

# Emergency Support Function (ESF) # 1

## Transportation

### Attachment 1A Evacuation

#### *Preface*

During emergencies the disruption of normal transportation services is likely. Roadway, rail, maritime and air and pipeline infrastructure and the vehicles that use them can be impaired, damaged or destroyed. Coordinating the restoration of transportation infrastructure and resources is vital to emergency response.

Primary Agency

**Milwaukee County Department of Transportation (MCDOT)**

Milwaukee County, Wisconsin  
**Emergency Support Function (ESF) # 1 – Transportation**

**Milwaukee County**

**AGENCIES:**

**Primary**

Milwaukee County Department of Transportation (MCDOT)

**Support**

Airport, Airfields (Commercial, Private)

Ambulance Services, Public and Private

Commercial and Private Sector Transportation Companies

Community Based Organizations

Correctional Facilities

Emergency Services Maritime Vessels

Fire Departments

Law Enforcement Agencies

Milwaukee County Department of Administrative Services – Facilities Management

Milwaukee County Department of Transportation (MCDOT)

Milwaukee County Office of Emergency Management

Milwaukee County Parks

Public Works (Municipal)

School Districts

**State of Wisconsin**

**Primary**

- WI DOT – WI Department of Transportation

**Support**

- WI DMA – WI Department of Military Affairs
- WI DOA – WI Department of Administration

**Federal**

**Primary**

- Department of Transportation

**Support**

- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Energy
- Department of Homeland Security
- Department of the Interior
- Department of Justice
- Department of State
- General Services Administration
- U.S. Postal Service

**Likely Support Includes:**

- Monitor and report status of and damage to the transportation system and infrastructure.
- Identify temporary alternative transportation solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.
- Perform activities conducted under the direct authority of DOT elements as these relate to aviation, maritime, surface, railroad, and pipeline transportation.
- Coordinate the restoration and recovery of the transportation systems and infrastructure.
- Coordinate and support prevention, preparedness, response, recovery, and mitigation activities among transportation stakeholders within the authorities and resource limitations of ESF # 1 agencies.
- NOTE: ESF # 1 is not responsible for movement of goods, equipment, animals, or people.

Emergency Support Function (ESF) # 1

# Transportation

**PURPOSE.**

1. The purpose of Emergency Support Function # 1 is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of participating agencies to support emergency transportation needs and service restoration activities during emergency or disaster situations.
2. Enables agencies, and emergency support functions requiring use of the transportation systems to perform their missions following an emergency. In the context of this plan, transportation refers to the resources and assets necessary to move goods and people.

**POLICIES.**

1. All transportation resources will be utilized on a priority basis to protect lives, property and environment.
2. Transportation planning will be directed toward satisfying the needs of responding agencies requiring transportation routes to perform their assigned emergency missions.
3. Transportation planning will include the utilization of available primary and support agency capabilities.
4. In a major emergency, the relaxation of certain restrictions (waive weight, height, and load requirements for vehicles transporting critical items) is essential to allow rescue and relief equipment into affected areas.

## PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE

### MILWAUKEE COUNTY DEPARTMENT OF TRANSPORTATION (MCDOT)

<b>Pre-Emergency</b>	Work with the Office of Emergency Management to: <ol style="list-style-type: none"><li>1. Maintain this Emergency Support Function (ESF).</li><li>2. Identify and prioritize critical transportation infrastructure.</li><li>3. Develop inventory and sources of transportation resources, staffing resources and equipment to include supplies and maintenance.</li><li>4. Secure contracts for emergency supply of combustible fuel, from outside of the immediate area, for use in vehicles.</li><li>5. Develop emergency action checklists and Standard Operating Procedures (SOPs).</li></ol>
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<p><b>Emergency</b></p>	<ol style="list-style-type: none"> <li>1. When requested report to the EOC.</li> <li>2. Provide coordination of transportation assistance to other Emergency Support Functions (ESFs), departments and community based organizations requiring transportation capacity to perform emergency response missions.</li> <li>3. Pre-order fuel and top off storage tanks.</li> <li>4. Coordinate availability of motor fuels and vehicles involved in emergency operations. (Coordinate with Purchasing.)</li> <li>5. Coordinate storage of equipment and vehicles in a safe place.</li> <li>6. Ensure that support agencies are on alert as appropriate and that their transportation resources, equipment supplies and staff are placed in the appropriate readiness status.</li> <li>7. Coordinate fuel for vehicles.</li> <li>8. Coordinate maintenance and repairs to vehicles.</li> </ol>
<p><b>Emergency Operations Center (EOC)</b></p>	<ol style="list-style-type: none"> <li>1. Staff the ESF # 1 position in the EOC.</li> <li>2. Determine condition, status of transportation resources.             <ul style="list-style-type: none"> <li>• Develop comprehensive list of available vehicles and equipment.</li> </ul> </li> <li>3. Coordinate with support agencies in providing sufficient fuel supplies to agencies, emergency response organizations, and areas along evacuation routes.</li> <li>4. Maintain liaison with all support departments and communication with field personnel.</li> <li>5. Determine present and future need for transportation resources.</li> <li>6. Continually assess the situation to address the most critical transportation needs and develop strategies.</li> <li>7. Receive, prioritize and coordinate requests for transportation resources from field incident commanders. Sources can include:             <ol style="list-style-type: none"> <li>a. Departments.</li> <li>b. Private companies: bus, taxi, trucking, car/truck rentals.</li> <li>c. NGOs.</li> <li>d. Commercial carriers.</li> <li>e. Ambulance companies.</li> </ol> </li> <li>8. Coordinate procurement of rental vehicles and other needed equipment with operators and independent maintenance locations as required.</li> <li>9. Ensure field maintenance support, to include, but not limited to, fuel, lubricants, tires and vehicles parts.</li> <li>10. Ensure a continuous source and supply of food, water and ice for ESF # 1 personnel.</li> <li>11. Provide transportation services to assist in damage assessment operations.</li> <li>12. Coordinate needs with other regional EOCs and the State EOC, as necessary.</li> <li>13. Coordinate with other regional EOCs and the State EOC to provide evacuation transportation assistance where necessary.</li> <li>14. Determine condition, status of transportation systems and routes. Develop and maintain status map showing:             <ol style="list-style-type: none"> <li>a. Routes that are open unconditionally,</li> <li>b. Routes that are closed,</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>c. Routes that have not yet been inspected,</li> <li>d. Bridges that are open without restriction,</li> <li>e. Bridges that are open with restrictions,</li> <li>f. Bridges that are closed until replaced,</li> <li>g. Bridges that have yet to be inspected, and</li> <li>h. Bridges that have been visually inspected but require engineering tests to make further determinations.</li> </ul> <ol style="list-style-type: none"> <li>15. Close infrastructure determined to be unsafe.</li> <li>16. Post signing and barricades.</li> <li>17. Prioritize and/or allocate the resources necessary to maintain and restore the transportation infrastructure and services to support other ESFs.</li> <li>18. Provide traffic control assistance and damage assessment of the transportation infrastructure.</li> <li>19. Determine the most viable transportation networks to, from and within the emergency area and regulate the use of these transportation networks.</li> <li>20. Identify, prioritize, procure, and allocate available resources to maintain and restore the use of the transportation infrastructure.</li> <li>21. Make available personnel, equipment and other assets to assist in the restoration and maintenance of the transportation infrastructure.</li> <li>22. Provide frequent updates to the EOC Logistics Section Chief as to the status of the transportation infrastructure.</li> <li>23. Maintain records of cost and expenditures to accomplish this ESF and forward them to the EOC Finance/ Administration Section Chief.</li> <li>24. Participate with the Joint Information Center operations as assigned.</li> </ol>
<p><b>Recovery Actions</b></p>	<ol style="list-style-type: none"> <li>1. Ensure arrangements are made with the Finance Section for issuance of emergency fuel credit cards to be used at private fuel stations outside of damage area in case that the fueling facilities are damaged.</li> <li>2. Upon request, provide transportation resources to assist recovery activities.</li> <li>3. Develop recovery actions and strategies.</li> <li>4. Prepare and submit emergency requisition for goods and services necessary to restore operations. Contact the Purchasing Division for assistance.</li> <li>5. Long Term: Restore critical transportation routes, facilities, and services.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>Airport, Airfields (Commercial, Private)</b>	<ol style="list-style-type: none"> <li>1. Coordinate and report damage assessment of air transportation capabilities.</li> <li>2. Identify alternate emergency air transportation facilities and resources.</li> <li>3. Manage emergency medical air transportation logistics at airport.</li> <li>4. Record costs and expenditures. Submit as requested.</li> </ol>
<b>Commercial and Private Sector Transportation Companies</b>	<ol style="list-style-type: none"> <li>1. Provide vehicles and drivers to assist.</li> <li>2. Provide maintenance mechanics and fuel for vehicles. (may be contracted)</li> <li>3. Provide damage assessment information.</li> <li>4. Record costs and expenditures. Submit as requested.</li> </ol>
<b>Community Based Organizations</b>	<ol style="list-style-type: none"> <li>1. Provide vehicles and drivers to assist.</li> <li>2. Record costs and expenditures and forward them to the ESF # 1 Group Supervisor.</li> </ol>
<b>Correctional Facilities</b>	<ol style="list-style-type: none"> <li>1. Provide vehicles and personnel.</li> </ol>
<b>Emergency Services Maritime Vessels</b>	<ol style="list-style-type: none"> <li>1. Provide vessels and personnel.</li> </ol>
<b>Ambulance Services Public and Private</b>	<ol style="list-style-type: none"> <li>1. Provide vehicles and personnel for emergency use.</li> <li>2. Provide medical transport.</li> <li>3. Record costs and expenditures. Submit as requested.</li> </ol>
<b>Fire Departments</b>	<ol style="list-style-type: none"> <li>1. Provide vehicles and personnel for emergency use.</li> <li>2. Provide medical transport.</li> </ol>
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Provide traffic control assistance.</li> <li>2. Assist with determining the most viable transportation networks to, from and within the emergency area and regulate the use of these transportation networks.</li> <li>3. Provide situational information to the ESF primary department when a significant change in the transportation infrastructure is found.</li> <li>4. Provide frequent updates to the Operations Section Chief at the EOC as to the status of the transportation infrastructure.</li> <li>5. Record costs and expenditures; forward them to the ESF # 1 Group Supervisor.</li> </ol>

