

Emergency Support Function (ESF) #5 Information and Planning

Primary Agency/ESF Coordinator

City of Rolla Emergency Management Agency

Support Agencies:

County/City Departments as relevant

I. PURPOSE

The purpose of Emergency Support Function (ESF) #5 Information and Planning is to support local government activities for all-hazard emergencies and disasters. ESF #5 provides the core management and administrative functions to support EOC operations.

II. SCOPE

ESF #5 serves as the support for all departments and agencies across the spectrum of incident management from mitigation and preparedness to response and recovery. ESF #5 facilitates information flow in the pre-incident phase in order to place assets on alert or to pre-position assets for quick response.

During the post-incident response phase, ESF #5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination. This includes:

- Alert and notification
- Deployment and staffing of emergency response teams
- Incident action planning
- Coordination of operations
- Logistics and material
- Direction and control
- Information management
- Facilitation of requests for assistance
- Resource acquisition and management (to include allocation and tracking)
- Worker safety and health
- Facilities management
- Financial management
- Other support as required

III. SITUATION AND PLANNING ASSUMPTIONS

A. Situation

1. Many hazards in the City of Rolla have the potential for causing disasters requiring support from the County/City and/or centralized coordination.
2. Missouri Revised Statutes, Chapter 44, Section 44.080 requires all political subdivisions of the state to establish a local emergency management organization for disaster planning. Each local organization for emergency management shall be responsible for the performance of emergency management functions within the territorial limits of its political subdivision and may conduct these functions outside of the territorial limits as may be required pursuant to the provisions of this law.
3. Rolla City Ordinance # 2378 establishes Rolla City Emergency Management as the disaster agency responsible for emergency management in the City of Rolla. Rolla City Emergency Management coordinates a variety of countywide mitigation, preparedness, response, and recovery initiatives.
4. Requests for assistance from State and/or Federal government are coordinated through the City of Rolla Emergency Management Agency. The City of Rolla EMA coordinates all requests for assistance, either initiated by the county or by local jurisdictions through the County, made to other jurisdictions, the state and/or federal government as well as, requests from other jurisdictions, the state, and/or federal government for assistance from the City of Rolla during disasters.
5. The City of Rolla Emergency Operations Center (EOC) serves as the central location for countywide interagency coordination and decision-making during disasters. The primary role of the EOC is to bring together relevant disaster information in one central location, organize and present that information in a useful way to the organization's decision-makers, and facilitate the coordination of resources required to meet the needs generated by disaster.
6. The City of Rolla is responsible for maintaining the primary and alternate EOC for the City of Rolla. Both facilities are equipped to communicate with operational units in the field as well as other local, state, and federal operations centers. The systems and methods for both redundant and interoperable emergency communications consist primarily of wireless voice (radio), voice and data wire line and wireless telecommunications, Internet (voice/data), and WebEOC. Refer to the Basic Plan, Section VII, Continuity of Operations, for additional City of Rolla EOC information.

B. Planning Assumptions

1. There will be an immediate and continuous demand for information on which decisions may be made involving the conduct of response and recovery actions.
2. Early in an incident little information will be available and initial information received may be vague or inaccurate.
3. The receipt, analysis, and dissemination of timely and accurate disaster information is necessary to provide local, state, and federal governments with a basis for determining priorities, needs, and the availability of resources.
4. The collection and organization of the incident status, situation information and the evaluation, analysis and display of that information for use by the Emergency Operation Center (EOC) will be critical for decision making in the disaster response and recovery process.

IV. CONCEPT OF OPERATIONS

A. General

1. The City of Rolla Emergency Management maintains a state of readiness at all times. This state of readiness includes the ability to:
 - a. Monitor developing situations
 - b. Coordinate and share information with key stakeholders
 - c. Coordinate requests for assistance
 - d. Facilitate the process of declaring a state of local disaster emergency
 - e. Activate and support the County/City EOC
 - f. Facilitate access to state and federal resources to support local response and recovery operations
2. The City of Rolla Emergency Management will activate and support the County/City EOC when needed and serves as the Coordinating Agency for ESF #5 Information and Planning.
3. When activated, the EOC, staffed by ESF #5 and other ESFs, monitors potential or developing incidents and support the efforts of field operations. In the event of a no-notice event, the City of Rolla Emergency Management Director or designee may order an activation of the EOC depending on the size of the incident.
4. The EOC, staffed by ESF #5 and other ESFs as required, coordinates operations and situational reporting to the EOC.
5. The mission of ESF #5 is to support and coordinate the activities required to meet the needs generated by disasters affecting City of Rolla. When the ESF5 activates in the Rolla Emergency Operations Center (EOC), it will orchestrate the countywide coordination required to fulfill the mission of ESF5.

5.

