

## ANNEX J

### EVACUATION

#### I. PURPOSE

This annex sets forth guidelines and procedures for evacuation operations in the City of Rolla. These guidelines are applicable to small, localized situations as well as for a full-scale, city-wide evacuation should the situation warrant.

#### II. SITUATION AND ASSUMPTIONS

##### A. Situation

1. Potential disaster situations that could cause evacuation in Rolla are discussed in detail in appendices to this annex: flooding, and hazardous materials incidents. Other potential situations could cause the displacement of people such as a major power failure, severe winter storm, fire, etc.
2. There are several major transportation routes in the Rolla area that will be used in an evacuation of the general population. Major highways include: I-44, U.S. 63, MO 72 (see Appendix 4 to this Annex)..
3. Special facilities such as the hospital, nursing homes, schools, day care centers, county jail, etc., will require special planning consideration in this annex. (See Appendix 2 to this Annex.)

##### B. Assumptions

1. In almost every emergency situation requiring evacuation, a number of people will evacuate on their own decision.
2. It can be anticipated that the majority of persons will receive and follow the evacuation instructions. However, a certain portion of the population will not get the information, will not understand it, or purposely not follow directions.
3. Panic by evacuees will not be a problem as long as adequate information is furnished by the government.

#### III. CONCEPT OF OPERATIONS

NOTE: The time frames for performing these actions are listed in parentheses.

- A. The ultimate responsibility for ordering an evacuation rests with local government; therefore, it should only be implemented by, or with the approval of, the chief elected official (or a designated successor) of the city. (RESPONSE)

- B. In some situations when time is important, the chief law enforcement or fire official at the scene can initiate an evacuation. (An example here is a hazardous materials incident.) (RESPONSE)
- C. Evacuations will be the responsibility of the City of Rolla. Phelps County will provide assistance upon request. (RESPONSE)
- D. Evacuation will be primarily by family groups using privately owned vehicles. Transportation will be provided for those persons without automobiles. (PREPAREDNESS or RESPONSE)
- E. During an evacuation, close coordination will be maintained with all the emergency support functions (i.e., Reception and Care–shelter, Law Enforcement–site security, Resource and Supply–transportation, etc.). (RESPONSE)
- F. The duration of the evacuation will be determined by the chief elected official of the affected jurisdiction based on technical information furnished by the EOC Direction and Control Staff and various supporting agencies. (RESPONSE)
- G. Institutions requiring special care or attention such as the hospital, nursing homes, etc., must be identified and special provisions made for them during an evacuation (Appendix 2 lists these facilities): (PREPAREDNESS or RESPONSE)
  - 1. Patients/residents will either be released to their immediate family where possible or relocated to other facilities.
  - 2. Staff personnel/nurses may be required to accompany the patients to their destination along with necessary medication, special equipment, etc.
  - 3. Transportation will be provided to those facilities which have none.
  - 4. Some facilities may remain operational with reduced staffs to care for those who cannot evacuate and/or to provide services to essential workers in the area.
- H. Special facilities such as schools, county jail, juvenile center, and day care centers will require special planning consideration also. Evacuation operations will be handled by the staff of each facility according to established procedures. Outside assistance will provide support as necessary (i.e., transportation). (PREPAREDNESS and RESPONSE)
- I. Staging areas and pickup points will be identified to provide transportation for individuals without private automobiles or other means of transportation (see Appendix 3 to this Annex). A limited number of people in Rolla do not have a vehicle available and will need transportation. (PREPAREDNESS or RESPONSE)
- J. Reentry into the evacuated area will begin after the area has been declared safe by local, state, and/or federal officials. This includes advising evacuees on what to do to re-enter

the evacuated area (i.e., return routes to use, boil water instructions, procedures for turning on gas, etc.). Coordinate with the Public Information Officer for release of information. (RESPONSE and RECOVERY)

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. Organization**

A diagram of the evacuation function is shown in Appendix 1 to this Annex.