<p><b>Milwaukee County Department of Administrative Services - Facilities Management</b></p>	<ol style="list-style-type: none"> <li>1. Coordinate and report damage assessment of land transportation routes.</li> <li>2. Deploy Public Works units to areas in need of debris removal or road restoration operations.</li> <li>3. Identify alternate emergency land transportation routes.</li> <li>4. Provide vehicles and drivers to assist.</li> <li>5. Provide maintenance mechanics and fuel for vehicles and equipment.</li> <li>6. Provide road repair equipment.</li> <li>7. Record costs and expenditures and forward them to the ESF #1 Group Supervisor.</li> </ol>
<p><b>Milwaukee County Department of Transportation (MCDOT)</b></p>	<ol style="list-style-type: none"> <li>1. Coordinate and report damage assessment of land transportation routes.</li> <li>2. Deploy Public Works units to areas in need of debris removal or road restoration operations.</li> <li>3. Identify alternate emergency land transportation routes.</li> <li>4. Provide vehicles and drivers to assist.</li> <li>5. Provide maintenance mechanics and fuel for vehicles and equipment.</li> <li>6. Provide road repair equipment.</li> <li>7. Record costs and expenditures and forward them to the ESF #1 Group Supervisor.</li> </ol>
<p><b>Milwaukee County Office of Emergency Management</b></p>	<ol style="list-style-type: none"> <li>1. Make required notifications to local, county, state and federal authorities.</li> <li>2. Document actions/events.</li> <li>3. Provide a resource management system to ensure appropriate resources are provided to the Incident Commander at the incident scene.</li> <li>4. Provide emergency information (through PIO) regarding public protective actions.</li> </ol>
<p><b>Milwaukee County Parks</b></p>	<ol style="list-style-type: none"> <li>1. Provide vehicles and drivers to assist.</li> <li>2. Record costs and expenditures and forward them to the ESF # 1 Group Supervisor.</li> </ol>
<p><b>Public Works (Municipal)</b></p>	<ol style="list-style-type: none"> <li>1. Coordinate and report damage assessment of land transportation routes.</li> <li>2. Deploy Public Works units to areas in need of debris removal or road restoration operations.</li> <li>3. Identify alternate emergency land transportation routes.</li> <li>4. Provide vehicles and drivers to assist.</li> <li>5. Provide maintenance mechanics and fuel for vehicles and equipment.</li> <li>6. Provide road repair equipment.</li> <li>7. Record costs and expenditures and forward them to the ESF #1 Group Supervisor.</li> </ol>

<b>School Districts</b>	<ol style="list-style-type: none"><li>1. Provide vehicles and drivers to assist with transportation requirements as available.</li><li>2. Provide maintenance mechanics and fuel for vehicles.</li><li>3. Record costs and expenditures and forward them to the ESF # 1 Group Supervisor.</li></ol>
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"><li>1. ESF # 1A: Evacuation.</li></ol>
<b>REFERENCES</b>	<ol style="list-style-type: none"><li>1. Transportation Resource and Contact Listing.</li><li>2. County Wide Evacuation Planning Guidance (R2015).</li></ol>

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# Attachment 1A – Evacuation

## *Preface*

ESF is based on an emergency and/or incident that requires all or part of the county population to be re-located away from the threat. The magnitude and location of the event will dictate the establishment of evacuation routes.

Primary Agency

**Milwaukee County Office of Emergency Management**

*Milwaukee County Office of Emergency Management*

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**Milwaukee County, Wisconsin**  
**Emergency Support Functions Attachment 1A Evacuation**

**Milwaukee County**

**AGENCIES:**

**Primary**

**Milwaukee County Office of Emergency Management**

**Support**

**American Red Cross**

**ARES/RACES**

**Bus Companies**

**Chief Elected Officials**

**Correctional Facilities**

**Fire Departments**

**Law Enforcement Agencies**

**Media: Broadcast & Print**

**Milwaukee County Corporation Counsel**

**Milwaukee County Departments, All**

**Milwaukee County Department of Administrative Services – Facilities Management**

**Milwaukee County Department of Health & Human Services**

**Milwaukee County Department of Transportation (MCDOT)**

**Milwaukee County Emergency Medical Service**

**Milwaukee County Executive**

**Milwaukee County Public Information Officer – County Executive**

**Municipalities**

**NGOs**

**Specialists (as the situation requires)**

**Utilities**

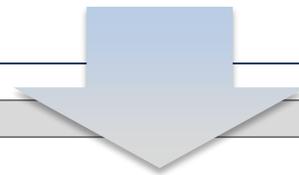
**Utilities, Private**



**State of Wisconsin**

**Note**

State support to this ESF may be available in coordination with the State Emergency Operations Center (EOC).



**Federal**

**Likely Support Includes:**

- Monitor and report status of and damage to the transportation system and infrastructure.
- Identify temporary alternative transportation solutions when systems or infrastructure are damaged, unavailable, or overwhelmed.

Emergency Support Function (ESF) # 1A

**Evacuation**

**A. PURPOSE.**

1. To provide for the evacuation of part or all of the population from any threatened or stricken disaster area within Milwaukee County to locations providing safety and shelter and to provide guidance for in-place sheltering when evacuation is not feasible.

**B. POLICIES.**

1. Evacuation.
  - a. Citizens are advised to follow evacuation orders. Those who do not wish to comply are encouraged to provide “next-of-kin” information.
  - b. Consideration will be given to access and functional needs populations during the evacuation process.
  - c. “Shelter-in-Place” is the preferred option whenever possible.

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>MILWAUKEE COUNTY OFFICE OF EMERGENCY MANAGEMENT</b>	
<b>Pre-Emergency</b>	The Division of Emergency Management works with partner agencies to: <ol style="list-style-type: none"> <li>1. Maintain this Emergency Support Function (ESF).</li> <li>2. Participate in drills, exercises.</li> <li>3. Develop emergency action checklists.</li> <li>4. Identify and sign evacuation routes within Milwaukee County.</li> <li>5. Conduct public education about evacuation procedures.</li> <li>6. Develop and maintain procedures and SOP’s for implementing evacuation operations, including evacuation routing.</li> </ol>
<b>Emergency</b>	<ol style="list-style-type: none"> <li>1. Coordinate the implementation of locally ordered evacuations. Use developed SOP’s for response and:</li> <li>2. Initiate evacuation orders when necessary.                             <ol style="list-style-type: none"> <li>a. Identify areas potentially in need of evacuation (i.e. flood plains, areas near hazardous materials, etc.).</li> <li>b. Identify evacuation routes and provide signage as needed.</li> <li>c. Identify required transportation resources.</li> </ol> </li> </ol>

PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE	
MILWAUKEE COUNTY OFFICE OF EMERGENCY MANAGEMENT	
	<ul style="list-style-type: none"> <li>d. Establish traffic and perimeter control as requested.</li> <li>e. Ensure public information activities.</li> <li>f. Ensure security for evacuated areas.</li> <li>g. Designate reception areas if necessary.</li> <li>h. Determine transport needs for access and functional needs populations.</li> <li>i. Develop and disseminate evacuation instructions.</li> </ul> <p>4. Shelter In-Place (Hazardous Material Incidents).</p> <ul style="list-style-type: none"> <li>a. Safe and quick evacuations may not be possible due to time, weather, and other factors. An option to evacuation is “shelter in place,” e.g. notifying occupants of buildings, facilities, homes, to seek protection indoors and stay inside until notified that it is safe to exit.</li> <li>b. When people cannot evacuate before a hazardous material plume arrives, public officials must advise them to stay indoors and reduce the ventilation from outside air as much as possible.</li> <li>c. For in-place sheltering to be effective, the decision-making authority must be clearly defined, warning to the public must be timely, and the sheltered population must know how to reduce shelter ventilation rates.</li> </ul>
<b>Emergency Operations Center (EOC)</b>	<ul style="list-style-type: none"> <li>1. Staff the ESF # 1A position in the EOC.</li> <li>2. Serve as the Milwaukee County point of contact for municipal, county and state ordered evacuation efforts.</li> <li>3. Initiate evacuation orders when necessary.</li> <li>4. Coordinate the implementation of locally ordered evacuations, actions include:                             <ul style="list-style-type: none"> <li>a. Identify areas potentially in need of evacuation (i.e. flood plains, areas near hazardous materials, etc.).</li> <li>b. Identify required transportation resources.</li> <li>c. Establish traffic and perimeter control as requested.</li> <li>d. Ensure public information activities.</li> <li>e. Ensure security for evacuated areas.</li> <li>f. Designate reception areas if necessary.</li> </ul> </li> <li>5. Plan for recovery to include:                             <ul style="list-style-type: none"> <li>a. Initiate return, when possible.</li> <li>b. Control traffic.</li> <li>c. Conduct public information activities.</li> <li>d. Establish FEMA Disaster Recovery Center sites, if appropriate.</li> </ul> </li> <li>6. In coordination with the Fire and Police Departments, develop evacuation plans for incidents at hazardous materials sites, as well as other specialized facilities/events. (See Attachment “Evacuation Planning Factors.”)</li> <li>7. Coordinate evacuation operations with Law Enforcement Agencies, Public Works, and Mass Care.</li> <li>8. Monitor evacuation process with field operations</li> </ul>

