

COMMONWEALTH OF VIRGINIA

Emergency Operations Plan



SUPPORT ANNEX #5 EVACUATION & RE-ENTRY

VIRGINIA DEPARTMENT
OF
EMERGENCY MANAGEMENT

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Lead Agency

- Virginia Department of Emergency Management (VDEM)

Support Agencies and Organizations

- Virginia Department of Transportation (VDOT)
- Virginia State Police (VSP)
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- Virginia Port Authority (VPA)
- Department of Aviation (DOAV)
- Department of Rail and Public Transportation (DRPT)
- Virginia Department of Health (VDH)
- Virginia Department of Social Services (VDSS)

Purpose

The Evacuation & Re-entry Annex exists to establish the organizational basis for operations in the Commonwealth of Virginia to effectively respond to and recover from disasters and/or emergency situations which involve evacuation, including mass evacuation.

This annex should facilitate evacuation and re-entry if it is determined that such action is the most appropriate for protecting the various population groups who might be present during an emergency.

Scope & Applicability

This annex adopts an all-hazards approach to preparing for and managing evacuations. It establishes a methodology that is applicable to any threat, hazard, or event that results in the need to evacuate.

This annex does not replace or supersede local government evacuation plans.

Planning Assumptions

- The nature of a threat, possibility of escalation, number of people affected, and related factors must be considered before making the decision to activate the annex.
- The primary means of evacuation for most individuals will be personal vehicles. Individuals who rely on other means of transportation (carpool,

vanpool, public transportation, etc.) may require assistance in evacuating.

Therefore, access to the incident area by public transportation will be required during an emergency evacuation.

- Individuals with special needs may require evacuation assistance and/or transportation.
- Spontaneous evacuation will occur.
- Some individuals will resist an order to evacuate.
- Residents will utilize all available public information sources to acquire emergency information.

Policies

- All agencies assigned responsibilities within this annex will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.
- The Governor has the authority (§ 44-146.17 of the Code of Virginia) to direct evacuation from any stricken or threatened area if the action is deemed necessary to protect life.

Organizational Structure

Coordination of evacuation operations will be accomplished by the Virginia Emergency Response Team (VERT).

Concept of Operations

In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people affected, the recommended evacuation distance to ensure their safety, and the extent of traffic control and security required.

The evacuation should be sustained as long as the risk continues in the evacuated area. Re-entry into the evacuation area will only be allowed after it is determined by the local Incident Commander that it is safe to do so.

Notification and Warning

The dissemination of critical information to the public related to the status of an evacuation will be an integral element of state and local response and recovery efforts. Providing accurate, consistent, and expedited information in a crisis situation helps to calm anxieties and reduce problematic public response.

Communication with citizens for state directed evacuations shall be coordinated through ESF #15 – External Affairs and should include, but not necessarily be limited to the following information:

- The area to be evacuated.
- The urgency of the evacuation.
- Identification of evacuation routes and transportation options.
- Identification of shelter/staging locations (if necessary).
- Timeframes for activity (staged evacuations, shelter activation, etc.).

- The reason for the evacuation.
- Direction to initiate appropriate personal/agency emergency plans and to continue to monitor emergency communication devices for additional information.
- Resources for additional information.

Once an evacuation is declared and has begun there is still a need to communicate with the public on an ongoing basis. As circumstances affecting the evacuation change, updated directions and information must be provided to enable evacuees to react to these changes. Dissemination of this information shall be coordinated through ESF #15 – External Affairs and should include, but not be limited to the following:

- Status of trigger event (is the evacuation still necessary?).
- Specific safety concerns that may affect evacuees.

Public information updates shall be provided as needed, with information being revised as often as possible. It is critical however, that the information be accurate to avoid confusion. Updates should not be provided until information is confirmed.

Roles & Responsibilities

Virginia Department of Emergency Management

- Through the VERT, work with localities to support mass evacuation operations within the Commonwealth.
- Support state agencies with evacuation responsibilities.