6. ESF #5 is responsible for coordinating the Planning Section in the EOC. The Planning Section collects, evaluates, processes, and disseminates information for use in the EOC. Specific responsibilities include:
 - a. Collect, evaluate, process, display, and disseminate incident status information to help ensure a common operating picture is maintained throughout the EOC and shared with appropriate external entities;
 - b. Track the progress and evaluate the effectiveness of current strategies;
 - c. Ensure disaster assessment information is collected and organized in a timely manner;
 - d. Coordinate the development and maintenance of the EOC Incident Action Plan (IAP);
 - e. Arrange for and conduct EOC planning meetings and briefings; and,
 - f. Collect, organize, and provide accurate records of status boards, reports, plans, assessments, charts, maps, logs, and other information related to EOC Operations (paper, electronic, or otherwise).
7. ESF #5 ensures that there is trained and experienced staff to fill appropriate positions in the EOC when activated or established.
8. ESF #5 supports the activation and deployment of emergency response teams.
9. County/City departments and agencies with relevant parts, will participate in the incident action planning process coordinated by the Planning Section.
10. The City of Rolla EOC utilizes WebEOC to facilitate the exchange of real-time emergency management information between response organizations in the city, county, regional, and state level.

B. Actions by Operational Timeframe

1. Preparedness

- a. Maintain this ESF and its attachments.
- b. Ensure City personnel are provided with opportunities to take emergency operations training.
- c. Maintain the primary and alternate Emergency Operations Centers (EOCs).
- d. Develop and maintain standard operating guides and checklists to support emergency management activities.
- e. Ensure notification and call-up lists are current.
- f. Develop emergency exercises to support ESF #5 activities.

2. Response

- a. Activate the EOC and notify City agencies as needed.
- b. Request mutual aid as needed.

- c. Request assistance from SEMA, if dictated by the situation.
- d. Coordinate the activities of all responding agencies.
- e. Conduct other specific response actions as dictated by the situation.

3. Recovery

- a. Continue to coordinate the activities of all responding agencies.
- b. Support community recovery activities.
- c. Schedule after-action briefings and develop after-action reports.
- d. Develop and implement mitigation strategies.
- e. Make necessary changes in this ESF Annex and supporting plans and procedures.

4. Mitigation

- a. Participate in the hazard identification process and identify and correct vulnerabilities.
- b. Develop emergency preparedness programs and present them to the public.

V. ROLES AND RESPONSIBILITIES

A. Primary Agency/ESF Coordinator

The City of Rolla Emergency Management Agency

1. Coordinates overall staffing of emergency management activities at multi-agency coordination centers, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the above facilities, and the key personnel required.
2. Coordinates emergency response plans at the local level of City government.
3. Facilitates information flow in the pre-incident phase and coordinates inter-governmental planning, training, and exercising in order to prepare assets for deployment.
4. Has the responsibility to insure an appropriate local emergency management capability.
5. Conducts operational planning and coordinating with other local agencies.
6. Activates and convenes emergency assets and capabilities to prevent and respond to incidents that may require a coordinated response.
7. Coordinates with the State Emergency Management Agency (SEMA).
8. Coordinates Federal preparedness, response, recovery, and mitigation planning activities including current incident action and future operations planning.
9. Coordinates reconnaissance operations and activation and deployment of assessment personnel or teams needed for incident management.
10. ESF #3 Public Works and Engineering provides personnel, equipment, and facilities as required to support City emergency management operations. Resources provided include equipment, supplies, and skilled workers to perform construction and maintenance tasks at City facilities.

11. Provides direction to ESF representatives operating through the EOC for the procurement, staging, deployment, and stand-down of personnel, equipment, and material.
12. Provides a central point of contact and liaison for state and federal agencies, volunteer organizations, and local resources to obtain processed information for incident management.
13. Provide for the exchange of information between government emergency management agencies and private corporations and business groups.
14. Identify potential sources of relief and recovery materials and supplies available through the private sector.

B. Support Agencies

City Departments as relevant

Participate in the incident action planning process coordinated by the Planning Section.

VI. CONTINUITY OF GOVERNMENT

Lines of Succession for ESF #5 Information and Planning:

1. Director, City of Rolla Emergency Management Agency

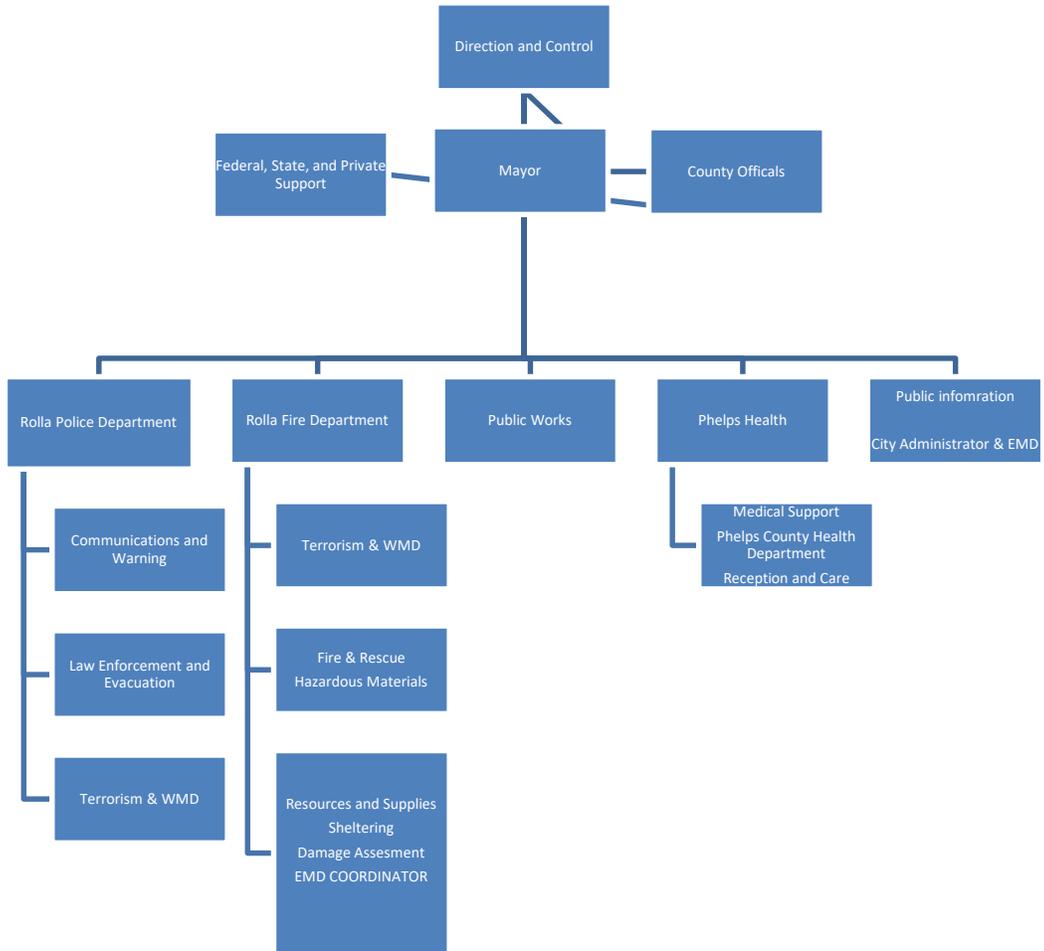
Suggested Appendices

Appendix 1 - EOC Organization

Appendix 2 - EOC Activation Checklist

Appendix 3 - EOC Position Checklists

Appendix 1 to Annex A



Appendix 2 to Annex A

EOC STAFFING ROSTER AND CALL-UP LIST CITY OF ROLLA

The key individuals and agencies that will direct/coordinate operations from the Rolla EOC are identified here. Names and telephone numbers are not published because they change frequently and therefore will be outdated quickly. Contact information will be maintained by the Rolla Emergency Management Director, Phelps County Sheriff's Department, and the Central Dispatch Center.

Not all city departments/services and organizations are listed here. Additional contact lists can be found in other annexes to this plan (i.e., utility companies, medical services, fire departments, etc.). As noted in Appendix 3 to the Basic Plan, the chief elected official will make the decision as to whether or not the EOC should be activated and which personnel should be called in to staff the EOC.

Rolla EOC Staff

Mayor*
City Council members
Emergency Management Director*
Police Chief*
Fire Chief*
Public Works Director*
City Clerk
City Utilities Director
Parks Superintendent
Community Development Director
Phelps Health Ambulance District
Phelps Health Medical Center*
County Coroner
County Family Support/Children's Division, Director*
County Health Department, Director*
Phelps County Red Cross Chapter, Director*

* Denotes EOC Direction and Control Staff that have been assigned primary responsibility for the emergency management functions.

Appendix 3 to Annex A

MESSAGE HANDLING GUIDELINES

- A. All reports/messages coming into the EOC will be acknowledged by recording them on the message form (see Attachment A to this Appendix). This procedure applies to anyone receiving a message by radio, telephone, etc.
- B. Each message will be entered into the communications/message log (see Attachment B to this Appendix). The log will show date and time the message was received along with the individual/department sending it.
- C. After the message has been logged, it will be given to the Emergency Management Director for routing to the appropriate function coordinator(s). A copy of each message that contains damage information will also be given to the damage assessment coordinator for collection, analysis and display of information in the EOC.
- D. If the information contained in the message is vitally important, it will be entered into a significant events log. This log will be used to record key disaster related information (i.e., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, radiation dose, etc.). See Attachment C to this Appendix for a copy of the log.
- E. The message receiver is responsible for checking the accuracy of the message. (If the message is found to be inaccurate, the Emergency Management Director will be notified who will then inform any others who have also received this message.) The appropriate action will be taken to either complete the request or if unable to respond, forward it to the Emergency Management Director.
- F. The response to the message will be disseminated as appropriate (i.e., reported to response personnel in the field, provided to the EOC staff through regularly scheduled briefings, forwarded to state officials, or disseminated to the public). Means to communicate message will include radio, telephone, runner, etc.
- G. Outgoing messages from the EOC will also be entered into the communications/message log as mentioned previously. This will include messages that originate from the EOC which are also to be recorded on a message form.
- H. Personnel required for message handling will be furnished by the Emergency Management Director.

Attachment A Appendix 3 to Annex A
MESSAGE FORM ICS FORM 213

MESSAGE FORM

DATE

TIME

INCOMING
OUTGOING

TO: _____
FROM: _____

MESSAGE:

ROUTED TO: _____
INFORMATION COPY TO: _____

RECEIVED
SENT
BY _____

Attachment B Appendix 3 to Annex A

COMMUNICATIONS LOG

DATE:

| TO | FROM J /OUT | SUBJECT | TIME |
|-----------|--------------------|----------------|-------------|
| | | | |

Appendix 4 to Annex A

EOC STANDARD OPERATING GUIDELINES

The Emergency Operations Center (EOC) will be activated when a call or message is received from the National Weather Service, fire, police, or any other reliable source indicating a possible emergency situation according to Appendix 3 of the Basic Plan.