##### **B. Responsibilities**

1. The chief elected official is responsible for ordering an evacuation.
2. Coordination and control of evacuation operations in Rolla will be the responsibility of the Police Chief. The Evacuation Coordinator will advise their chief elected official on all evacuation activities. Specific tasks include:
  - a. Identify the known risk areas to be evacuated and the rationale for their evacuation (see appendices to this annex).
  - b. Identify population groups or facilities requiring special assistance in an evacuation and the methods to evacuate them (such as the hospital, nursing homes, senior citizens, persons who are visually or mobility impaired or medically dependent, etc.).
  - c. Identify and make agreements with private organizations that can facilitate evacuations (i.e., service stations, garages, bus companies, etc.). Coordinate with Resource and Supply.
  - d. Develop contingency plans that provide for potential impediments to evacuation (physical barrier, time constraints, lack of transportation resources, etc.). Consider road conditions, bridge restrictions (size, weight), etc., of the designated evacuation route(s).
3. The Law Enforcement Coordinator will support evacuation operations. Specific tasks include:
  - a. Traffic control.
  - b. Site security in the evacuated area.
  - c. Patrol evacuation routes (i.e., assist stranded motorists)
4. The Fire and Rescue Coordinator will support evacuation operations as follows:
  - a. Advise officials regarding hazardous materials incidents.
  - b. Initiate and/or assist with evacuation of the risk area..

5. The Phelps County Sheriff will be responsible for the evacuation of prisoners from the County Jail.
6. The Reception and Care Coordinator will provide for those evacuees who need shelter, feeding, etc. (see Annex L).
7. The Resource and Supply is responsible for the coordination of public transportation resources for use in an evacuation. Transportation will be furnished by the local school districts (see Annex G).
8. The Emergency Public Information Officer is responsible for the dissemination of information and instructions to the public regarding evacuation procedures (see Annex C).

**V. DIRECTION AND CONTROL**

- A. All evacuation operations will be coordinated through the EOC when activated.
- B. Should the order come to evacuate the entire city, operations will be controlled from a nearby safe location.

**VI. CONTINUITY OF GOVERNMENT**

- A. Line of succession - Evacuation Coordinator
  1. City of Rolla
    - a. Police Chief
    - b. Line of succession according to departmental SOG's.
- B. Lines of succession for the agencies supporting evacuation operations will be according to the standard operating guidelines established by each.

**VII. ADMINISTRATION AND LOGISTICS**

- A. Each jurisdiction is responsible for the procurement of its own essential supplies needed for evacuation operations, through emergency procurement channels. The Resource and Supply Coordinator will provide support
- B. Requisition of privately-owned property will be in accordance with the provisions of Chapter 44, RSMo.
- C. All city-owned transportation will be utilized to evacuate people and relocate essential resources to the reception area. Formal arrangements for outside resources should be made. Transportation resources available for evacuation include:
  1. City government resources (i.e., public works vehicles)

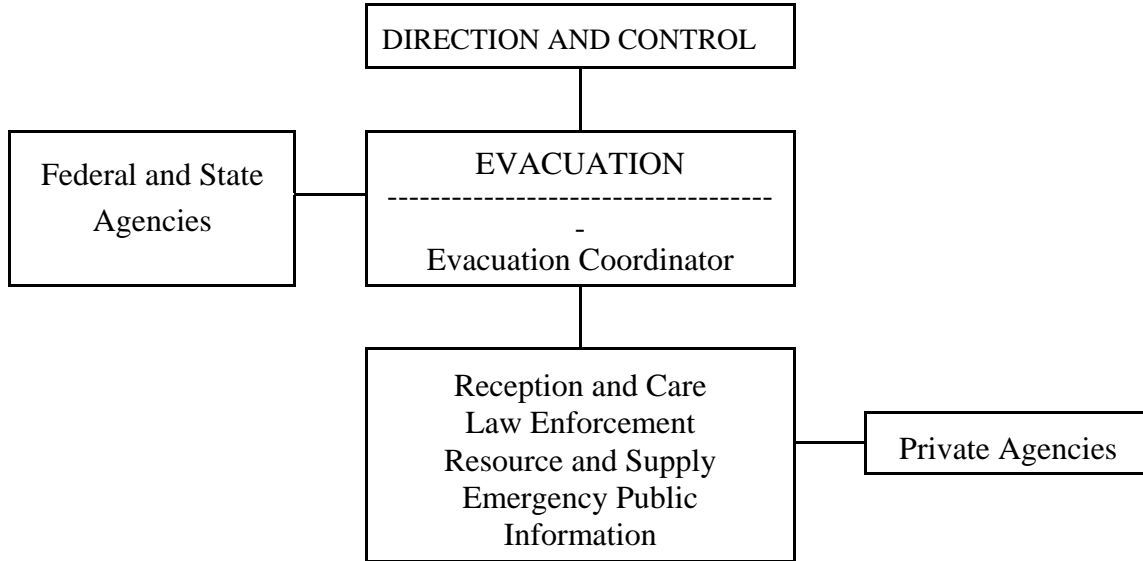
2. School buses
3. Church buses
4. Trucking firms
5. Recreation/shuttle buses (i.e., OATS)

