

ANNEX F

EMERGENCY EVACUATION

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ANNEX F

EMERGENCY EVACUATION

I. PURPOSE

- A. To provide for the orderly and efficient emergency evacuation of any part of the population of Frye Island.
- B. To provide a planning base for any type of evacuation from the Island that might be necessary.
- C. As a component of the Town Emergency Operations Plan, this Annex must be used in conjunction with other annexes of the Plan and especially Annex B, Communications and Warning, Annex C, Emergency Public Information and Annex E, Emergency Shelters.

II. SITUATION AND ASSUMPTIONS

- A. There are many hazards that could necessitate an evacuation of some or all of the population of Frye Island. The situation and amount of warning time will determine the evacuation procedures. Additional transportation resources will be necessary to assist those who do not leave in their own vehicles and those that are handicapped and infirm.
- B. The public will be instructed and informed via procedures established in Annex B, Communications and Warning and Annex C, Emergency Public Information.
- C. Some people may refuse to evacuate.
- D. Certain Vital and essential facilities and activities in the evacuated area may be required to continue as a function of the evacuation effort or to provide essential goods and services.
- E. Pets may create a problem, although most people with pets, who evacuate by independent means to private homes or relatives outside the evacuation area will take their pets with them. Those going to reception centers will require special handling as shelters will allow only service dogs.

III. CONCEPT OF OPERATIONS

A. General

- 1. Evacuation may prove to be the only practical means of protecting people from the effects of some disasters. Evacuation may be necessary when any portion of the public would be in extreme danger as a result of exposure to a hazard.

2. The decision to evacuate must come from the Town Manager in coordination with the Town Emergency Director.
3. The Town Emergency Director or his designated representative will serve as the Town Evacuation Coordinator.
4. Depending on warning time, the primary means of transportation will be by private automobile, transported off the Island by the Island Ferry. However, priority use of the ferry will be by emergency personnel and vehicles with emphasis of transport to the Island.
5. In the event of a no warning emergency, requiring rapid evacuation of the Island population, consideration will be given to evacuation by private boats.
6. Upon the recommendation to allow reentry, priority will be given to returning essential workers, public officials, property owners, and then the general public.

B. Phases of Emergency Management

Mitigation:

- Identify possible evacuation areas.
- Prepare plans (adequate and no notice) to include transportation means, routes, traffic control and an estimate of the time required to evacuate part or all of the Island population.
- Determine the transportation needs, on and off Island.
- Identify number of citizens unable to evacuate independently. (*See TAB A-10, Handicapped, EPRB*).*
- Identify suitable reception/shelter areas.

Preparedness:

- Identify need and provide for relocation of essential resources.
- Identify pickup points and reception areas on and off Island.
- Coordinate public information with media and place notice on Town Website.
- Coordinate evacuation with reception/shelter area.
- Determine availability of animal shelters.

Response:

- Establish evacuation routes, traffic control points and barricades.
- Notify the public by all possible means of the need and mode for evacuation.
- Establish appropriate on or off Island reception/shelter area. Provide a site manager and if necessary security.

* C-1, 30 July 2004
FI EP Sept. 2003

- Coordinate public information and assess aid for those unable to transport themselves. Emphasize car-pooling and if needed evacuation beaches for use by private boats.
- Emphasizes the policy on handling of pets and potential shelters. (See Appendix 4, this Annex, Handling of Pets.)
- Transport personnel, critical supplies and equipment to reception areas using all available means.

Recovery:

- Announce reentry of essential service and Town Government personnel and provide transportation if necessary.
- When the public is allowed to return, announce reentry priority will be property owners, then renters and the general public via all possible means
- Continue to provide traffic control and transportation as necessary.
- Pets must be claimed and transported by owners.

C. Continuity of Government

1. The lines of succession for evacuation should include the person(s) designated to be the evacuation coordinator, person(s) in charge of operation sites and the reception centers and the persons responsible for preservation of records.
2. Sample Evacuation Line of Succession:
 - Town Emergency Director/Evacuation Coordinator
 - Operational Site Coordinator
 - Reception Center/Shelter Manager

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The Town of Frye Island Emergency Management and Civil Preparedness Ordinance (*See Attachment Basic Plan*) empowers designated officials to order an evacuation of the Town to protect the populace in life threatening situations.
- B. Policies in this Annex were developed by the Emergency Director, to address who initiates evacuation; transportation (movement control, use of public and private vehicles etc); evacuation of the elderly and handicapped; dealing with potential impediments to the evacuation and re-entry into the hazard areas. See also Appendix 1, (this Annex) Transportation and Traffic Control.
- C. A reporting system will be used as already addressed in Annex A, Direction and Control.
- D. Agreements and understandings must be established with needed reception/shelter areas.

