will attempt to anticipate transportation needs that exhaust local resources and reports same to the Emergency Management Director.

6. The Office of Emergency Management personnel will coordinate movement of transportation assets.

C. Supporting Agencies

1. Maintain contact information (including after hours) for personnel and have a plan for response at any time of the day or night, as requested.

2. Personnel operating transportation resources will maintain contact with the Emergency Operations Center and execute instructions provided by the Transportation Officer.