The EOC may be activated by the chief elected official, or the Emergency Management Director.

Upon activation, the call-up of all agencies and response personnel may begin pursuant to the emergency.

At the time of activation, the Emergency Operations Plan will be put into operation and all procedures followed.

Once the emergency situation has subsided and a shutdown commences, there shall be a run-down of the call list indicating an end to the emergency.

Appendix 5

DAMAGE ASSESSMENT

I. PURPOSE

This appendix establishes procedures on conducting damage assessments following a disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Included in Appendix 2 to this annex are disaster assessment forms developed by SEMA. These forms are intended to provide local jurisdictions with a standard method of reporting initial damage estimates to SEMA. The information will be used to assess the situation throughout the affected area. Instructions for completing these forms are also included in this appendix.
2. Chapter 44, RSMo provides for the establishment of the Structural Assessment and Visual Evaluation (SAVE) program which is an emergency volunteer program administered by SEMA in the event of a natural disaster (i.e., earthquake). This program allows architects, engineers, contractors, etc. to volunteer the use of their services and equipment to assist local officials with demolition, cleanup, and post-disaster safety inspections.

B. Assumptions

1. Following a major disaster, federal and state personnel will be available to assist in the final damage estimation.
2. A properly completed damage assessment will initiate legislation that can mitigate or lessen the effects of future disasters (i.e., building codes may result after an earthquake has occurred).

III. CONCEPT OF OPERATIONS

NOTE: The time frame for performing these actions is listed in parentheses.

A. The damage assessment process begins when the local jurisdiction (chief elected official or Emergency Management Director) notifies SEMA of the developing situation followed shortly thereafter by the initial situation report containing preliminary estimates of damage. (RESPONSE)

B. During and immediately after the event, local officials are responsible for conducting

a damage assessment of the affected area in an attempt to determine the magnitude, overall impact, dollar loss, and local actions. The affected jurisdiction will compile a situation report (a copy of the situation report form is included in Appendix 2 to this annex). (RESPONSE and RECOVERY)

- C. The initial situation report (and any that follow) should be used by the chief elected officials in determining whether local resources can cope with the incident or if outside assistance will be necessary (RESPONSE and RECOVERY).
- D. All situation reports should be forwarded to SEMA to keep them apprised of the situation. Since the purpose of the situation report is to continually upgrade disaster status information, it should contain specific data and answer the following basic questions: (RESPONSE)
 - 1. Location and nature of damage
 - 2. Listing of damage by category on the State initial disaster estimate form (see Appendix 2 to this Annex).
 - 3. Socio-economic impact
 - 4. Response actions taken by local government
 - 5. State/Federal assistance needed
- E. If additional estimates are required, the chief elected officials will direct further damage assessment by organizing damage assessment teams to survey the area. (RESPONSE)
- F. Survey teams will consist of local government employees and designated private sector personnel when necessary (i.e., insurance agents, engineers, contractors, Red Cross, etc.). SEMA may also accompany these teams on the initial damage assessment. (RESPONSE)
- G. If an effective response is beyond the capability of the jurisdiction, state aid may be required. State assistance can be requested from the Governor through SEMA. If the situation is severe enough, the Governor may then proclaim a State of Emergency and the provisions of the SEOP will be implemented. The proclamation would authorize and require state agencies to perform specific emergency functions. These functions will be coordinated by SEMA through the SEOC. (RESPONSE)
- H. If the situation is beyond both local and state government capability, the Governor may request federal assistance by requesting a Presidential declaration of an “emergency” or a “major disaster.” A Presidential Declaration authorizes federal assistance under Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended by Public Law 100-707. The declaration triggers other federal disaster relief programs which are coordinated by the Federal Emergency Management Agency (FEMA). (RESPONSE)

- I. In anticipation of making a request to the President for federal assistance, SEMA in cooperation with FEMA, will conduct a joint on-site preliminary damage assessment. Joint state/federal assessment teams will visit affected areas after they have reviewed the initial damage assessment reports provided by the local jurisdiction(s). (RECOVERY)
- J. There will be two types of damage reports completed. One will be of damage to private property (i.e., damage to individuals, residences and small businesses) and the other will be for damage to public facilities (infrastructure such as roads, bridges, etc.). (RECOVERY)
- K. When federal/state damage survey teams are working in the City of Rolla, appropriate city officials will accompany each team and participate in the survey. (RECOVERY)
- L. If the President denies federal assistance, the cost of recovery would be assumed by local and state government. (RECOVERY)
- M. SEMA will provide guidance to local officials applying for federal assistance. (RECOVERY)
- N. Disaster assistance may be obtained from the federal government and volunteer agencies without a presidential major disaster declaration or emergency declaration. For example, military installations located near the disaster area may provide immediate lifesaving assistance, and other federal agencies may be able to provide assistance under their own statutory authorities. (RECOVERY)

IV. **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

A. Organization

A diagram of the damage assessment function is shown in Appendix 1 to this annex.