<b>PRIMARY DEPARTMENT RESPONSIBILITIES/TASKS BY PHASE</b>	
<b>MILWAUKEE COUNTY OFFICE OF EMERGENCY MANAGEMENT</b>	
	<p><b>Plan For Re-Entry Operations. Plans for re-entry to include:</b></p> <ol style="list-style-type: none"> <li>1. Notices rescinding evacuation orders</li> <li>2. Instructions for re-entry for distribution.</li> <li>3. Process for re-entry.</li> <li>4. Traffic control</li> <li>5. Public information activities.</li> <li>6. Certify evacuated area(s) safe for re-entry.</li> </ol>
<b>Recovery Actions</b>	<p><b>Re-Entry:</b></p> <ol style="list-style-type: none"> <li>1. Develop and disseminate instructions for re-entry.</li> <li>2. Certify the evacuated area safe for re-entry.</li> <li>3. Coordinate re-entry-return with Public Works, Law Enforcement Agencies, and all other appropriate agencies.</li> <li>4. Initiate return, where possible.</li> <li>5. Conduct public information activities.</li> <li>6. Assist other agencies with recovery operations, as appropriate.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>American Red Cross</b>	<ol style="list-style-type: none"> <li>1. Coordinate evacuation and shelter planning with respective agencies.</li> <li>2. Plan for populations with access and functional needs with the respective institution administrators to determine specific transportation and shelter needs.</li> <li>3. Designate and maintain location of updated shelter and congregate shelter lists.</li> <li>4. Assist with emergency public information dissemination.</li> <li>5. Establish shelter agreements with the school districts and private businesses within the county.</li> <li>6. Open and close public shelters as requested.</li> </ol>
<b>ARES/RACES</b>	<ol style="list-style-type: none"> <li>1. Assist with warning and emergency information dissemination.</li> </ol>
<b>Bus Companies (Private)</b>	<ol style="list-style-type: none"> <li>1. Provide vehicles for transportation.</li> </ol>
<b>Chief Elected Officials</b>	<ol style="list-style-type: none"> <li>1. Issue local emergency declarations.</li> <li>2. Initiate evacuation/curfews as requested.</li> <li>3. Make declarations as warranted.</li> <li>4. Issue re-entry orders after consultation with the appropriate response agencies.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>Correctional Facilities</b>	<ol style="list-style-type: none"> <li>1. Provide emergency shelter and act as ‘refuge of last resort.’”</li> </ol>
<b>Departments, All</b>	<ol style="list-style-type: none"> <li>1. Assist in evacuation of persons in danger to safe areas or shelter.</li> <li>2. Assist in informing the public.</li> <li>3. Identify access and functional needs persons needing evacuation assistance.</li> <li>4. Assist with evacuation/notification, when necessary.</li> </ol>
<b>Fire Departments</b>	<ol style="list-style-type: none"> <li>1. Coordinate with Division of Emergency Management and Law Enforcement Agencies to establish and sign evacuation routes, traffic control points, block-ages, etc.</li> <li>2. Assist with the identification of evacuation routes.</li> <li>3. Provide siren–equipped and/or public address mobile units.</li> <li>4. Assist with evacuation/notification, when necessary.</li> <li>5. Direct on–scene evacuations as a result of fire, hazardous materials spill, transportation accidents, etc., as necessary, whenever there is immediate threat to life and safety.</li> <li>6. Contact municipal officials.</li> <li>7. Order evacuation whenever necessary to protect lives and property.</li> <li>8. Disseminate text messages when directed.</li> </ol>
<b>Law Enforcement Agencies</b>	<ol style="list-style-type: none"> <li>1. Contact municipal officials.</li> <li>2. Assist in the identification of evacuation routes.</li> <li>3. Order evacuations when necessary to protect lives and property and maintain law and order.</li> <li>4. Ensure emergency orders are implemented.</li> <li>5. Initiate, coordinate and monitor evacuation activities.                             <ol style="list-style-type: none"> <li>a. Designate primary and alternate evacuation routes based on characteristics of known hazardous event and/or upon the parameters of predictable hazards.</li> <li>b. Establish staging areas and rest areas.</li> <li>c. Coordinate with Public Works to identify potential problems along evacuation routes and to ensure safety of evacuation routes following an event.</li> </ol> </li> <li>6. Assist in warning the public.                             <ol style="list-style-type: none"> <li>a. Provide staff for door–to–door warning.</li> <li>b. Activate outdoor warning sirens.</li> <li>c. Move through the affected area with sirens and public address systems if necessary.</li> </ol> </li> <li>7. Provide transportation for emergency workers to and from risk area.</li> <li>8. Coordinate with health officials the transportation of elderly, homebound, handicapped/disabled and mobility–impaired persons.</li> <li>9. Provide security in rest areas, reception centers, and shelters.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
	<ol style="list-style-type: none"> <li>10. Establish a perimeter and control area around the evacuated area.                             <ul style="list-style-type: none"> <li>• Establish a Law Enforcement Agencies pass system.</li> </ul> </li> <li>11. Provide security in evacuated areas, as safety requirements allow.</li> <li>12. Provide traffic and movement control.                             <ol style="list-style-type: none"> <li>a. Maintain and coordinate two-way traffic on all evacuation routes to allow continued access for emergency vehicles.</li> <li>b. Designate traffic control points at the time based on anticipated traffic volume and identifiable problem areas.</li> </ol> </li> <li>13. Keep evacuation routes clear of stalled vehicles and equipment.</li> <li>14. Milwaukee County Law Enforcement Agencies – Loud speakers on the squads, city watch notification system, web page.</li> </ol>
<b>Media: Broadcast &amp; Print</b>	<ol style="list-style-type: none"> <li>1. Disseminate warning messages provided by authorized sources to the general public as rapidly as possible in the event of an impending or actual disaster.</li> <li>2. Activate the Emergency Alert System (EAS) as directed by Milwaukee County Division of Emergency Management (Broadcast Media).</li> </ol>
<b>Milwaukee County Corporation Counsel</b>	<ol style="list-style-type: none"> <li>1. Develop for review evacuation orders to be used in conjunction with emergency declarations.</li> </ol>
<b>Milwaukee County Department of Administrative Services - Facilities Management</b>	<ol style="list-style-type: none"> <li>1. Inspect buildings and infrastructure of evacuated area and certify for re-entry operations.</li> </ol>
<b>Milwaukee County Department of Health &amp; Human Services</b>	<ol style="list-style-type: none"> <li>1. Coordinate evacuation and shelter planning with respective agencies. Plan for functional needs with the respective institution administrators to determine specific transportation and shelter needs. Develop and maintain list of functional needs population.</li> <li>2. Designate and maintain location of updated shelter and congregate shelter lists.</li> <li>3. Establish shelter agreements with the school districts and private businesses within the county.</li> <li>4. Provide health care services to designated rest areas during evacuation.</li> <li>5. Open and close public shelters.</li> </ol>
<b>Milwaukee County Department of Transportation (MCDOT)</b>	<ol style="list-style-type: none"> <li>1. Provide vehicles, shuttles, buses and drivers for evacuation as inventory allows.</li> <li>2. Provide traffic control signs and barricades, and operational control of traffic signals and flashers.</li> <li>3. Coordinate with Emergency Management and Law Enforcement Agencies to establish and sign evacuation routes, traffic control points, blockages, etc.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
	<ol style="list-style-type: none"> <li>4. Assist with the identification of evacuation routes.</li> <li>5. Along with private contractors, assist when possible to keep evacuation routes clear of stalled vehicles and equipment.</li> <li>6. Establish staging areas and rest areas.</li> </ol>
<b>Milwaukee County EMS</b>	<ol style="list-style-type: none"> <li>1. Provide health care services to designated rest areas during evacuation.</li> </ol>
<b>Milwaukee County Executive</b>	<ol style="list-style-type: none"> <li>1. Issue local emergency declarations.</li> <li>2. Support county, state, federal emergency declarations as applicable.</li> </ol>
<b>Milwaukee County Public Information Officer – County Executive</b>	<ol style="list-style-type: none"> <li>1. Develop alert and warning releases to be disseminated to the media.</li> <li>2. Develop pre-scripted alert and warning releases to be disseminated to the media.</li> <li>3. Disseminate emergency information immediately, advising the public of what evacuation and/or shelter actions to take.</li> <li>4. Develop and disseminate information on re-entry issues.</li> <li>5. Ensure that warning information is disseminated to the media on a timely basis.</li> <li>6. Responsible for assimilating, coordinating and disseminating all public information on behalf of the County (see ESF # 15).</li> <li>7. Staff EOC, if activated, and continue dissemination of warning information, if needed.</li> <li>8. Develop evacuation and shelter information releases to be disseminated to the media.</li> <li>9. Disseminate emergency information immediately, advising the public of what evacuation and/or shelter actions to take.</li> <li>10. Insure that evacuation and/or shelter information is disseminated to the media on a timely basis throughout the emergency.</li> </ol>
<b>Municipalities, All</b>	<ol style="list-style-type: none"> <li>1. Disseminate warning to citizens.</li> <li>2. Develop evacuation and shelter plans.</li> <li>3. Assist in designation of primary evacuation routes as appropriate.</li> <li>4. Identify staging areas, reception centers, and shelters.</li> <li>5. Pre-establish staging areas (schools, faith based organizations, etc.) for residents needing transportation.</li> <li>6. Designate transportation resources and shelter facilities for emergency workers.</li> <li>7. Identify transportation resources and services to support evacuation and sheltering.</li> <li>8. Identify functional needs groups that require transportation and special care at shelters.</li> </ol>

<b>SUPPORT DEPARTMENTS RESPONSIBILITIES/TASKS</b>	
<b>NGOs</b>	<ol style="list-style-type: none"><li>1. Assist in evacuation and shelter planning with respective agencies.</li><li>2. Designate and maintain location of updated shelter and congregate shelter lists.</li><li>3. Establish shelter agreements with the school districts and private businesses within the county.</li><li>4. Provide emergency services to designated rest areas during evacuation.</li><li>5. Open and close public shelters.</li></ol>
<b>Utilities</b>	<ol style="list-style-type: none"><li>1. Inspect evacuated areas before re-entry.</li></ol>
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"><li>1. Evacuation and Shelter SOP.</li><li>2. Evacuation Planning Factors.</li><li>3. Public Protection Decision Tree.</li></ol>
<b>REFERENCES</b>	<ol style="list-style-type: none"><li>1. Milwaukee County Evacuation Planning Guidance (R2015).</li></ol>

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*Attachment 1*  
**EVACUATION AND SHELTER SOP**

**A. EVACUATION DECISION.**

1. Evacuation is normally ordered by the County Executive or the Executive Group of the affected political jurisdiction.
2. If immediate evacuation is critical to the continued health and safety of the population, the Incident Commander may order an evacuation (hazardous materials spills or fires).
3. The line of succession for evacuation recommendations is:
  - a. County Executive.
  - b. Sheriff.
  - c. Fire Chief/Police Chief.

**B. DIRECTION AND CONTROL.**

1. During a large scale evacuation and/or shelter situation, the EOC Human Services Branch, under the direction of the County Executive, coordinates and monitors shelter activities.
2. Evacuation and shelter information is accomplished through the use of the county warning and communication system.
3. If the Emergency Operating Center is activated, direction and control of the incident is conducted from the EOC.

**C. EVACUATION ORDER.**

1. Evacuation orders are initiated after on-site evaluation and recommendation by the appropriate authorities.
  - a. The affected population is not to be moved into a more dangerous situation than posed by the primary hazard.
  - b. The evacuation area is defined in terms clearly understandable by the general public.
  - c. On slow-moving events, pre-evacuation notice is given to affected residents as hazardous conditions warrant such action.
2. When ordering an evacuation, the following considerations should be addressed:
  - a. Weather and highway conditions.
  - b. Evacuation routes, their capacities, and susceptibilities to hazards.
  - c. The availability and readiness of shelters for evacuees.
  - d. Modes of transportation for evacuees and for those unable to provide their own.
  - e. Functional needs groups.

**D. EVACUATION ORDER DISSEMINATION.**

1. Affected jurisdictions use appropriate county warning modes to direct the population to evacuation and/or seek shelter.
2. Evacuation and/or shelter information is provided to the Milwaukee County Public Information Officer (PIO) for immediate dissemination.
  - a. The Milwaukee County PIO keeps local media sources updated on all evacuation and/or shelter information.
  - b. Local television and radio stations broadcast current evacuation and/or shelter information.
  - c. Law Enforcement Agencies and Fire and Rescue Services may go door-to-door to warn evacuees.

**E. TRAFFIC CONTROL.**

1. Law enforcement agencies maintain traffic control:
  - a. Traffic points, assembly areas, and reception centers are designated.
  - b. Rest areas are established along evacuation routes to provide the necessary aids. Evacuees are able to obtain fuel, water, medical aid, vehicle maintenance, and emergency information at designated rest areas.
  - c. Law enforcement agencies and the Milwaukee County Public Works Department coordinate assistance to those vehicles having mechanical problems or abandoned.

