

ANNEX K

IN-PLACE PROTECTIVE SHELTER

I. PURPOSE

The purpose of this annex is to enhance the ability of the City of Rolla to protect residents in or near their homes when an incident has occurred with little or no warning and/or it would not be safe for residents to leave their current locations. This annex also lends guidance on providing residents with public shelter near their homes, if time allows for movement.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. In the event of a natural or technological disaster, in-place protective shelter will provide essential shelter to the public in an area near their residence. In-place shelter will be used to protect residents from a tornado, earthquake, or hazardous materials incident when evacuation is not an appropriate action.
2. In some disaster situations such as a tornado, local government has a very limited role in providing protection to its residents. In cases such as this, proper warning and immediate sheltering instructions are essential.

B. Assumptions

1. City officials will determine the best option for ensuring the safety of the public and will take action to implement that strategy.
2. Officials will advise the public on what protective actions to take.

III. CONCEPT OF OPERATIONS

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

- ##### A.
- The two options for protecting the population are evacuation and shelter. City and officials will implement one or the other or possibly both options, depending on the best available estimate of the disaster situation. (PREPAREDNESS)
1. Evacuation will be considered based on the conditions at the selected destination and any risk of exposure to the disaster agent while in route. Evacuation operations are discussed under Annex J.
 2. Sheltering in place will depend on the relative protection from potential disaster agents provided by the available residential, commercial, and recreational structures in the community. See Appendix 1 to this Annex for

additional information.

- B. If people are displaced (evacuated) from their homes by the disaster situation, temporary housing and mass care must be provided. Reception and Care operations are discussed under Annex L. (PREPAREDNESS, RESPONSE, and RECOVERY)
- C. City officials will develop and maintain the capability to provide protective shelter for the population in any situation for which such action is appropriate. (PREPAREDNESS)
- D. Special facility populations must be identified. In-place shelter may be the only available option for these facilities (see Appendix 2 to Annex J for listing of special facilities). (PREPAREDNESS or RESPONSE)
- E. Shelter facilities suitable to protect people from the assumed risk conditions should be pre-identified (i.e., tornado shelter, fallout shelter, etc.). (PREPAREDNESS)
- F. Emergency public information materials should be developed and distributed to the public to educate them on what to expect and prepare for. Public information must also be available to the news media for broadcast (i.e., Emergency Alert System). See Appendix 2 to this Annex as well as Annex C for further information. (PREPAREDNESS)

IV. ORGANIZATION AND RESPONSIBILITIES

- A. The Emergency Management Director has the primary responsibility for In-Place Protective Shelter. Specific tasks include:
 - 1. Identify shelter and warning procedures in the event of a tornado (see Annex L for shelter, Annex B for warning).
 - 2. Develop a system and procedures for evaluating the evacuation and in-place shelter options in the event of a large-scale hazardous materials spill or release. In a hazardous materials situation the Incident Commander will identify the need to shelter in-place (or evacuate) and advise the In-Place Shelter Coordinator.
 - 3. Develop and maintain an in-place protective shelter system to protect the residents from the effects of a nuclear weapon detonation (see Appendix 1 to this Annex).
- B. The Communications and Warning Coordinator will assist with warning the public.
- C. The Reception and Care Coordinator will assist with shelter and feeding operations if appropriate.

- D. The Incident Commander will assist/advise the Emergency Management Director concerning hazardous materials incidents.
- E. The Public Information Officer will assist with notification of the public through the news media.

V. DIRECTION AND CONTROL

- A. A disaster or potential disaster that generates a requirement for protecting people from a harmful environment will activate the EOC. The In-Place Shelter Coordinator is a member of the EOC staff.
- B. Situation analysis, planning, policy making, coordination, and ultimate direction and control for in-place protective shelter will be carried out from the EOC if activated.

VI. CONTINUITY OF GOVERNMENT

The line of succession for the In-place Shelter Coordinator will be through their respective Emergency Management Director (see section VI of the Basic Plan).