B. Responsibilities

- 1. Overall coordination and operational control of the Damage Assessment activities for the City of Rolla will be the responsibility of the Emergency Management Director. The Damage Assessment Coordinator is responsible for the following:
 - a. Collect damage assessment information and brief elected officials.
 - b. Prepare damage assessment reports consistent with state and federal guidelines.
 - c. Identify and establish liaison with private individuals who can provide

assistance in damage assessment (i.e., Red Cross, Insurance agents, engineers, etc.).

- d. Accompany state and federal damage assessment teams to inspect damage sites.
2. The city engineering department in conjunction with the Phelps County Assessor's office will assess damage to public and private property (i.e., homes, businesses, etc.). Maintain a file of maps, pre-disaster photos, tax assessments, etc.
3. The Rolla Public Works department will assess damage to roads, bridges, culverts, sewers, water systems, electric service, parks, etc.
4. The American Red Cross is trained in damage assessment techniques and can support this function (assess damage to homes, identify victims need for shelter, feeding, etc.).
5. Public and private utility companies serving the area will provide damage information concerning respective operations/facilities and the restoration of services.
6. Each operating department (i.e., fire, law enforcement, medical services, etc.) will assess the on-site situation (i.e., structures affected, number of injured or killed, evacuated, etc.).
7. The Emergency Management Director will notify SEMA of the developing situation, provide situation reports containing damage estimates, and accompany damage assessment teams to inspect damages as necessary.

V. DIRECTION AND CONTROL

- A. The Damage Assessment Coordinator is a member of the EOC Direction and Control staff. The Coordinator will control damage assessment operations from the EOC.
- B. All damage reports that come into the EOC will go through the Damage Assessment section for analysis and plotting. Damage information will be displayed in the EOC for all to view.

VI. CONTINUITY OF GOVERNMENT

- A. Line of Succession - Damage Assessment Coordinator
 1. City of Rolla
 - a. Emergency Management Director
 - b. Mayor

- B. The Damage Assessment Coordinator will operate from the designated EOC.

VII. ADMINISTRATION AND LOGISTICS

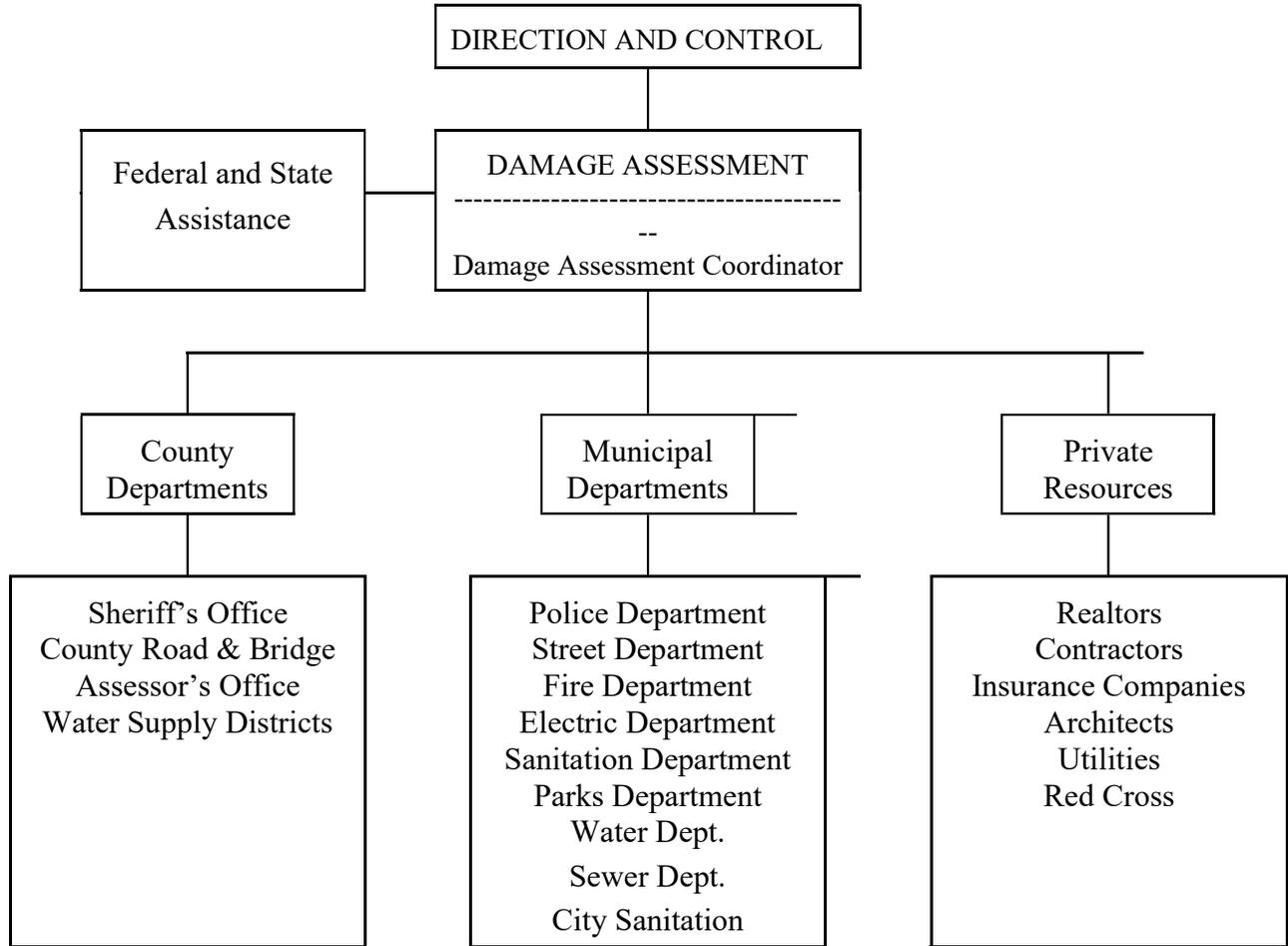
- A. The initial disaster estimate form for reporting damage to SEMA is provided in Appendix 2 to this Annex.
- B. Actions taken and disaster related expenses incurred must be documented by all departments. Records must be kept on overtime, invoices for material, equipment usage, temporary/permanent repairs, etc.
- C. Damage assessment information will be provided to the State Emergency Management Agency for necessary release to the Federal agencies.