**F. SHELTER OPERATIONS.**

1. Shelter activities are coordinated by the EOC Human Services Branch who:
  - a. Determines which shelters should be open.
  - b. Coordinates dissemination of shelter information to the PIO.
  - c. Coordinates reception and shelter activities with American Red Cross.
2. The American Red Cross, Southeastern Wisconsin assists with mass care activities.
3. Sheltering operations are coordinated with the American Red Cross.
  - a. Determines which shelters should be open.
  - b. Coordinates dissemination of shelter information to PIO.
  - c. Reception center personnel register and assign evacuees to shelters.
  - d. American Red Cross personnel coordinate shelter activities.
  - e. Local Law Enforcement Agencies officers and/or volunteers are assigned as security to congregate care facilities.
  - f. Responsible for crisis upgrade of shelters.

**G. RE-ENTRY.**

1. The re-entry decision and order are made by the Incident Commander or Chief Elected Official after the threat has passed and the evacuated area has been inspected by Fire and Rescue Services, Law Enforcement Agencies, Public Works, and local utilities for safety.
2. Re-entry of an evacuated area requires coordination and direction of evacuees from the area by Law Enforcement Agencies.
3. When ordering re-entry, the following considerations are addressed:
  - a. Insure that threat is over.
  - b. Insure homes have been inspected and are safe to return to.
  - c. If homes have been damaged, determine any long-term housing needs.
  - d. Determine number of persons in shelter who will need transportation to return to their homes.
  - e. Inform public of proper re-entry procedures and remaining hazards.
  - f. Coordinate traffic control and movement back to the area.
  - g. Issue proper clean-up instructions.
4. PIO should coordinate and disseminate public information through the local media on re-entry procedures.

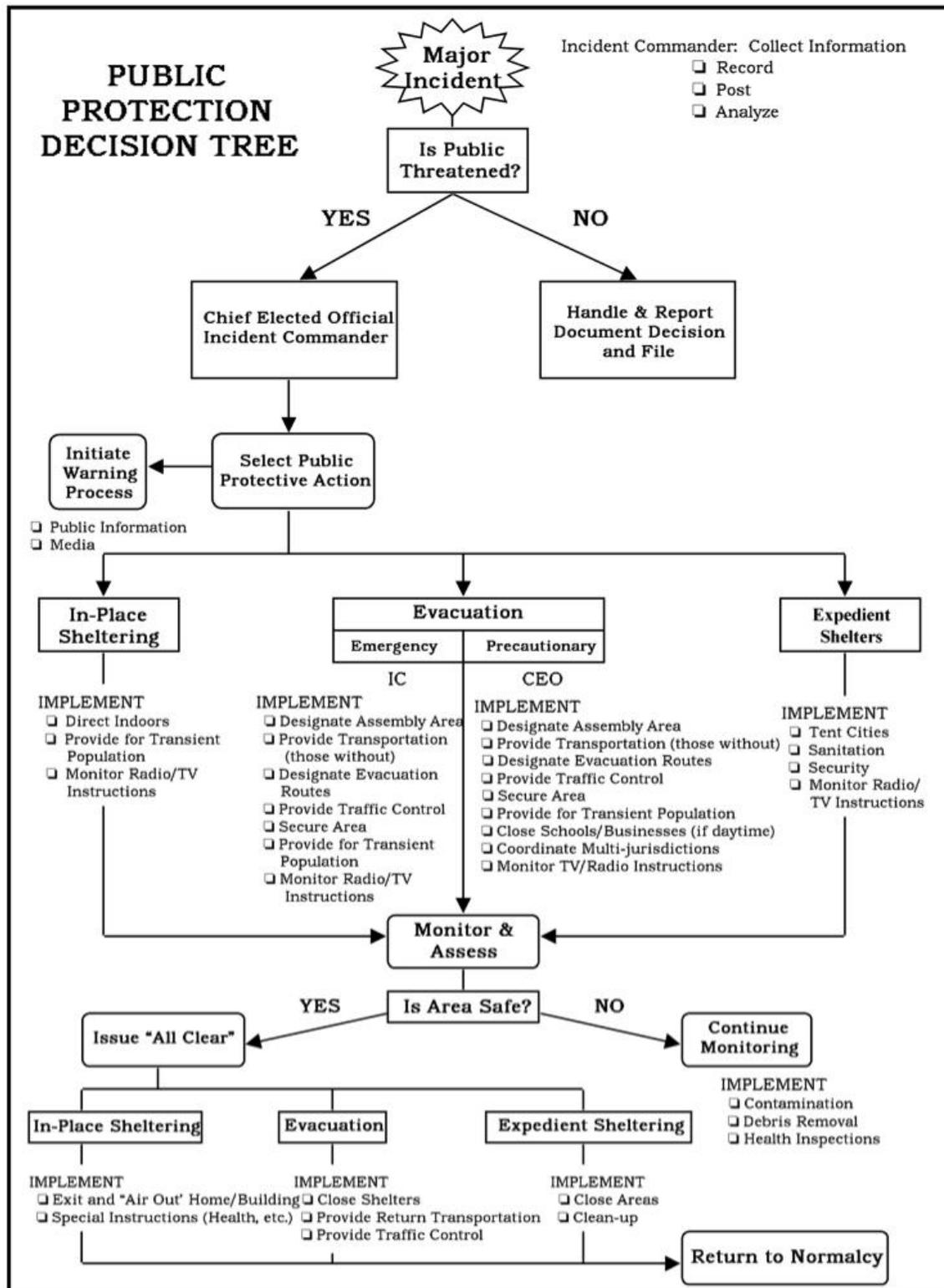
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*Attachment 2***EVACUATION PLANNING FACTORS**

- A. COUNTY WIDE EVACUATIONS.** Should it be necessary to evacuate Milwaukee County for county-wide events (i.e. hazardous materials accident, weapons of mass destruction event), the Milwaukee County EOC will coordinate its efforts with other local jurisdiction EOCs.
- B. NEIGHBORHOOD OR AREA EVACUATION.** Certain events can occur with little or no warning (i.e. hazardous materials event, large fire, hostage/terrorism event) requiring immediate public protection efforts. A “time and circumstances” evacuation plan will be implemented by the Incident Commander at the scene, with support by the Milwaukee County EOC as requested and time allows. The following planning factors should be considered in preparing an evacuation plan:
- Consider the characteristics of the hazard/ threat: magnitude, intensity, speed of onset, duration, impact.
  - Determine area to be evacuated.
  - Establish a perimeter. Consider special equipment:
    - Barricades with flashing lights.
    - Barricade tape.
    - Evacuation route signs.
  - Determine the number of people to be evacuated, time available in which to effect the evacuation, and the time and distance necessary to insure safety.
  - Establish entry and exit control points.
  - Identify functional needs populations:
    - Schools.
    - Day care centers.
    - Nursing homes.
    - Handicapped persons (hearing, sight, mentally, mobility impaired).
    - Non-English speaking persons.
    - Hospitals, health care facilities.
    - Jails, juvenile facilities.
    - Transient populations (street people, motel/ hotel guests).
    - People without transportation.
    - Animals: Kennels, veterinary hospitals, zoos, pet stores, animal shelters, farm animals.
  - Identify assembly areas for people without transportation.
  - Estimate numbers of people requiring transportation.
    - Remember functional needs populations.
  - Identify evacuation routes. Consider: traffic capacity, risk areas.
  - Identify mass care facilities, safe areas.
  - Consider need for animal control, care, evacuation.

- Plan for “what ifs,” i.e. vehicle breakdowns, bridge/ road damages, secondary hazards along evacuation routes, etc.
- Plan for security: Perimeter control, property protection, etc.
- Minimize family separation. Consider how to reunite families.
- Is an “evacuation order” from the local elected official(s) needed?
- Determine reentry procedures.
- Issue specific evacuation instructions to include:
  - Situation: Emphasize hazard/threat/risk.
  - The life/death consequences for not evacuating.
  - Services that will be discontinued or interrupted within the evacuation area.
  - Legal consequences for re-entering the area.
  - Identification of the specific area(s) to be evacuated.
  - List of items that evacuees should take with them (such as food, water, medicines, portable radio, fresh batteries, clothing, and sleeping bags).
  - Departure times.
  - Pickup points for people requiring transportation assistance.
  - Evacuation routes (give easy to understand instructions using major roads, streets, highways, rivers, etc.)
  - Location of mass care facilities outside of the evacuation area.
  - Where family members go to be united.
  - How functional needs populations are being assisted.
  - What to do with animals. –Keep animals secured, on leash, etc.
- Remember to keep evacuees and the general public informed on evacuation activities and the specific actions they should take.

Attachment 3  
**PUBLIC PROTECTION DECISION TREE**



Milwaukee County

**Office of Emergency Management**

**County Wide  
Mass Evacuation  
Planning Guidance**

# MILWAUKEE COUNTY MASS EVACUATION PLANNING GUIDANCE

<b>RECORD OF REVISIONS</b>	
<b>DATE</b>	<b>REVISION</b>
April 2007	DRAFT Completed
July 2007	DRAFT Updated
August 2007	DRAFT Updated
April 2009	DRAFT Updated
April 2010	FINAL Version
Aug 2011	Annual Review/Update
Aug 2012	Annual Review/Update
Aug 2013	Annual Review/Update
Aug 2014	Annual Review/Update
Aug 2015	Annual Review/Update

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(R1\_AUG\_2015)

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- A. Evacuation Public Information Messages
- B. County Traffic Control Inventory-031207

# MILWAUKEE COUNTY MASS EVACUATION PLANNING GUIDANCE

## I. PURPOSE

This document provides guidelines for evacuation operations and planning. Specific evacuation planning information is included to conduct an evacuation of the Milwaukee Metro Business and Entertainment District as defined by the U.S. Department of Homeland Security. This area is defined by the boundary of Lake Michigan to the East, the Menomonee River to the South, I-43 to the West and Juneau Avenue to the North. Contiguous areas of concern are defined by the boundary of Lake Michigan to the East, Lincoln Avenue to the South, 35<sup>th</sup> Street to the West, and North Avenue to the North. The Incident Command System will be established to initiate evacuation operations and develop the incident action plan.

This document does not recommend a specific jurisdictional evacuation plan, but identifies evacuation tools and resources that could be utilized in an emergency evacuation situation. It is likely that some, but not all, of these tools would be used in an emergency evacuation situation. With reference to the principles of the Incident Command System, it is understood that the Incident Commander will direct the development of specific evacuation plans and routes at the time of the emergency, specific to the incident hazards known at the time of the event.

## II. CONCEPT OF OPERATIONS

Local government is responsible for the development of a capability to evacuate and provide mass care services for citizens in the event of an emergency and should be prepared, if necessary, to receive and care for people evacuated from an adjacent area directly impacted by a disaster. The State of Wisconsin will assist a county or local jurisdiction in evacuation and sheltering operations, as necessary.

The American Red Cross is the congressionally chartered volunteer agency charged with providing emergency assistance, temporary shelter and mass feeding to individuals and families during natural and man-made disasters. The American Red Cross has developed specific regulations and procedures for disaster-related services (ARC 3000 series). The state has an agreement with the American Red Cross - Wisconsin Consortium to provide these services.