- E. Emergency Management, Primarily Frye Island EMA, supported by County EMA on request.
- Coordinate evacuation efforts.
 - Provide public information and instructions.
 - Coordinate transportation needs with adjacent communities in the event of an evacuation by private boats.
 - Communicate evacuation status to County EMA.
 - Maintain evacuation plans and associated annexes.
- F. Law Enforcement
- Assist in Evacuation
 - Provide traffic control
 - Assist in public information
 - Provide security in evacuated areas; prohibit unauthorized movement of personnel into evacuated areas.
 - Provide security at reception areas.
 - Maintain law and order.
- G. Evacuation Coordinator
- Implement the Evacuation Plan and designate evacuation mode (Ferry or private boats). See Appendix 2, Evacuation by Private Boat.
 - Provide information to the Public Information Officer, who in turn will inform the public.
 - Implement priority lists of users for the Ferry.
 - Coordinate transportation of the handicapped, the elderly etc. (*See TAB A-10, EPRB.**)
 - Establish evacuation routes; coordinate traffic control needs with Law Enforcement Authorities.
 - Establish reception centers, inform reception center managers to prepare centers as necessary prior to arrival of evacuees.
- H. Public Information Officer
- Coordinate information and evacuation status with Evacuation Coordinator and or Emergency Director.
 - Notify the public via all possible means of the need and mode of evacuation. (*See Tab B EPRB, Emergency Public Information Plan.*) At Appendix 3 this Annex are two Sample Evacuation Announcements.
 - Provide Information on pet shelters, reception centers, evacuation status etc.

* C-1, 30 July 2004
FI EP Sept. 2003

V. EMERGENCY PUBLIC INFORMATION INSTRUCTIONS

- A. Public warning procedures are outlined in Annex B, Communications and Warning, Tab B, EPRB, Emergency Public Information contains fill-in-the blank evacuation announcements and instructions as well as a listing of broadcast stations, which have agreed to air warning announcements.
- B. The EPI Plan has evacuation instructions outlined in an easy to read format which are suitable for photocopying and distributing as time allows. At Appendix 3 (this Annex) are two sample Evacuation Announcements.

VI. PLAN MAINTENANCE

- A. This annex will be maintained by the Frye Island Emergency Management Director and will be reviewed and updated annually.
- B. This annex should be exercised on a regular basis.

Appendix 1,ANNEX F

TRANSPORTATION AND TRAFFIC CONTROL

I. TRANSPORTATION POLICIES

- A. The Evacuation Coordinator is responsible for all public evacuation transportation. The most critical aspect of the Island evacuation will be the amount of warning time, the Island population and type of emergency. The only vehicle access to the Island is via two ferries, which have an average capacity of 9 cars. Combined it is estimated they have an estimated capacity of maybe 50 cars per hour. This can/will be impacted by the first priority to emergency vehicles needed on the island; weather conditions; reaction to evacuation instructions and the size of individual vehicles.
- B. Under a worst case scenario (a no warning major wildfire on the Island), it is possible evacuation may be limited to only personnel in order to rapidly move fire service equipment on to the Island. In this event evacuation must depend on the use of private boats and such a concept is outlined at Appendix 2, this Annex, as the Frye Island Evacuation by Private Boat Plan.
- C. Potential impediments to evacuation include poor weather and tourists/visitors unfamiliar with the area. In the case of poor weather, multiple evacuation routes may need to be established to move more people from the area without losing time. Mutual aid may be necessary for traffic control.
- D. Evacuation Control:
See attached Island and mainland maps for:
- Pickup points
 - Evacuation Points
 - Traffic control Points
 - Special Facilities (Service Stations are on Rt. 302 in Raymond and Windham.)
- E. Reentry Control:
When determined appropriate by the Town Manager and Emergency Director, reentry will be in the following order:
- Essential workers and Town Public Officials by department vehicles or private autos.
 - Property owners by private autos or public transportation if evacuated by private boats.
 - Renting public by private auto and public transportation.
 - Animals to be picked up at pet shelters by owners.

II. TRAFFIC CONTROL

- A. When possible Town law enforcement personnel will provide security. Cumberland County Sheriff's Department should be the primary service on the mainland in a major emergency. In an event of an evacuation, reserve officers and off duty personnel may be necessary to supplement the on duty staff.
- B. Evacuation routes and manned traffic control points are indicated on the attached map(s) and may necessitate:
- Other traffic control points as the situation dictates with barricades set up as needed.
 - Frye Island Public Works Department to assist in traffic control if Town Police and Fire personnel become taxed
 - Coordination with the receiving community of vehicle parking and security at mainland reception/shelter areas. At the Island reception area (example: Community Center) Frye Island Volunteer Fire Department (Fire Police) will provide control.