Virginia Department of Transportation

- Assist in the coordination of traffic control on state-managed roads in the

event of an emergency requiring evacuation.

- Assist localities with the media outreach efforts of evacuation education pre-event and notification during an event regarding routing to be used.
- Provide subject matter expertise, as needed.

Virginia State Police

- Coordinate traffic control in the event of an emergency requiring evacuation in accordance with the Highway Laws of Virginia and the policies of the State Highway Commission.
- Assist in directing motorists to locality-identified refuges of last resort.
- Provide subject matter expertise, as needed.

Department of Military Affairs

- Within the current capabilities of DMA, assist with traffic control.
- Provide subject matter expertise, as needed.

Virginia Port Authority

- Implement policies and procedures necessary for the coordination of evacuation and re-entry plans via the Commonwealth's waterways.
- Provide evacuation subject matter expertise, as needed.

Department of Aviation

- Recommend policies and procedures necessary for the implementation of evacuation plans for the Commonwealth via air.

- Provide evacuation subject matter expertise, as needed.

Department of Rail and Public Transportation

- Recommend policies and procedures necessary for the implementation of evacuation plans for the Commonwealth via mass transit and/or rail.
- Provide evacuation subject matter expertise to state agencies, as needed.

Virginia Department of Health

- Provide guidance and technical assistance to local jurisdictions, medical facilities, and home health care agencies for planning and carrying out emergency evacuation and relocation of medically-dependent persons.

Virginia Department of Social Services

- Provide evacuation subject matter expertise to state agencies, as needed.

Authorities & References

Authorities

- Virginia Emergency Services and Disaster Laws

References

- Emergency Management Accreditation Program (EMAP) 4.6.3: The emergency operations/response plan shall identify and assign specific areas of responsibility for performing essential functions in response to an emergency or disaster. Areas of responsibility to be addressed include: evacuation.

Attachment 1 – Re-entry

Purpose

This document describes additional state level credentialing support capabilities to supplement local re-entry plans, procedures, and products. The capability outlined below will allow for the quick credentialing of firms whose services will be needed should they be requested.

Scope

This capability may be applied to any evacuation in which a re-entry process must be established.

Planning Assumptions

- Re-entry will be managed by officials in the affected jurisdiction.
- Ingress/egress routes may be too numerous in the presumed affected area to limit access by checkpoint alone. Rather, access in the affected area may be enforced by curfew.

Policies

- The Governor has the authority (§ 44-146.17 of the Code of Virginia) to control ingress at an emergency area if the action is deemed necessary to protect life.

Concept of Operations

Local jurisdictions are primarily responsible for controlling ingress and egress from evacuated areas. Local law enforcement or other entities enforcing curfews or restricting access will need to be able to quickly identify those who are in the area without appropriate authorization. The VERT will support local re-entry efforts if requested.

Roles & Responsibilities

Affected Jurisdictions

- Rapidly develop and communicate with the VERT, prioritized local re-entry plans to meet the circumstances.
- Issue credentials to authorize the re-entry of entities per established criteria and enforce restrictions as able.

Virginia Department of Emergency Management

- When requested, provide a low cost credentialing placard electronically to jurisdictions.
- Support the execution of re-entry and recovery efforts through routine, regional conference calls. These conference calls will address mutual support, and information between localities, and help coordinate activities.
- Support localities with re-entry operations, as needed.

**SUPPORT ANNEX #5
EVACUATION & RE-ENTRY**

**Appendix A
NORTHERN VIRGINIA**

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Lead Agency

- Virginia Department of Emergency Management (VDEM)

Support Agencies and Organizations

- Virginia Department of Transportation (VDOT)
- Virginia State Police (VSP)
- Department of Rail and Public Transportation (DRPT)
- Virginia Department of Health (VDH)
- Department of Social Services (DSS)
- Department of Corrections (DOC)
- Department of Military Affairs (DMA)
- Local Jurisdictions

Purpose

This Evacuation Annex has been developed to accomplish the following:

- Outline a framework of a complete Virginia operational evacuation plan within Northern Virginia (NOVA).
- Synchronize the efforts of all state agencies during a major evacuation within this region.
- Provide a Virginia evacuation plan to synchronize mutual supporting plans of local jurisdictions within NOVA.
- Provide basic concepts which can be incorporated into plans being developed by other organizations within the National Capitol Region (NCR) and the National Park Service.