Evacuation planning considerations include:

1. Establish the Incident Command System
2. Establish communication interoperability for response agencies
3. Establish Transportation Group to coordinate evacuation transportation operations
4. Establish Joint Information Center (JIC) to coordinate resources for public information
5. Identify area to be evacuated and select evacuation routes
6. Identify PAR's (protective action recommendations) for shelter-in-place vs. evacuation
7. Identify Special Facility sites and Functional Needs Populations needs in the evacuation area
8. Coordinate with WisDOT / State Traffic Operations Center (STOC)
9. Communicate evacuation plan, routes, reception center(s) and shelter site information to response agencies
10. Request local resources needed to assist with evacuation / shelter operations and to secure evacuation routes
11. Coordinate reception center sites with Red Cross and notify resources to staff these sites
12. Coordinate shelter sites with Red Cross and notify resources to staff these sites
13. Coordinate Functional Needs Populations shelter (SPS) operations
14. Coordinate Health and Human Services support resources
15. Communicate evacuation routes, reception center site(s), and hazard information to public
16. Verify contingencies for animals in emergency/pets

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17. Coordinate with liaisons for private sector (business and hospital liaisons)
18. Coordinate demobilization of resources/personnel/equipment

### A. Authority to Recommend Evacuation

#### 1. State

During a state of emergency, the Governor can issue such orders as he or she deems necessary for the security of persons or property (s. 323.03 (1)(b)(5)).

#### 2. Local

In the event of an escalating emergency outside city or village limits, the Sheriff of the affected county has the authority to recommend an evacuation of residents. Within incorporated jurisdictional limits, the mayor or village president has statutory authority to order an evacuation (s. 66.325). In certain limited situations involving a small area, the Fire Chief has authority to evacuate residents. (s. 213.095).

### B. Assumptions

#### 1. State

Wisconsin Emergency Management (WEM) will support local government units with carrying out evacuation and sheltering activities. WEM will coordinate with federal, state, volunteer and private agencies.

#### 2. County

Milwaukee County Office of Emergency Management will coordinate intra-county resources and support for evacuation and sheltering operations. Designated primary/secondary emergency mass evacuation routes are identified with consideration of emergency response access and two-way traffic flow. The non-designated roadways will serve as feeder routes to the primary/secondary evacuation routes.

#### 3. Local

There are no precise parameters regarding the level of an evacuation. The Incident Commander must implement an Incident Command System Command Organization that meets the needs of each particular incident. Four levels of evacuation are identified and each requires a different resource commitment.

- a. A small-scale localized Site Evacuation may be needed as a result of a severe weather event, hazardous material incident, major fire, bomb threat or civil disturbance. Site evacuation involves a small number of citizens. This typically includes workers at the site and people from adjacent occupancies or areas. The citizens are easily evacuated and collected upwind at the perimeter area. Evacuation holding times are typically short, generally less than an hour or two, and citizens are permitted to return to their businesses or homes.

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- b. An Intermediate Level Evacuation involving a larger number of citizens and a larger area may be necessary if the event impacts a larger geographic area. The Intermediate Level involves larger numbers of citizens and/or affects a larger area. This level affects off-site homes and businesses and normally affects fewer than 100 people. People may remain out of the area for two to four hours or more. Evacuation completion times will be somewhat longer than a site evacuation, but generally rapid. Collecting, documenting and controlling the evacuees becomes more difficult. Off-site collection sites or shelter areas will need to be determined and managed. Some evacuees will leave the area on their own or be sent home by employers. Site perimeters become larger and perimeter security requires more resources. Close coordination with the Police Department and other agencies will be required.
- c. A Large Scale Evacuation could be required in the event of a significant natural or technological disaster or a local terrorist threat or attack. Thousands of citizens could be evacuated. Rapid initiation of the evacuation process may be required. Evacuees may be out of their homes and businesses for many hours if not days. Evacuation completion time frames will be extended. Evacuation shelters will need to be located, opened and managed. Documentation and tracking of evacuees becomes more important as well as more difficult. Very close coordination with the police and other agencies will be required. Site and evacuation perimeters become extended and require much more resources to maintain. Security of the evacuated area is always a concern. The Emergency Operations Center (EOC) will be activated to support the evacuation and site operations.
- d. A Mass Evacuation could be required due to an event that may cause or has caused a major disaster in the local jurisdiction. The situation may require the implementation of a regional, multi-jurisdictional evacuation and sheltering operations. Hundreds of thousands of individuals may need to be evacuated from a geographic area for an extended period of time. Large-scale reception operations would be required and sheltering needs would be regional in nature. Local resources would most likely be exhausted and significant state and federal assistance would be required to support the evacuation and sheltering operation.

### C. Evacuation Operations

#### 1. Area of Evacuation

The area of initial evacuation will be identified by the Incident Commander. The Planning Section will re-evaluate the evacuation area and recommend any necessary adjustments. The evacuation boundaries should be identified by streets, established landmarks and known geographic features. A map denoting the evacuation area and evacuation routes should be utilized and distributed to all officers and agencies involved and provided to the Evacuation Branch.

#### 2. Duration of Evacuation

The evacuation should be sustained as long as the risk and/or threat continues in the evacuated area. Caution should be taken when deciding to allow residents to re-enter to ensure that any hazardous conditions have been mitigated and the area is safe for the return of the residents. Re-

## MILWAUKEE COUNTY MASS EVACUATION PLANNING GUIDANCE

evacuating is difficult to complete as many residents will not want to evacuate a second time. Evacuees must be updated with information as soon as possible and periodically throughout the duration of the evacuation.

3. Evacuation Planning Operations
  - a. It can be assumed that some evacuees will attempt to utilize known main thoroughfares, state highways and the Inter-state highway system for evacuation.
  - b. Public, private vehicles and other forms of transit may be used for those who need transportation to identified shelter sites.
  - c. Evacuation routes will be determined by the nature and location of the incident and other mitigating factors to direct movement of evacuees to assembly areas for transportation or to selected reception centers and shelters.
  - d. Primary, secondary, and connecting evacuation routes should be identified and used to the extent possible to facilitate the evacuation; however, depending on the exact circumstances of the incident, some designated routes may close.
  - e. The Emergency Alert System, (EAS), along with other electronic technologies may be used to inform citizens of evacuation routes and other emergency information, and the National Weather Service (NWS) weather radio system HazAlert could also be utilized to alert citizens by activating the tone on alert radios. Other electronic technologies weather wireless or computer based may be utilized.
  - f. The WisDOT Variable Message Signs (VMSs) and Highway Advisory Radio (HAR) on the inter-state highway system may be used to inform drivers what evacuation routes to use, selected reception center locations, and other emergency information.
  - g. Highway programmable billboards may be utilized to inform citizens regarding evacuation routes, reception centers, and other emergency information.
  - h. WisDOT, in conjunction with local law enforcement, may close freeway ramps and/or cross-streets at major intersections to assist in the orderly movement of traffic. If necessary, all lanes of a freeway segment and/or multi-lane roadway, may be changed to an all-outbound traffic route system to aid in movement (contra-flow).
  - i. Special Facilities (local health care facilities, correctional facilities, human services facilities, and local educational facilities) will be evacuated per their individual site emergency plans coordinated with municipal emergency management officials and will implement their emergency transportation contingency plan to move occupants to designated assembly areas for transportation to selected reception centers and shelter sites.
  - j. Door-to-door canvassing or loudspeaker announcements may be used to alert the public.
4. Reception Center and Shelter Operations
  - a. Reception Center(s) locations will be determined by the nature of the incident.
  - b. Red Cross Shelter locations will be determined by the nature of the incident. Local Red Cross maintains listings of contract shelter locations.
  - c. Emergency Shelter locations that accommodate functional needs individuals will be determined by the nature of the incident. These Emergency Shelter locations can provide temporary shelter for individuals with functional needs. A disaster may make it necessary to evacuate populations with functional needs. The County Health & Human Services Agency oversees coordination of Functional Needs Emergency Shelter Operations in conjunctions

## MILWAUKEE COUNTY MASS EVACUATION PLANNING GUIDANCE

with Red Cross personnel when a disaster or emergency has occurred or is impending. The nature of the incident will determine the scope of Functional Needs Emergency Shelter Operations.

### III. INCIDENT COMMAND SYSTEM STRUCTURE FOR EVACUATION

This section describes the incident command system (ICS) structure that should be implemented during an emergency evacuation. In most emergency incidents, it is very likely that not all elements of ICS will be utilized; however, all aspects should be considered. The Incident Commander will determine the necessary sections, branches, and Groups required for an emergency evacuation specific to the circumstances and incident hazards known at the time of the event.

- A. When the Incident Commander (IC) or Chief Elected Official or their designee, determines that an evacuation order is necessary to protect the health and welfare of persons, the IC will request local resources to organize under the principles of the Incident Command System. The following Sections may be implemented:

- Operations Section
- Planning Section
- Logistics Section
- Administration Section

- B. Operations Section

The actual evacuation process would normally be managed in the Operations Section as an Evacuation Branch. The following Branches may be implemented in addition to the Evacuation Branch:

- Medical Branch
- Haz Mat Branch
- Fire / Rescue Branch
- Geographic Branches

- C. Evacuation Branch

The Evacuation Branch officer may be either a police or fire officer. Branches will be implemented as needed. Branch officers receive the plan and objectives from Command. Branch officers direct Groups in completing the plan and objectives. The Evacuation Branch must be provided with sufficient resources to effectively complete the task. Groups will also need to be established and report to the Evacuation Branch officer. Group assignments within the Evacuation Branch will be assigned as necessary. Groups to be considered include:

- Transportation Group
- Public Information Group
- Geographic Divisions (Multiple Groups)
- Police Liaison Group
- Staging Group
- Reception Division
- Shelter Division

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- Other Agency Liaison Groups
- Other Divisions and Groups as necessary

On large-scale evacuations a large commitment of law enforcement officers will be required to accomplish an evacuation. The Evacuation Branch must obtain a ranking police official at his/her location in order to closely coordinate evacuation efforts. An appropriate commitment of police resources must be obtained. Evacuation responsibilities include:

- Obtain resources needed to evacuate the identified area(s).
- Obtain ranking police officer as liaison.
- Provide a ranking fire officer to the Branch officer.
- Establish Evacuation Divisions as needed.
- Provide Division objectives and specific areas to evacuate (provide map).
- Provide Divisions with shelter location and instructions.
- Provide Divisions with evacuation instruction pads and written evacuation information for evacuees if possible (consider needs for multiple languages).
- Provide Divisions with private vehicle routing instructions (out of the area).
- Obtain/provide ambulances, buses or other transportation to those requiring transportation out of the area.
- Evacuate those at greatest risk first.
- Evacuate the greatest concentrated areas next (i.e., apartment complex).
- Consider individual Divisions for large population occupancies (i.e., multi-story buildings, large apartment complexes, schools, etc.).
- As individual geographic or grid Divisions complete their evacuations, terminate the Division identity and reassign resources to other developing Divisions (for large-scale evacuation).
- Closely document and maintain records of the evacuation process to avoid duplication or missed areas.
- Document those addressees and times for those refusing to leave.