APPENDICES

- 1. Damage Assessment Diagram
- 2. Disaster Assessment Summary Form (and completion instructions)
- 3. Local Situation Report (and completion instructions)

Appendix 1 to Annex D

DAMAGE ASSESSMENT DIAGRAM



Damage reports could come into an EOC from various county and/or city departments such as law enforcement, public works, fire, etc. Other response agencies and private sources could also contribute to the overall damage assessment.



Initial
Supplemental

Disaster Assessment Summary

1. Jurisdiction(s) Affected _____ Date: _____

2. Disaster: Type _____ Date _____
Time _____

3. Report by: Name _____
Title _____
Work Phone _____
Home Phone _____

4. Affected Individuals: (Assign affected individuals to only one category.)

- a. Fatalities _____
- b. Injuries _____
- c. Hospitalized _____
- d. Missing _____
- e. Evacuated _____
- f. Sheltered _____

5. Property Damage:

a. Residence

| | # Destroyed | #Major | #Minor | #Inaccessible | # Insured |
|----------------------|-------------|--------|--------|---------------|-----------|
| <i>Single Family</i> | | | | | |
| Multi Family | | | | | |
| Mobile Homes | | | | | |

Estimated Losses to Residence \$ _____

b. Business

| # Destroyed | # Major | # Minor | # Insured |
|-------------|---------|---------|-----------|
| | | | |

Estimated Loss to Business \$ _____

c. Public Facilities

| Type of Work or Facility Categories | Estimate | # of Sites | Brief Description of Damages |
|---|----------|------------|------------------------------|
| Debris Removal | \$ | | |
| Protective Measures | \$ | | |
| Roads & Bridges | \$ | | |
| Water Control | \$ | | |
| Buildings Equipment | \$ | | |
| Utilities | \$ | | |
| Parks and Recreations | \$ | | |
| Total Estimate | \$ | | |

SEMA fax number: (573) 634-7966

Disaster Assessment Summary

Completion Instructions

SUMMARY:

This form is intended to provide local jurisdictions with a standard method of reporting initial and supplemental damage estimates to SEMA. This information will be used to assess the situation throughout the affected area. It will also be combined with other reported information and used to help decide on future actions.

These forms are intended to be cumulative. If you submit additional reports, all of the columns MUST show current totals. For example, if the first form you submitted showed sixteen residential structures damaged and you identify four more damaged residential structures, the next form you submit MUST show twenty damaged residential structures.

1. Jurisdiction(s) Affected: Please include the name of the area affected, including county, and date of report.

2. Disaster: List the type, time and date of incident.

3. Report by: List name of person submitting report, his/her title, home and work phone numbers. This person will be SEMA's point of contact for additional information.

4. Affected Individuals: List affected individuals based on the category the individual fits in. Please assign individuals to only one of the six categories. For example, do not assign someone to the "injuries" category if they are already assigned to "hospitalized".

5. Property Damage:

- a. **Residence:** List the number of residential properties damaged as a result of the disaster (separated either by single family, multi family or mobile homes) in the categories provided. Provide a total dollar amount in estimated losses to residences.
- b. **Business:** List the number of business properties damaged as a result of the disaster in the categories provided. Provide a total dollar amount in estimated losses to businesses.
- c. **Public Facilities:** List the estimate in dollars, the number of sites, and a brief description of damages in the six categories under Type of Work or Facility. Provide a total dollar amount in estimated losses to public facilities.

Remember: The SEMA Logo on the top of the form means to send it to SEMA upon completion.



Initial

Supplemental

State of Missouri Local Situation Report

Date: _____ Time: _____ County: _____

Reported by: _____

Phone Number: (_____) _____

Has a county/city declared an emergency or disaster? Yes No

Describe in as much detail as possible what has happened or what you anticipate. Include impact on individuals, businesses and infrastructure.

When did it happen or when is it anticipated?

What actions have been taken?

What actions still need to be taken?