## **APPENDICES**

1. Evacuation Diagram
2. Facilities Requiring Special Consideration If Evacuated
3. Staging Areas for Evacuation
4. Transportation/Evacuation Routes in Rolla
5. Record of Evacuation (form)
6. Hazardous Materials Evacuation
7. Flood Evacuation

Appendix 1 to Annex J

**EVACUATION DIAGRAM**



Support from private agencies such as the Red Cross, churches, public schools, etc., will enhance evacuation operations (i.e., assisting with sheltering, providing transportation, etc.).

Appendix 2 to Annex J

**FACILITIES REQUIRING SPECIAL CONSIDERATION IF EVACUATED**

**A. Hospital**

		<u>Beds</u>
Phelps County Regional Medical Center 1000 W. 10 <sup>th</sup> St., Rolla	364-8899	232

**B. Nursing Homes/Residential Care Facilities**

1. Heritage Park Skilled Care 1200 McCutchen Drive, Rolla	364-2311	120
2. Lea's Haven Nursing Home 803 E. 12 <sup>th</sup> Street, Rolla	364-3638	16
3. Parkside Assisted Living 1700 E. 10 <sup>th</sup> Street, Rolla	364-2602	24
4. Phelps County Regional Medical Center 1000 W. 10 <sup>th</sup> Street, Rolla	364-8899	20
5. Presbyterian Manor at Rolla 1200 Homelife Plaza, Rolla	364-7336	83
6. Rolla Manor Care Center 1800 White Columns Road, Rolla	364-7766	102
7. Rosewood Residential Care 10880 Hanley Drive, Rolla	341-8000	9

**C. Schools & Universities**

		<u>Students</u>
1. Rolla 31, 708 N. Main St., Rolla	458-0100	4110
Rolla Sr. High, 900 Bulldog Run	458-0140	1016
Rolla Technical Inst., 1304 E. 10 <sup>th</sup> St.	458-0150	–
Rolla Technical Ctr., 500 Forum Dr.	458-0160	–
Rolla Jr. High, 1360 Soest Road	458-0130	720
Rolla Middle, 1111 Soest Road	458-0120	899
Col. John B. Wyman Elem., 402 Lanning Ln.	458-0190	509
Mark Twain Elem., 681 Salem Ave.	458-0170	482
Harry S. Truman Elem., 1001 E. 18 <sup>th</sup> St.	458-0180	484
2. University of Missouri-Rolla, Parker Hall (Admin.)	341-4111	
3. B.W. Robinson School, 300 Lanning Lane	368-2393	

- |    |   |          |
|----|---|----------|
| 4. | Rolla Lutheran School, 807 W. 11 <sup>th</sup> Street | 364-3915 |
| 5. | St. Patrick's School, 19 St. Patrick Lane             | 364-1162 |

**D. Day Care Centers/Group Homes**

(Homes with a capacity of 10 or less are not listed)

- |     |   |          |          |
|-----|---|----------|----------|
| 1.  | All God's Children, 401 Cedar Street, Rolla                     | 368-3158 |          |
| 2.  | Cornerstone School, 1026 Kingshighway, Rolla                    | 341-9994 |          |
| 3.  | Early Childhood Development Center, 402 Lanning, Rolla          | 364-5205 |          |
| 4.  | First Baptist Church, 801 N. Cedar St, Rolla                    | 364-8965 |          |
| 5.  | First Presbyterian Preschool, 919 E. 10 <sup>th</sup> St, Rolla | 364-0992 |          |
| 6.  | First United Methodist Church, 803 Main St, Rolla               | 364-3980 |          |
| 7.  | Greentree Learning Center, 800 Greentree Rd, Rolla              |          | 364-5744 |
| 8.  | Happy Hours Day Care, 1020 Kingshighway, Rolla                  | 364-1790 |          |
| 9.  | McCormack, Tiffany, 1412 Heller St, Rolla                       | 308-1992 |          |
| 10. | Miss Jeannie's Child Care, 601 E. 5 <sup>th</sup> St, Rolla     | 364-0788 |          |
| 11. | Rolla Head Start Center, 1811 E. 10 <sup>th</sup> St, Rolla     | 364-8252 |          |
| 12. | Salem Avenue Baptist, 1501 E. Hwy. 72, Rolla                    | 364-4442 |          |
| 13. | Victory Christian Day Care, 550 Blues Lake Pkwy, Rolla          | 341-5515 |          |