For large-scale evacuation a transportation group should be established in the Evacuation Branch. Ambulances and other transport vehicles should be staged in the event that a citizen may need transportation to a shelter or other location. Non-ambulatory people must be located and information provided to the Transportation Group so that they are not overlooked in the evacuation. Transportation Group tasks include:

- Obtain buses (start with a minimum of two) and other vehicles that can be used for transportation.
- Stage all transportation resources.
- Put one firefighter or police officer on each vehicle equipped with a fire or police department radio.
- Coordinate the evacuation assembly areas for citizens needing transportation.

### D. Planning Section

The Planning Section is responsible for all planning associated with the evacuation. The evacuation plan is communicated to the Incident Commander for approval or modification. The Planning Section would be responsible for developing an evacuation plan in joint cooperation with Law Enforcement and other

## MILWAUKEE COUNTY MASS EVACUATION PLANNING GUIDANCE

agencies that play a supporting role in the Incident Command System organization. Evacuation planning considerations include:

1. If the incident is contained to one jurisdiction, the local police official will conduct the evacuation under the “Incident Command System”
2. If the incident involves more than one jurisdiction, the evacuation will be conducted under the ‘Joint Command System’.
3. If the incident impacts several jurisdictions, the evacuation will be conducted under the “Unified Command System”.
4. A separate radio frequency should be used for the Evacuation Branch. This should be assigned as early in the incident as possible.
5. A uniform marking system will be used to indicate:
  - Residents have been informed and will evacuate
  - Residents were not in premises
  - Residents refused to evacuate
6. A mobile command post may be used to deploy evacuators and log evacuation progress.
7. Permission to enter into restricted areas will be determined by the Incident Commander.
8. Emergency vehicles and essential personnel with proper identification may be allowed to travel in restricted areas with proper identification.
9. Evacuators will be assigned areas to evacuate and reporting method to be used.
10. Evacuators will be provided with personal protective equipment where necessary.
11. Evacuators will be given information on life safety issues prior to evacuation.
12. Evacuators will be provided with evacuation and/or Shelter-in-Place guides.
13. Evacuators will be provided with the marking system to be used.
14. Reentry identification criteria and oversight will be the responsibility of the Incident Commander.
15. Reentry into an evacuated area will be determined by the Incident Commander in consultation with other emergency responders based upon life safety criteria.
16. County Emergency Management will coordinate evacuation assistance when a local jurisdiction(s) determines it is beyond their capacity or upon request of the Incident Manager or other elected official.
17. Law enforcement assistance may be requested of local Sheriff Departments, the State Patrol, DNR Wardens, National Guard, Coast Guard, or others, in accordance with mutual aid agreements.

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### E. Incident Command Responsibilities

The Incident Commander (IC) is the one person in charge of the emergency evacuation. They are responsible for assessing the situation, directing the emergency evacuation, and determining the necessary resources to complete the evacuation in an orderly fashion. They are responsible for determining and prioritizing all aspects of the evacuation operation. Command's responsibilities include the following items:

1. Rapidly size up the situation to determine the need to evacuate.
2. Develop Evacuation Plan.
3. Determine evacuation perimeters.
4. Determine the number and location of shelter sites and communicate the locations to the Command organization
5. Order evacuation / shelter-in-place.
6. Provide resources required.
7. Establish police liaison; request a ranking police officer to the Command Post.
8. Provide a ranking fire officer to the police liaison officer/Police Command Post.
9. Order the alert of other appropriate agencies.
10. Expand the Command organization to meet the incident/evacuation needs.
11. Establish an evacuation plan and communicate the plan to Branches, Groupss and agency liaisons.
12. Monitor, support and revise the evacuation process as necessary.
13. Evacuate persons from the greatest danger first.
14. Assign specific areas to evacuate in order to avoid duplication or missed areas
15. Provide the transportation necessary for evacuees.
16. Provide continuing command of the evacuation, decommitment and return of evacuees.
17. Determine the need to implement a unified command structure involving other agencies., depending upon the nature of the incident.

### F. Communications and Dispatch Responsibilities

1. Dispatch appropriate resources as requested.
2. Notify the appropriate Law Enforcement, Fire and City officials.
3. Notify the appropriate support agencies as requested.
4. Initiate recall of additional Dispatch staff to meet the demands of the incident.
5. Notify the City telephone switchboard operator and provide the operator a status report, update the operator as needed.
6. Notify the hospitals in the area of evacuation (both those exposed and not exposed) and provide a status report and updates as needed (intermediate and large-scale evacuations).
7. Update Law Enforcement and Fire Administration staff of the status of the incident if it is during normal business hours to be responsive to citizens requesting information.

### G. Public Information Officer Responsibilities/Media Support

The incident PIO should be informed of the evacuation plan so that the media is aware of the areas to be evacuated and shelter sites and any evacuation instructions to the public. The PIO should make every

## MILWAUKEE COUNTY MASS EVACUATION PLANNING GUIDANCE

effort to assemble the media at the scene to keep them away from hazards and out of the evacuation area. Residents may receive information from the media during the evacuation, so it is critical that the media information be accurate.

1. Establish Joint Information Center (JIC) for PIO Coordination.
2. Utilize a single phone number that should be released to the public for information.
3. Notify the news media and provide status reports and updates as necessary.
4. Provide the media with consistent and accurate evacuation instructions as provided IC.
5. Utilize the media and coordinate evacuation notices through news media.

### H. Law Enforcement Responsibilities

Local law enforcement will be an integral part of the evacuation process, as a large portion of the evacuation is usually accomplished by the Police Department. A local police department representative will need to be assigned to the Planning Section and another to the Evacuation Branch as a liaison. The police liaisons will communicate with other parties in the Police Department and keep them informed of the plan, progress, etc. Police responsibilities include:

1. Provide a ranking officer to the Incident Command Post.
2. Provide a ranking officer to the Evacuation Branch.
3. Develop a Police Incident Command System to manage police operations.
4. Provide a communication system for police resources.
5. Provide police resources needed for evacuation.
6. Provide traffic control and traffic routing.
7. Provide perimeter security.
8. Provide evacuation zone security.
9. Identify transportation needs.

### I. Notification of Evacuation

The Police Department and Fire Departments should be used for resources/staffing to conduct a walk-through or drive-through in the area to be evacuated, if needed. Fire companies should be assigned to hazardous areas and police assigned to safe areas. The officers should provide residents with information about the situation and be told why they are being evacuated and to where. It is necessary to inform the residents of reception and sheltering operation that are being established to minimize confusion and anxiety. Once each assigned grid of the evacuation objectives is complete, report the completion to the Evacuation Officer.

Evacuations would follow a “triage” philosophy where the practice should be to evacuate the greatest number for the greatest benefit. Individuals will be personally responsible for their noncompliance with the evacuation order and refusal to leave. It must be made clear to the individual who refused to evacuate, that they will be responsible for their own well-being. There simply may not be enough time or resources to initiate forced removal of persons. However, documentation of the refusal is required, so field personnel should write the name and address down.

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## 1. On-Site Notification to Evacuate

Door-to-door notification requires that designated personnel go to each house/business/apartment in the evacuation area to alert people to leave the area. Door-to-door notification is time-consuming. However, in some instances, door-to-door notification may be the most appropriate form of communication to inform residents to evacuate the area. While conducting door-to-door evacuations, police and fire personnel should be in uniform and should be wearing a helmet. The following list should be used as a guideline to to conduct door-to-door notifications: In some cases there may not be adequate resources and time to conduct this type of face-to-face notification. Use of sirens, air horns and PA systems will speed the alert process.

The following information should be communicated to the residents during the evacuation notification process:

- There is an emergency.
- You are in danger.
- Leave immediately.
- Go to ( *denote designated reception center location*).
- Take ( *denote name of roadway* ) route out of area.
- Do you need transportation? If so, ( *denote location of assembly area* )
- *Consider multi-lingual needs.*

Evacuees should be advised to take the following items:

- Identification
- Wallet/purse
- House and car keys
- Money
- Eyeglasses
- Medications
- Proper/warm clothing
- Family pet

Note: An information phone line may need to be set up to provide an information source for citizens with concerns about the incident. This information would be for family members affected by the evacuation or medical information for Haz Mat incidents and general information about the evacuation.

## 2. REFUSAL TO LEAVE

Some citizens may refuse to leave. A few methods of persuasion include:

- Be in uniform.
- Ask for next of kin and a phone number.
- Write the next of kin information down.
- Refusals should be noted and reported to the Evacuation Officer.

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### J. Emergency Operations Center (EOC)

If a significant or major evacuation occurs, in the area of concern, appropriate Emergency Operations Center (EOC) would be activated. The EOC would work with the State Traffic Operations Center (STOC) to help disseminate evacuation information to the public through existing traveller information services.

The activation of the EOC will assemble essential department heads and senior staff representing fire service, law enforcement, public health, healthcare, local government and administration, elected officials, public works and other local departments. The EOC's objective is to use all of the jurisdiction's available resources to support the incident and request outside resources as needed.

Under the Incident Command System (ICS), the Incident Commander should request this level of EOC support be activated and could ask that potential policy direction in regards to the incident and evacuation operations be conducted by the EOC.

Once established, the EOC will usually remain in operation for the duration of the evacuation response and recovery. Incident Command will maintain an EOC liaison and a communication link with the EOC throughout the evacuations, including demobilization and return of evacuees.

If the EOC is in operation, the Incident Command (IC) Planning Section is responsible for briefing and maintaining communication with the EOC. A radio communications link (another radio channel) with the EOC and a cellular telephone link may be required.

Responsibilities of the Planning Section's EOC Liaison Officer are:

- Obtain a radio communications link with the EOC (through the dispatch operations center on a designated channel).
- Obtain a cellular telephone or other communications link with the EOC. Obtain an immediate status report from Incident Command and provide that report to the EOC Operations Officer-in-Charge (OIC).
- Provide an immediate report to the EOC on any changes in plans, strategy, problems encountered, etc.
- Provide Planning Section progress reports every hour unless the EOC requires more frequent reports.
- Function as a communications link from EOC to Incident Command.
- Provide Incident Command with direction, policy information, etc., that is communicated from the EOC.

The decision to return evacuees to their homes will be made by the Chief Elected official and Incident Commander in consultation with the EOC staff. No other local agency will be authorized to issue the order allow evacuees to return. The Planning Section and EOC will jointly develop a re-entry plan for evacuees.

### IV. EVACUATION RESPONSIBILITIES AND TASKS

This section describes roles, responsibilities and tasks of public agencies (state, county and local) and the private sector during an emergency evacuation. Roles and responsibilities can further be divided into two types of operations, evacuation operations, and reception and shelter operations. Roles and responsibilities vary for each of the agencies listed in the table below, but generally include items such as providing assistance and resources to evacuation operations personnel and agencies, coordinating and communicating to affected parties in the community, managing needs at reception center(s) and shelter sites, securing the evacuation area and routes, and

## MILWAUKEE COUNTY MASS EVACUATION PLANNING GUIDANCE

determining re-entry contingencies and procedures. A summary of agency roles and responsibilities in more detail follows.