What resources outside of the jurisdiction may be needed? (Be specific)

SEMA Fax Number: (573) 634-7966

State of Missouri Local Situation Report (SIT REP)

Completion Instructions

SUMMARY:

The Local Situation Report form (also referred to as the Local Sit Rep) is a form developed by SEMA to help local jurisdiction provide a narrative format about disaster events or anticipated events. This form is intended to provide SEMA and other state agencies with an explanation of a disaster event that goes beyond the numeric data that is collected on other damage assessment forms. Think of this form as the "story" behind the damage assessment data. All jurisdictions are encouraged to use this form anytime they have had an emergency or disaster event or can anticipate an event occurring.

The goal of this form is to get a comprehensive picture of how the event has affected the government, the infrastructure, businesses and the citizenry. This is the first form filled out for disaster reporting to SEMA and is to be sent into SEMA as a stand-alone report or as the narrative form that accompanies the Disaster Summary form (data).

FORM SECTIONS:

The first step is to identify if this report is the initial report sent to the state or if it is a supplemental report. This is important information for state staff to know if this is the first report or just an update of an ongoing situation. Mark the appropriate block!

At the top of the form is an area for the individual filling out the form to put in valuable information about date, time, location, phone number, and who is the point of contact (Reported By).

The remainder of the form asks for information to be written in a narrative format. Details about how the event (or coming event) is impacting the community need to be written legibly. SEMA is looking for how the disaster has affected the citizens of the community and the infrastructure. Information concerning special needs groups, the elderly and the inability of government to provide critical services should be included.

Briefly describe what actions have been taken by the jurisdiction to respond to or prepare for the event and what still needs to be accomplished.

Finally, SEMA needs to know if you anticipate needing resources from outside the community to help the jurisdiction respond/recover from the event. Be very specific as to your needs and requests.

NOTES: The SEMA logo at the top of the form is there to remind you to send this into SEMA. Fax, email or phone this information into SEMA as often as you feel necessary. Add additional pages if it is necessary to provide a good picture of what is occurring in your jurisdiction!

Appendix 6

EVACUATION

I. PURPOSE

This appendix 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 the 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 rest 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 the City of 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 ESF-6).
- 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 ESF-7).
- 8. The Emergency Public Information Officer is responsible for the dissemination of information and instructions to the public regarding evacuation procedures (see ESF-15).

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 the Basic Plan.
- 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.

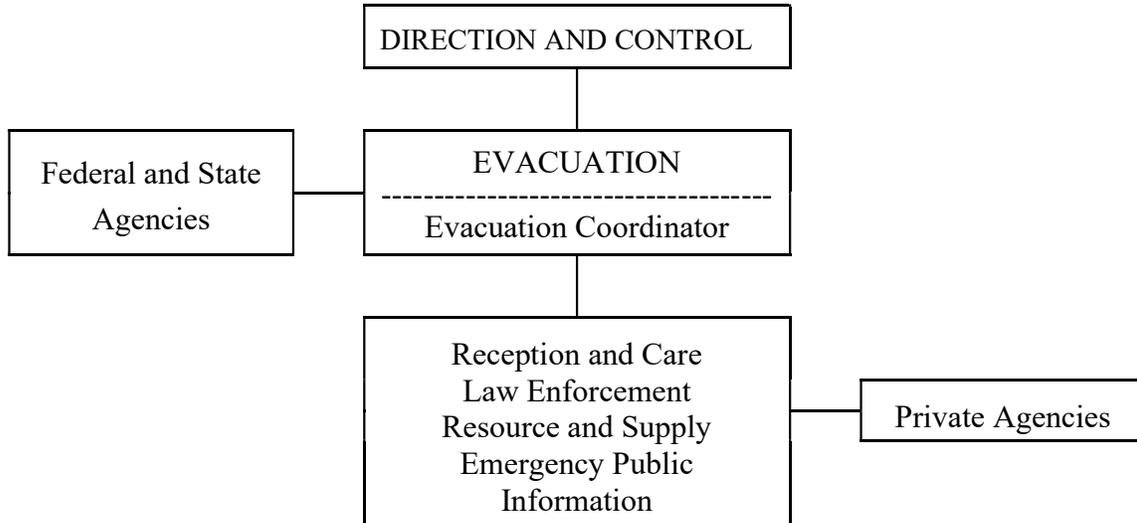
- B. Requisition of privately-owned property will be in accordance with the provisions of Chapter 44, RSMo.
- C. All city-owned transportation will be utilized to evacuate people and relocate essential resources to the reception area. Formal arrangements for outside resources should be made. Transportation 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 Health 1000 W. 10 th St., Rolla | 458-8899 | 242 |

B. Nursing Homes/Residential Care Facilities

| | | |
|---|-----------------|-----|
| 1. Rolla Health & Rehab 1200 McCutchen Drive, Rolla | 364-2311 | 116 |
| 2. Parkside 2100 Parkside Avenue, Rolla | 466-4230 | 28 |
| 3. The Arbors of Parkside 1700 E. 10 th Street, Rolla | 364-2602 | 22 |
| 4. Phelps Health 1000 W. 10 th Street, Rolla 242 | 458-8899 | |
| 5. Presbyterian Manor at Rolla 1200 Homelife Plaza, Rolla | 458-5483 | 67 |
| 6. Cedar Pointe 1800 White Columns Road, Rolla | 364-7766 | 102 |
| 7. Rosewood Residential Care 13450 CR 7040, Rolla | 341-8000 9 | |
| 8. Silverstone Place 2735 Eagleson Dr, Rolla | 426-6200 110 | |
| 9. Oak Pointe 1000 E. Lions Club Dr., Rolla | 375-9032 | 65 |