**E. Other Special Facilities**

- |    |  |          |  |
|----|--|----------|--|
| 1. | Phelps County Jail, Rolla - The Phelps County Sheriff's Department will be responsible for implementing and controlling any evacuation of this facility. |          |  |
| 2. | Regional Center For Developmentally Disabled<br>105 Fairgrounds Road, Rolla  | 364-5510 |  |
| 3. | Gingerbread House<br>1010 Fairgrounds Road, Rolla  | 364-4398 |  |
| 4. | Choices for People<br>1815 Forum Drive   | 364-7444 |  |
| 5. | Rolla Towers<br>1440 Forum Drive   |          |  |
| 6. | Thomas Jefferson Hall<br>202 W. 18 <sup>th</sup> Street  | 341-4895 |  |
| 7. | Rolla Sheltered Workshop<br>Hy-Point Industrial Park   | 364-2883 |  |

### **STAGING AREAS FOR EVACUATION**

The nature and location of the emergency situation will determine what facilities and/or locations will be used. These facilities may be used for the following purposes:

1. pickup point for people who need transportation
2. receive, assemble and distribute equipment and supplies for immediate use
3. mobilization center to reposition resources for further deployment

The public schools (see Appendix 2 to this Annex) as well as churches, community buildings and large parking lots will provide more than an adequate number of staging areas throughout the City of Rolla. The following facilities represent centrally located, easily accessible, collection points for city residents. Which sites to be used would be determined by the situation and prior agreement between the facility/school district and local government. Additional facilities may need to be selected depending upon the area affected.

- A. Rolla  
Rolla Sr. High, 900 Bulldog Run  
Rolla Technical Inst., 1304 E. 10<sup>th</sup> St.  
Rolla Technical Ctr., 500 Forum Dr.  
Rolla Jr. High, 1360 Soest Road  
Rolla Middle, 1111 Soest Road  
Col. John B. Wyman Elem., 402 Lanning Ln.  
Mark Twain Elem., 681 Salem Ave.  
Harry S. Truman Elem., 1001 E. 18<sup>th</sup> St.

Appendix 4 to Annex J

**TRANSPORTATION/EVACUATION ROUTES IN ROLLA**

Highways

I-44, U.S. 63, MO 72

Rail Lines

Burlington Northern Santa Fe

Pipelines

- Koch Pipe Line
- Mo. Gas Company
- Mo. Public Service



## **HAZARDOUS MATERIALS EVACUATION**

### **I. PURPOSE**

Provide for the orderly and coordinated evacuation of those people in Rolla whose health and/or lives are endangered as a result of accidental exposure to hazardous materials. Such exposure could result from either a mishap involving transport or the accidental release of such materials from a fixed facility.

### **II. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. The City of Rolla is exposed daily to hazardous materials being transported across its highways, rail lines and pipelines that transverse the city. See Appendix 4 to this Annex for a map identifying transportation routes.
  - a. Highways: I-44, U.S. 63, MO 72
  - b. Rail Lines: Burlington Northern Santa Fe
  - c. Pipelines: Koch Pipe Line, Missouri Gas Company, Missouri Public Service

#### **B. Assumptions**

1. One of every ten motor vehicles is engaged in the transport of hazardous materials.
2. Hazardous materials incidents may occur without any other emergencies being involved, such as an accidental release resulting from the structural failure of a container or a leaking valve.
3. Such incidents could pose a significant threat to the health and safety of response personnel, as well as others in the immediate area.

### **III. EVACUATION RESPONSE PROCEDURE**

#### **A. If no evacuation is required:**

1. Secure the area. Since law enforcement personnel are able to respond quickly, they would cordon off the affected area.
2. Determine the level of hazardous materials response required to handle the situation. Notify appropriate response agencies.