EVACUATION OPERATIONS	RECEPTION CENTER AND SHELTER OPERATIONS
County Emergency Management Law Enforcement Public Works Department Fire / Rescue Local Public Health Department Paramedic Services Private Ambulance Services County Transit System Wisconsin Emergency Management Wisconsin Department of Transportation State Traffic Operations Center (STOC) Wisconsin State Patrol Wisconsin Department of Health and Family Services	County Emergency Management American Red Cross COAD Salvation Army County Human Services Department Local Public Health Department Emergency Medical System Law Enforcement Wisconsin Emergency Management Wisconsin Department of Health Services Humane Society Medical Reserve Corps

**NOTE: "Local" refers to town, village, city or county agency/department**

### A. Milwaukee County Office of Emergency Management

1. Coordinate with the appropriate agencies to recommend evacuation or sheltering.
2. Coordinate the collection and dissemination of information concerning evacuation and sheltering to the public (See County EOP Annex J, Public Information) and emergency response personnel (See County EOP Annex B, Warning and Communications.)
3. Support Local evacuation operations.
4. Coordinate the opening of reception centers and shelters. Refer to (Attachment 2), the American Red Cross Shelter list and contacts for opening shelter sites.
5. Forward requests for additional resources from the state as they are identified.
6. Support Local jurisdictions with developing and implementing a re-entry plan and demobilization of assets.

### B. Milwaukee County Health & Human Services

1. Coordinate the general human service activities of local and private sector, non-profit and public service/volunteer organizations regarding shelter operations.
2. Identify and request special resources needed for evacuation and sheltering operations.
3. Coordinate the resource and staffing requirements of short-term and long-term sheltering.
4. Assist with coordination of food assistance and distribution programs, as needed.
5. Coordinate special transportation needs for Functional Needs Populations.
6. Coordinate the delivery of crisis-counseling needs for disaster victims and emergency workers.
7. Provide necessary outreach for human services programs to citizens affected by the disaster.

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8. Address long-term housing needs.

### C. Local Public Health Department

1. Coordinate with human service agencies to respond to needs of Functional Needs Populations, as needed.
2. Provide or arrange for immunizations or other public health services for evacuees and emergency workers, as needed.
3. Support coordination of special transportation needs for Functional Needs Populations and patients being evacuated from health care facilities.
4. Assist with the coordination of re-entry activities for evacuees, including functional needs population, as needed.
5. Work in partnership with mental health organizations and human service agencies to identify and deliver crisis-counseling needs for disaster victims and emergency workers.
6. Inform the public about appropriate health/medical related protective actions (e.g., protection against contaminated food/water, disposal of garbage/debris.)

### D. Local Law Enforcement

1. Establish a perimeter around the evacuated area and a pass system for emergency response resources for the protection of property.
2. Initiate route management and monitor evacuation activities (e.g. traffic control, staging areas, public warning, route alerting, and security.)
3. Assist with the warning of the public.
4. Coordinate and maintain traffic evacuation routes with consideration to responding emergency vehicles, disabled and abandoned vehicles and traffic volume.
5. Provide security at designated assembly areas, reception centers and shelters.
6. Assist and monitor re-entry activities, including traffic control.

### E. Local Fire Service

1. Provide advice on evacuation decisions as a result of fires and/or hazardous materials.
2. Assist with public warning/route alerting and establish staging areas.
3. Monitor and provide recommendations for re-entry activities.

### F. Office of Emergency Management (OEM) Emergency Medical Services Division

1. Provide emergency medical services to all people involved in the evacuation or response to the disaster.
2. Coordinate transportation and medical care for patients being evacuated from hospitals and other health care facilities.
3. Identify and locate people with functional needs and provide recommendations regarding evacuation procedures.
4. Assist with the re-entry activities of medical patients and people with functional needs.

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### G. Local Public Works

1. Provide all necessary traffic control devices (e.g., signs, barricades.)
2. Coordinate and maintain traffic evacuation routes with consideration to responding emergency vehicles, disabled and abandoned vehicles and traffic volume.

### H. Local Transit System (MCTS)

1. Designate staff to work in the Planning Section to assist with the implementation of evacuation plan
2. Coordinate with Operations Section to assist with implementing transportation elements of the evacuation plan including recommendations on the vehicles necessary, designating assembly areas for transporting evacuees, and identification of reception centers.
3. Assist with transport evacuees in accordance with evacuation plan using appropriate equipment and personnel.
4. Coordinate with Operations Section to ensure evacuation routes utilized are operational and secure.
5. Implement any field changes in transportation elements of the evacuation plan as directed by Incident Command.
6. Coordinate with agencies assisting with transportation elements of the evacuation plan at designated assembly areas and identified reception centers

### I. American Red Cross

1. Establish congregate shelter sites, conduct evacuee registration operations, and coordinate shelter support services (e.g., mass feeding) for the evacuees as directed by Incident Command.
2. Handle disaster welfare inquiry calls regarding evacuees.
3. Provide individual family assistance grants (i.e., vouchers for clothing, food and other emergency needs) to meet the basic needs of evacuees as determined by Red Cross guidelines.
4. Distribute items needed by evacuees (e.g., toiletry kits, clean-up kits).
5. Provide disaster mental health services to evacuees.
6. Assist evacuees with relocating with friends, relatives or other people offering space.
7. Work with other agencies to coordinate and administer food distribution programs as needed.

### J. State Department of Health Services

1. Provide advice and technical assistance when requested.
2. Support local agencies with meeting requests for assistance from functional needs populations.
3. Inspect the mass care site and kitchens while evacuees are present, upon request.
4. Provide assistance by using existing programs, streamlining or waiving regulatory functions where possible and providing technical assistance to stricken communities.
5. Assist local health authorities, when requested, with inspections of licensed food facilities (e.g., grocery stores, commercial freezers and cold storage facilities, restaurants) in preparation for re-entry into evacuated areas.
6. Oversee any environmental remediation activities for contamination by radioactive materials.
7. Assist with NDMS (National Disaster Medical System) coordination.

## MILWAUKEE COUNTY MASS EVACUATION PLANNING GUIDANCE

### K. Wisconsin Emergency Management

1. Coordinate with the appropriate agencies to recommend protective actions.
2. Support counties and local jurisdictions with providing evacuation and sheltering information (i.e., alert and notification, public information).
3. Coordinate, through the WEM Regional Office for Emergency Police Services program, a statewide law enforcement mutual aid program.
4. Assist local efforts to address pet issues as requested.
5. Advise contiguous states of the evacuation or sheltering, as appropriate.
6. Support counties and local jurisdictions with developing and implementing a re-entry plan.
7. Assist local efforts to address long-term housing needs.

### L. Wisconsin Department of Transportation (WisDOT)

*Note: Specific divisional or departmental responsibilities designated in parenthesis.*

1. Through existing traveler information services coordinate with the local Emergency Operations Center (EOC) to disseminate evacuation route information and evacuation procedures to the public. (Statewide Traffic Operations Center)
2. Coordinate with local law enforcement to close freeway ramps and/or cross-streets at major intersections to assist in the orderly movement of traffic. (Wisconsin State Patrol, Statewide Traffic Operations Center, SE WI Regional Operations)
3. In the event of contra-flow implementation, identify freeway ramp closures for specific freeway/highway segment and coordinate with the EOC. (Wisconsin State Patrol, Statewide Traffic Operations Center)
4. Use cameras, variable message signs, highway advisory radio and other field devices to relay information to EOC and the public regarding other incidents that have occurred on evacuation routes (i.e., accidents/crashes, vehicles running out of fuel, vehicle break-downs, vehicle flat tires, individual medical emergencies, etc.) (Statewide Traffic Operations Center)
5. Coordinate with transportation agencies for the distribution of available resources such as barricades and signage for evacuation routes, upon request. (Wisconsin State Patrol, Statewide Traffic Operations Center, SE WI Regional Operations)
6. Assist with identification and removal of debris, vehicles and other impediments from all interstate and state trunk highways being used as evacuation routes. (Wisconsin State Patrol, SE WI Regional Operations)
7. Provide technical expertise and perform inspections on the safety of roads and bridges along the evacuation route, when requested by local authorities. (Bureau of Structures, SE WI Regional Operations)
8. Provide any highway clearances and waivers required in order to expedite the transportation of high-priority materials and the evacuation of personnel during periods of declared emergencies. (Bureau of Highway Operations)
9. Support coordination of the use of all public transportation resources (e.g., rail, bus, truck) needed during a large-scale evacuation. (Statewide Traffic Operations Center, SE WI Regional Operations)
10. Provide WisDOT liaisons to the state EOC to coordinate WisDOT resources as requested. (Wisconsin State Patrol, Bureau of Highway Operations)
11. Provide such assistance as may be required by local law enforcement agencies, when requested, including access control and security for the protection of property in the evacuated area. (Wisconsin State Patrol)
12. Assist local law enforcement, as needed, with security, civil disturbances, emergency response equipment, and traffic control activities on affected interstate roadways or state highways designated as evacuation routes. (Wisconsin State Patrol)

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13. Provide an escort for emergency response equipment dispatched to the emergency site, when requested. (Wisconsin State Patrol)
- M. Department of Agriculture, Trade and Consumer Protection
1. Provide advice to local authorities, when requested, on provisions for the care of farm animals in the event of an evacuation or sheltering order.
  2. Provide U.S. Department of Agriculture (USDA) donated food to disaster relief agencies, upon request.
  3. Provide assistance by using existing programs, streamlining or waiving regulatory functions where possible and providing technical assistance to stricken communities.
  4. Assist local health authorities, when requested, with inspections of licensed food facilities (e.g., grocery stores, commercial freezers and cold storage facilities, restaurants) in preparation for re-entry into evacuated areas.
- N. Department of Natural Resources
1. Evacuate state parks, forests and adjacent waters.
  2. Provide perimeter security and access control for evacuated areas and at mass care facilities when requested.
  3. Provide assistance by using existing programs, streamlining or waiving regulatory functions where possible and providing technical assistance to stricken communities.
  4. Oversee any environmental remediation activities.
- O. Department of Military Affairs, Wisconsin National Guard
1. Provide such assistance as may be required by local law enforcement agencies, when requested, including access control, escort and security for the protection of property in the evacuated area.
  2. Provide personnel to assist in disseminating an evacuation warning in state recreational lands and adjacent waters and other evacuation duties as directed by the Governor.
  3. Allow the use of local armories as shelter space per the Letter of Understanding between the Wisconsin National Guard and the American Red Cross, Wisconsin Consortium.

## MILWAUKEE COUNTY MASS EVACUATION PLANNING GUIDANCE

### V. EVACUATION ROUTES, ASSEMBLY AREAS, RECEPTION CENTERS

Designated primary/secondary emergency mass evacuation routes were identified by WISDOT with consideration of emergency response access and two-way traffic flow. The non-designated roadways will serve as feeder routes to the primary/secondary evacuation routes. Primary and Secondary Evacuation routes and assembly areas are identified for Milwaukee County.