Attachment, Appendix 1, ANNEX F

MAPS

MAP 1: Frye Island and Surrounding Area.

MAP 2: Road Map to Frye Island

- **Critical Facilities**
- **Traffic Control Points**
- **Evacuation points for private boats.**

MAP 3: Frye Island, Raymond, Jordan Bay

- **Critical Facilities**
- **Traffic Control Points**
- **Private boats unload and public transportation pickup points.**

Appendix 2, ANNEX F

FRYE ISLAND EVACUATION BY PRIVATE BOAT

I. PURPOSE

- A. To provide for the orderly and efficient emergency evacuation of any or all of the Population of Frye Island by use of private boats.
- B. To provide a planning base for an evacuation by private boats from the Island.
- C. As a component of the Town Emergency Operations Plan, this Appendix must be used in conjunction with Annex F, Emergency Evacuation and related references.

II. SITUATION AND ASSUMPTIONS

- A. There are many emergencies/disasters that could necessitate an evacuation of some or all of the population of Frye Island. The situation and amount of warning time will determine the evacuation mode. In the event of a no warning situation requiring total rapid evacuation, such as a large wildfire, evacuation will be people only and require the use of private boats on the Island
- B. The public will be instructed and informed via procedures established in Annex B, Communications and Warning, Annex C, Emergency Public Information and the Evacuation Annex.

III. CONCEPT OF OPERATIONS

A. General

- 1. Evacuation by private boats may prove to be the only practical means of protecting people from the effects of some disaster such as an out of control wildfire.
- 2. The decision to evacuate all the Island population by shuttling, using private boats must come from the Town Manager in coordination with the Town Emergency Director.
- 3. Collection and delivery points must be established and coordinated with Town boaters and surrounding marinas and communities.
- 4. Transportation by contract or public transportation from the mainland delivery point to emergency shelters must be pre-planned.
- 5. Upon the recommendation to allow re-entry, priority will be given in the order of essential workers, public officials, property owners, renters and then the general public. Boat evacuated personnel, if in shelters, will be transported by contract or public transportation to the Island Ferry landing.

B. Phases of Emergency Management

Mitigation:

- Identify possible boat evacuation point(s). See MAP 2, Appendix 1.
- In cooperation with the Town Yacht Club develop no warning plans to include “fan-out” alert system, routes and traffic control for evacuation points.
- Have Yacht Club designate a Boat Evacuation Coordinator, organize appropriate flotilla by evacuation point and make estimates of the time required to evacuate part or all of the Island population. Insure development of passenger log for each boat. (*See Evacuee Registration Form Tab C, EPRB.*)
- Identify suitable delivery points. See MAP 3, Appendix 1.
- Determine the transportation needs from off Island delivery points.
- Exercise the boat plans.
- Boat owners make arrangements for appropriate off-island moorage after evacuation.

Preparedness:

- Make appropriate alert notification using Yacht Club “fan-out” system.
- Confirm pickup points and delivery points. (on and off island).
- Coordinate and muster boat operators.
- Boat Evacuation Coordinator advises town EOC of ready status to include flotillas by evacuation point.

Response:

- Implement evacuation by shuttle of private boats.
- Notify the public by all possible means of the need and mode for evacuation.
- Establish appropriate traffic control at boat evacuation points.
- EOC establish appropriate on and off Island reception area. Provide a site manager and County traffic control to mainland delivery point.
- EOC coordinate public information and access aid for those unable to transport themselves to evacuation beaches.
- Boat operators maintain log of passengers/evacuees including lot number. (*See Form Tab C, EPRB.*)

Recovery:

- Announce re-entry of essential service, security and Town government personnel and provide transportation if necessary.
- When the public is allowed to return, announce re-entry priority as property owners then renters. Provide transportation as necessary.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Policies in this Annex were developed by the Emergency Director to address who initiates evacuation; transportation (movement control, use of Public and private vehicles etc); evacuation of the elderly and handicapped; dealing with potential impediments to the evacuation and re-entry into the hazard areas. See also Appendix 1, (this Annex) Transportation and Traffic Control.
- B. A reporting system will be used as already addressed in Annex A, Direction and Control.
- C. Emergency Management, Primarily Frye Island EMA, supported by County EMA as requested.
- Coordinate evacuation efforts to include off Island delivery points.
 - Provide public information and instruction and instruction to Island population on the Evacuation by Private Boat Plan.
 - Coordinate transportation needs with adjacent communities in the event of an evacuation by private boats.
 - Communicate evacuation status to County EMA.
 - Maintain evacuation plans.
- D. Law Enforcement
- Assist in Evacuation
 - Provide traffic control.
 - Maintain law and order.
- F. Evacuation Coordinator
- Implement the Private Boat Evacuation Plan in cooperation with the Yacht Club Evacuation Coordinator.
 - Provide information to the Public Information Officer, who in turn will inform the public.
 - Coordinate transportation of the handicapped and elderly, to beach evacuation points.
 - Establish reception centers, inform reception center managers to prepare centers as necessary prior to arrival of evacuees.
- G. Frye Island Yacht Club, Evacuation Coordinator
- As outlined in the Phases of Emergency Management, above, initiate the noted Plan development for Yacht Club implementation of the Town evacuation by private boats.
 - In coordination with the Town Manager and Emergency Director annually exercise the plan by a “fan-out” alert with boats reporting to designated evacuation points.

H. Public Information Officer

- Coordinate information and evacuation status with Evacuation Coordinator and Emergency Director.
- Notify the public via all possible means of the need and that evacuation will be by execution of the private boats evacuation plan. *See Tab B, EPRB, Emergency Public Information Plan.*

V. **EMERGENCY PUBLIC INFORMATION INSTRUCTIONS**

- A. Public warning procedures are outlined in Annex B, Communications and Warning and Tab B, EPRB. See Emergency Public Information Plan.
- B. The EPI Plan has evacuation instructions outlined in an easy to read format, which is suitable for photocopying and distributing as time allows. At Appendix 3, this Annex, are two sample Evacuation Announcements.

VI. **PLAN MAINTENANCE**

- A. This Appendix will be maintained by the Frye Island Emergency Management Director and will be reviewed and updated annually,
- B. This Appendix should be exercised annually especially with the Frye Island Yacht Club.

Appendix 3,ANNEX F

SAMPLE EVACUATION ANNOUNCEMENTS

Sample #1 Island Evacuation Announcement

Frye Island recommends that citizens and visitors located on Frye Island evacuate the area immediately. An emergency condition exists at _____, and it could affect your health and safety because _____. Please listen for evacuation instructions.

Take the following items with you:

- Important papers
- Prescription medicines
- Personnel care items
- Blankets
- Pets

- Lock your home.
- Turn off electricity, turn off gas and water.
- Leave the areas using the following routes:

If you need transportation, notify (list who to call with number).

Travel to friends, or relative home or report to one of the shelters.
(List shelters, location phone numbers.)

All persons outside of the risk area are safe and have no need to move, but you should stay tuned to your radio or TV in case the situation changes. If you live outside the affected areas, you are asked not to travel on or near the evacuation routes.

REPEAT MESSAGE

End of sample #1

Sample #2. In-Place Shelter Announcement

_____ recommends that citizens and visitors located (list location) take shelter immediately. An emergency exists at _____ and your health and safety could be effected because of _____. DO NOT attempt to leave the area, you could place yourself at higher risk if you do. Please listen to the following instructions.

Close all doors and windows.

Disconnect air conditioners, fans and close flue pipes.

Keep pets inside.

Remain indoors; stay tuned to your radio or TV.

Do not use the phone, leave the lines open for emergency communications.

If you are in an automobile, roll up the windows and turn off the air conditioner. Some protection may be obtained from placing a handkerchief or towel over your mouth and nose until you get indoors. Drive at a safe speed until you have left the risk area.

REPEAT MESSAGE

End Sample 2

Appendix 4, ANNEX F

HANDLING OF PETS

I. GENERAL

Most people who evacuate by independent means to private homes or relatives outside the evacuation area will take their pets with them. This guidance applies to evacuees who will be utilizing evacuation shelters.

II. GUIDANCE TO PET OWNERS

- As a rule pets other than service dogs are not allowed in evacuation shelters.
- Evacuation personnel will attempt to identify possible animal shelters during the emergency warning stage.
- **DO NOT LEAVE PETS BEHIND. YOU HAVE NO WAY OF KNOWING HOW LONG YOU WILL BE AWAY FROM YOUR CABIN AND THE IMPACT OF THE RELATED EMERGENCY.**
- Have crates to transport smaller pets. Muzzle type leashes are needed for larger animals.
- Have your pets Rabies Certificate readily available. Shelter may not allow animals even service dogs, without proof of rabies shots.