C. Schools & Universities

| | | <u>Students</u> |
|----|---|-----------------|
| 1. | Rolla 31, 708 N. Main St., Rolla | 4110 |
| | Rolla Sr. High, 900 Bulldog Run | 1016 |
| | Rolla Technical Inst., 1304 E. 10 th St. | – |
| | Rolla Technical Ctr., 500 Forum Dr. | – |
| | Rolla Jr. High, 1360 Soest Road | 720 |
| | Rolla Middle, 1111 Soest Road | 899 |
| | Col. John B. Wyman Elem., 402 Lanning Ln. | 509 |
| | Mark Twain Elem., 681 Salem Ave. | 482 |
| | Harry S. Truman Elem., 1001 E. 18 th St. | 484 |
| 2. | University of Missouri-Rolla, Parker Hall (Admin.) | 341-4111 |
| 3. | B.W. Robinson School, 300 Lanning Lane | 368-2393 |
| 4. | 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, 400 N. Olive Street, Rolla | 368-3158 |
| 2. | Kiddie Korner, 302 N. Olive, Rolla | 364-6595 |
| 5. | First Presbyterian Preschool, 919 E. 10 th St, Rolla | 364-3852 |
| 6. | First United Methodist Church, 803 Main St, Rolla | 364-3980 |
| 7. | Greentree Learning Center, 800 Greentree Rd, Rolla | 364-5744 |
| 8. | Stepping Stones Day Care, 814 Hwy O, Rolla | 364-1790 |
| 9. | McCormack, Tiffany, 1412 Heller St, Rolla | 308-1992 |
| 10. | Miss Jeannie’s Child Care, 601 E. 5 th St, Rolla | 364-0788 |
| 11. | Rolla Head Start Center, 1811 E. 10 th St, Rolla | 364-8252 |
| 12. | Salem Avenue Baptist, 1501 E. Hwy. 72, Rolla | 364-4442 |
| 13. | Gear City Kids, 305 A E. 1 st St, Rolla | 426-4494 |

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
105 Fairgrounds Road, Rolla 368-2200
3. Gingerbread House
1401 Truman Ave, Rolla 364-4398
4. Choices for People

| | | |
|----|---|----------|
| | 1815 Forum Drive | 364-7444 |
| 5. | Rolla Towers 1440 Forum Drive | 364-6460 |
| 6. | Thomas Jefferson Hall 202 W. 18 th Street | 341-4218 |
| 7. | Rolla Sheltered Workshop 3900 Hy-Point Industrial Park | 364-2883 |
| 8. | Rolla Apartments 1101 McCutchen Dr | 364-6820 |

Appendix 3 to Annex J

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 preposition 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. 10th 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. 18th 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 the City of 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. (ESF-6, 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 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, loudspeakers 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 alerted to changes in their environment.

Appendix 7

IN-PLACE PROTECTIVE SHELTER

I. PURPOSE

The purpose of this appendix 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. (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 ESF-15 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 ESF-6 for shelter, ESF-5 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 Mass 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

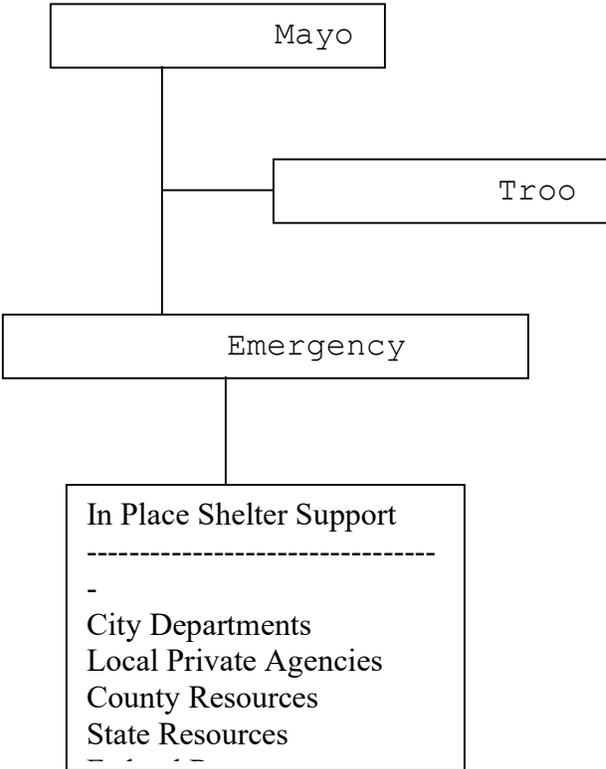
Procurement of necessary supplies will be accomplished through normal acquisition channels and coordinated with the Resource and Supply Coordinator (see ESF-7) when necessary.

APPENDICES

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

Appendix 1 to Annex K

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 ESF-5.

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 FIREPLACE 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.