#### A. Designated primary/secondary emergency mass evacuation routes:

##### 1. To the North:

- Primary: I-43, State Highway 32, State Highway 57, State Highway 45, US-41
- Secondary: 12<sup>th</sup> Street, 6<sup>th</sup> Street, Teutonia Avenue

##### 2. To the West:

- Primary: I-94, State Highway 18, State Highway 145, I-894
- Secondary: Canal Street

##### 3. To the South:

- Primary: I-43, State Highway 794, State Highway 38, State Highway 32
- Secondary: 1<sup>st</sup> Street, 16<sup>th</sup> Street

##### 4. Connecting Routes:

- North: 76<sup>th</sup> Street, State Highway 100
- West: Brown Deer Road, Silver Spring Drive, Hampton Avenue, National Avenue, Greenfield Avenue, Lincoln Avenue, Oklahoma Avenue, Layton Avenue
- South: Forest Home Avenue, Loomis Road, 27<sup>th</sup> Street, 76<sup>th</sup> Street

#### B. Evacuation Transportation Assembly Areas

1. North McKinley Marina Parking Lot, 1700 N. Lincoln Memorial Drive
2. Wisconsin Center District Parking Lot, 500 W. Kilbourn Avenue
3. Miller Park, South Miller Parkway (formerly US 41 South)
4. Summerfest Grounds, 200 N. Harbor Drive

#### C. Reception Centers:

<b>Cooridor</b>	<b>Name and Location</b>	<b>Capacity (sleeping/feeding)</b>	<b>Generator</b>
I-43 North	Nicolet High School 6701 H Jean Nicolet Rd	600/800	Yes
I-43 South	Whitnall High School 500 S 116 <sup>th</sup> St	614/415	Yes
I-94 West	State Fair Park	900/450	Yes

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	Youth Dorm		
I-94 East	Oak Creek West Middle School 8401 S 13 <sup>th</sup> Street	160/200	Yes
US 45/41	Vincent High School 7501 N Granville Rd	922/475	Yes

### D. Evacuee Relief Area Locations

1. I43-North, Park & Ride Lot: Brown Deer @ Hwy 100
2. I94-West, Park & Ride Lot: State Fair Park @ 76<sup>th</sup> St
3. I94-East, Park & Ride Lot: Oak Creek @ Hwy 100
4. US45/41-North, Park & Ride Lot: Watertown Plank Rd

# MILWAUKEE COUNTY MASS EVACUATION PLANNING GUIDANCE

## EVACUATION OPERATIONS

*Milwaukee County*



DOWNTOWN AREA OF CONCERN



- RECEPTION CENTER

- EVACUATION ROUTE RELIEF AREA



## MILWAUKEE COUNTY MASS EVACUATION PLANNING GUIDANCE

### VI. FUNCTIONAL NEEDS EMERGENCY SHELTER OPERATIONS

#### A. Background

Functional Populations may include the elderly, sick, chronically ill; those without transportation, individuals who require skilled medical assistance or specialized care, and individuals physically unable to evacuate that will require assistance. Those identified as Functional Needs Populations may require special transportation to evacuate to an Emergency Shelter offering Functional Populations Support Operations. Functional Populations living independently may only require transportation assistance and may be conveyed to a general congregate care shelter.

#### B. Procedure

An Emergency Shelter offering Functional Needs Populations Support Operations can provide temporary shelter for Individuals with functional needs. An Emergency Shelter offering Functional Needs Populations Support Operations is intended to provide basic care or assistance with activities of daily living. Pets (except authorized service animals) are not allowed inside an Emergency Shelter offering Functional Needs Populations Support Operations. However, external facilities at Emergency shelters can be set up to accommodate pets. Individuals who have determined they should utilize an Emergency Shelter offering Functional Needs Populations Support Operations should make advance arrangements for the evacuation and care of their pets.

An Emergency Shelter offering Functional Needs Populations Support Operations can accommodate individuals who have a health condition that does not require institutionalization but may require:

1. Intermittent skilled observation, assessment, and/or maintenance
2. Assistance with activities of daily living (e.g., feeding, ambulating, self-medication or personal hygiene);
3. Dependence on electricity
4. Receiving dialysis treatments

Individuals reporting to an Emergency Shelter offering Functional Needs Populations Support Operations must plan to bring their own extraordinary supplies. Since an Emergency Shelter offering Functional Needs Populations Support Operations may have only a limited supply or not be stocked with medicines or may not be equipped with medical supplies, a person with functional needs must bring at least a 72-hour supply of necessary supplies such as clothing, special dietary food, all medications, dietary supplements, medical supplies, and personal items (e.g. diapers, personal hygiene items, etc.) to the shelter with him/her.

Functional Needs Populations Support Operations cannot provide 24-hour skilled care. The following cannot be accommodated at an Emergency Shelter offering Functional Needs Populations Support Operations and will be referred to an appropriate health care facility

1. Persons who will require hospitalization or institutionalization;
2. Residents of nursing homes, Assisted Living Facilities, Intermediate Care Facilities and facilities caring for the Developmentally Disabled or those with a mental illness;
3. Persons who are bedridden;
4. Women experiencing high-risk pregnancies who are within four weeks of estimated date of delivery or any pregnant woman in active labor;
5. Persons who are in a sudden acute medical or emergency condition; and/or,

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6. Any individual arriving at an Emergency Shelter offering Functional Needs Populations Support Operations whose condition, in the opinion of the triage personnel, exceeds the capabilities of that shelter.

Individuals who have functional needs may arrive at a Red Cross congregate care shelter or an individual may digress so it is inappropriate for them to stay. Red Cross is committed to making any reasonable accommodations when possible for an individual to stay in the shelter, however, if it is assessed by the Red Cross Disaster Health Services representative at the shelter that it is not in the best interest of the client to stay, they will coordinate some other alternative arrangement utilizing government and community resources.

### C. Transportation

Emergency transportation resources are limited for special needs populations and are prioritized for those who must be transported for an emergency evacuation and have no other means of transportation. Since transportation resources may be limited, those individuals identified in the area of greatest danger and risk, will be evacuated and transported first. It is imperative for those who can preplan for their own transportation make arrangements with appropriate service providers in advance. Prompt emergency messages regarding evacuation will be initiated as soon as possible to allow for individuals to execute the pre-arranged transportation services.

<b>TRANSPORTATION TYPE</b>	<b>MILWAUKEE COUNTY TOTALS</b>
<b>Public Transit – Municipal Bus</b>	<b>415</b>
<b>Public Transit – Specialty bus/van</b>	<b>130</b>
<b>Private Motor Coach</b>	<b>137</b>
<b>School Transport Resources</b>	<b>1524</b>
<b>EMS – Local FD &amp; Private providers</b>	<b>132</b>
<b>Projected number of drivers with both valid “S” (school bus) and “P” (passenger) endorsements.</b>	<b>4,538</b>
<b>Projected number of drivers with a valid “S” (school bus endorsement) of 15 or fewer occupants, including the driver, plus gross weight of 26,000 pounds or less</b>	<b>12</b>
<b>Projected number of drivers with a valid “P” (passenger endorsement) of 16 or more occupants, including the driver, or gross weight of 26,001 pounds or more</b>	<b>11,937</b>

### D. Functional Needs Populations Support Operations Emergency Shelter Planning Group

Serves as the central coordination point for functional needs residents, who require emergency evacuation assistance and/or placement at an Emergency Shelter offering Functional Needs Populations Support Operations. Provides guidance to agencies involved in emergency evacuation and transportation assistance for people with functional needs. Participating organizations include:

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- County Health & Human Services
  - County Emergency Management
  - Local Public Health
  - Fire Dept
  - Emergency Medical Services
  - Police Dept
  - Red Cross
  - Salvation Army
  - Citizens & Organizations Active in Disasters (COAD)
  - Southeast Region State Department of Health and Family Services
  - Southeast Region Wisconsin Emergency Management
1. Maintains a listing of the names of those with functional needs who may need transportation assistance for evacuating and/or placement at an Emergency Shelter offering Functional Needs Populations Support Operations.
  2. Coordinates education of functional needs populations to ensure that individuals are properly prepared to evacuate to an Emergency Shelter offering Functional Needs Populations Support Operations.
  3. Serves as the central coordination point for providing personnel to assist in staffing an Emergency Shelter offering Functional Needs Populations Support Operations
  4. Identifies community volunteers to staff an Emergency Shelter offering Functional Needs Populations Support Operations (hospitals, human service agencies, public health organizations, home health care agencies, non-profit organizations, and volunteer physicians and nurses in the community).
  5. Upon activation of an Emergency Shelter offering Functional Needs Populations Support Operations provide liaison to the Emergency Operations Center to assist with the coordination of the functional needs evacuation and sheltering efforts.
  6. Assist with planning for Functional Needs Populations evacuation transportation; to include identifying and arranging for transportation resources and assisting with determining Functional Needs Populations transportation routes.
  7. Maintains list of available volunteer drivers and driver assistants who will ride buses and vans to assist with loading and unloading functional needs passengers.
  8. In conjunction with American Red Cross, provides training for shelter managers and Functional Needs Populations Support Operations staff.
  9. Maintain a liaison to the EOC for recovery operations.

NOTE: Red Cross will support the Functional Needs Populations Support Operations at an Emergency Shelter as much as possible, but during a disaster they may be taxed with the responsibility of running general shelters for the remainder of the population. Red Cross can provide assistance and guidance during the planning phase and, in the spirit of the partnership, provide whatever equipment and experienced personnel it can to assist the Functional Needs Populations Support Operations at Emergency Shelters.

### E. FUNCTIONAL NEEDS POPULATIONS SUPPORT OPERATIONS AT EMERGENCY SHELTER

1. Utilize Unified Command
  - Shelter Manager
  - Local Public Health
  - American Red Cross

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- Salvation Army
2. Proposed Shelter Staffing to support Functional Needs Support Operations
- County DHHS staff
  - Local Public Health
  - Red Cross
  - Salvation Army
  - Volunteers from COAD/CERT
  - Students/Interns from local college and university nursing programs
  - Mental health under Disaster Mental Health Task Force

### EVACUATION PLANNING RESOURCES

- (1) Link to State DHS search for listing of locations of special population facilities in county:
- <https://www.forwardhealth.wi.gov/WIPortal/DQA%20Provider%20Search/tabid/318/Default.aspx>
- (2) Evacuation Public Information Messages (on file with County Emergency Mgmt)
- (3) WisDOT County Traffic Control Inventory-031207 (on file with County Emergency Mgm)
- (4) WisDOT Milwaukee-West Allis Evacuation Plan-(R)09/01/2012 (on file with County Emergency Mgmt)
- WisDOT EVACUATION ROUTE MAPS
  - WisDOT FREEWAY RAMP CONTROL
  - WisDOT FREEWAY RAMP RESOURCE CHARTS

# Downtown Milwaukee Evacuation Routes