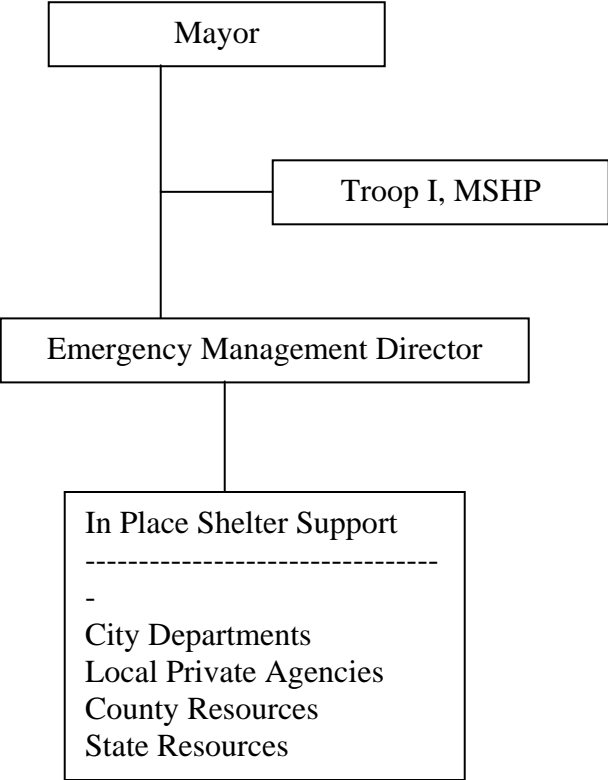
VII. ADMINISTRATION AND LOGISTICS

Procurement of necessary supplies will be accomplished through normal acquisition channels and coordinated with the Resource and Supply Coordinator (see Annex G) when necessary.

APPENDICES

- 1. City of Rolla In-Place Shelter Organizational Chart
- 2. All Hazard In-Place Shelter Guidance

CITY OF ROLLA IN-PLACE SHLETER ORGANIZATIONAL CHART



Appendix 2 to Annex K

ALL-HAZARD IN-PLACE SHELTER GUIDANCE

(excludes nuclear attack)

The following information should be formulated into public information brochures and distributed to all residents prior to an emergency situation requiring in-place shelter.

Warning for these hazards should be accomplished in accordance with Annex B.

Information should be provided to the local media for broadcast during an emergency and a public awareness program should be developed to encourage residents to keep emergency supplies on hand and develop a family disaster plan. Pets and animals also need to be considered.

TORNADO

If a tornado warning is issued and time does not permit residents to travel to public shelters, the best protection during a tornado is to quickly go to the lowest level in the building. The following protective actions should be relayed to the public:

DURING A TORNADO, THE SAFEST PLACE TO BE IS IN THE BASEMENT UNDER SOMETHING STURDY.

IF THERE IS NO BASEMENT, SEEK SHELTER IN A SMALL INTERIOR ROOM IN THE MIDDLE OF THE BUILDING, SUCH AS A CLOSET OR BATHROOM.

STAY AWAY FROM OUTSIDE DOORS AND WINDOWS.

REMAIN IN SHELTER UNTIL THE ALL CLEAR IS GIVEN FROM AUTHORITIES.

HAZARDOUS MATERIALS INCIDENT

If evacuation cannot be accomplished prior to the formation/arrival of a toxic cloud, advising residents to stay indoors and reduce the air flow into these buildings may be the most effective protective action. The following protective action instructions should be relayed to the public:

TO REDUCE THE POSSIBILITY OF TOXIC VAPORS ENTERING YOUR HOME:

TURN OFF ALL VENTILATION SYSTEMS, INCLUDING FURNACES, AIR CONDITIONERS, FANS, AND VENTS.

SEAL ALL ENTRY ROUTES AS EFFICIENTLY AS POSSIBLE. CLOSE AND LOCK WINDOWS AND DOORS. SEAL GAPS UNDER DOORS AND WINDOWS WITH WET TOWELS AND THICK TAPE.

SEAL GAPS AROUND AIR CONDITIONING UNITS, BATHROOM AND KITCHEN EXHAUST FANS, STOVE AND GRILL VENTS, AND DRYER VENTS WITH TAPE AND PLASTIC SHEETING.

CLOSE ALL FIRE PLACE DAMPERS.

CLOSE AS MANY INTERNAL DOORS AS POSSIBLE.

IF AUTHORITIES WARN OF EXPLOSION, CLOSE ALL DRAPERIES, CURTAINS, AND SHADES; STAY AWAY FROM WINDOWS.

BUILDING SUPERINTENDENTS SHOULD SET ALL VENTILATION SYSTEMS AT 100% RECIRCULATING SO THAT NO OUTSIDE AIR IS DRAWN INTO THE STRUCTURE.

IF YOU SUSPECT THAT GAS OR OTHER VAPORS HAVE ENTERED YOUR BUILDING, TAKE SHALLOW BREATHS THROUGH A PIECE OF CLOTH OR TOWEL.

REMAIN IN PROTECTED, INTERIOR AREAS OF THE BUILDING WHERE TOXIC VAPORS ARE REDUCED UNTIL YOU ARE INSTRUCTED TO DO OTHERWISE.