3. Alert other departments/agencies. Other local governmental units such as fire, water, sewer, and street departments should be informed of the situation. Also, notify Missouri's Department of Natural Resources (DNR), and CHEMTREC if necessary.

B. If evacuation is required and an order is made to evacuate:

1. Designate the area to be evacuated. This information should be as clear and concise as possible in order to aid those who are assisting in the evacuation as well as for those being evacuated.
2. Establish perimeter security. The purpose is to limit or prohibit entry into the affected area.
3. Activate an emergency shelter plan if necessary. Many evacuees will stay with friends or neighbors for short periods of time; if duration is longer, the affected community should be relocated and it would become necessary to prepare evacuation facilities/centers for long-term occupancy. (See Annex L, Reception and Care.)
4. Notify affected persons. All persons within the affected area must be contacted. This is best accomplished on a door-to-door basis, use of loud speakers, or by government-manned telephones, depending upon the situation. Records should be kept of location of homes/buildings visited, times and dates, and results of attempted visits. (See Appendix 5 to this Annex.)
5. Return of affected persons. Once the area is declared safe, a public information program should so inform evacuees when to return, what to expect upon return (i.e., how to turn utilities back on, etc.), and how to request additional information. Also, local government should warn the citizens of other related hazards so as to alert them to changes in their environment.

## **FLOOD EVACUATION**

### **I. PURPOSE**

Provide for the orderly and coordinated evacuation of people from those areas which are vulnerable to slow developing flooding and flash flooding.

### **II. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. The City of Rolla is composed of several water systems. (see Basic Plan, Appendix 5 for additional information).

#### **B. Assumptions**

1. Floods are generally caused by rainstorms lasting several days and moving northeastward across the area and occur frequently from March to July.
2. Floods may occur as two distinct types of flooding or may occur singly or in combination. The types are commonly referred to as backwater and headwater flooding.
3. Local authorities will take immediate steps to warn and evacuate citizens, alleviate suffering, protect life and property, and commit available resources before requesting assistance from the next higher level of government.

### **III. NATIONAL FLOOD INSURANCE PROGRAM**

A. The National Flood Insurance Program (NFIP) is in effect in Rolla and several of the communities. Flood maps are also available for these jurisdictions with the exception of Doolittle and Edgar Springs (their maps have been rescinded). The maps delineate the flood areas and thus show where evacuation would be likely should unfavorable weather conditions persist.

B. Due to the quantity and size of flood maps available for Rolla, they are not reproduced in this plan. Copies are available through the Public Works Director at City Hall.

### **IV. INITIAL EVACUATION RESPONSE**

#### **A. Receive warning**

The National Weather Service, through a monitoring and warning system, is able to give advanced notice of gradual flooding hours and even days before it results in serious loss of life and property.

1. The National Weather Service also may issue a Flash Flood Watch which means heavy rains may result in flash flooding in a specified area. Residents should be alert and prepared for the possibility of a flood emergency which may require immediate action.
2. The National Weather Service also may issue a Flash Flood Warning which means flash flooding is occurring or is imminent in a specified area. Residents should move to safe ground immediately.

B. Notify public

It is the joint responsibility of the National Weather Service and/or the local government entity to issue a warning via radio, television, etc. Early warning, if possible, would enable those in flood hazard areas to move or safeguard their property, thus simplifying evacuation should it become eminent.

V. **EVACUATION**

- A. Designate the flood hazard area to be evacuated. Use the flood hazard maps for street description and to determine areas to be evacuated.
- B. Establish a perimeter security. The purpose is to limit access to looters and sightseers, but to allow egress by victims.
- C. Establish shelter areas/relief services for victims. It must be decided when to open such facilities and where they should be located. Location of shelter areas and assistance in the form of food and clothing could be supplied by the Lamb House, Red Cross, etc.
- D. Notify affected persons. If early warning is not effective, all remaining persons within the designated flood area must be contacted. This is best accomplished on a door-to-door basis, loud speakers on patrol cars, or government-manned telephones. A method to record location of visits, times, dates, and results of attempted visits should be devised. (See Appendix 5 to this annex.)
- E. Return of flood victims. Once the flood waters recede, a public information program should so inform the evacuees when to return, what to expect upon return (i.e., how to turn the utilities back on, how to purify water, etc.) and of services being offered by local government, such as pumping basements and debris removal. Also, local government would warn of other related hazards so persons would be alert to changes in their environment.