This COVEOP annex provides an overview of how the Commonwealth will manage an evacuation in Northern Virginia. Detailed response and technical data can be found in the NOVA Evacuation Annex Technical Support Document (secure, non-public text).

Scope & Applicability

The annex provides broad guidance for state agencies, local jurisdictions, federal and non-governmental partners. There will be local evacuation plans which support and synchronize with this regional annex.

It is envisioned that this annex will support two distinct groups of the public. The primary group will be those who reside in the region and need to get to their homes. The other group will be evacuees who have lost their homes and/or tourists or visitors and need to be moved to shelters.

This annex will also provide guidance to any federal support that may be requested as a result of the declaration of an ‘Emergency’ or ‘Major Disaster’, as defined in 42 U. S. C. § 5122 of the Stafford Act.

It is primarily intended to be supportive of local and regional evacuation actions. It is an all hazards approach to any type of event that could occur with or without advanced notice and will cause an evacuation.

This annex concentrates on the first 72 hours of an incident involving a large scale regional evacuation. Beyond the first days of such an evacuation, other State and local plans will be implemented for long-term response and recovery.

This annex addresses the below activities in support of an evacuation.

- Traffic movement
- Law enforcement and traffic control
- Public transportation
- Support for “walk outs” in the event public transportation is interrupted or not available.
- Public information plan

- Establishment of Assembly Areas and Transfer Points for the initial reception and processing of evacuees to other destinations.

Situation

Northern Virginia is highly susceptible to events that might require implementation of a regional evacuation plan. Some of these events could be so large that they would require state support for local jurisdictions. These events will require actions and support by many state agencies, multiple local jurisdictions and non-governmental organizations. There is a need to outline basic operational concepts in advance for an evacuation effecting NOVA and/or the NCR. Any major evacuation near or within this area will immediately involve all local jurisdictions. Therefore, it is essential that a basic operational framework be established to guide the many organizations that will be involved and impacted.

A significant event in this region will likely impact other Commonwealth regions and even other states depending on the severity of the incident. Northern Virginia cities and counties are capable of supporting isolated or minor evacuations and supporting each other through existing mutual aid agreements. However, a large event either within the region or NCR, may necessitate declaration of a Local or State Emergency, and a Gubernatorial request for declaration of a Federal Emergency (pursuant to 42 U. S. C. § 5171, 5191 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act) in order to facilitate the complexities surrounding the implementation of a regional evacuation effort.

Due to the types of threats to which NOVA, as part of the NCR, is susceptible, it is more likely that a no notice event will trigger an evacuation. Several incidents could simultaneously occur throughout these areas.

Large numbers of residents of Northern Virginia work in Washington and utilize public transportation to/from work. Should there be a disruption to public transportation, there will be

a need to provide an alternate method to move these residents. Federal evacuation plans will not be made public, but will affect other regional evacuation efforts. Additionally, actions initiated by the federal government may temporarily impair road, rail and air movement within Washington, DC and NOVA localities.

In the event of a large scale evacuation within or near NOVA and/or the NCR, the focus of localities will be the movement of people and sheltering their own residents and/or providing mutual support to other affected Virginia localities. Sheltering of Displaced Persons might not be within the capabilities of NOVA, and assistance will be required from State shelters and/or other cities/counties in Virginia.

Planning Assumptions

- More than one incident could cause evacuation. Incident command could also be in Washington, DC with Northern Virginia in a supporting role.
- This annex may be activated in response to a mass evacuation from Washington, D.C., or all or a portion of the NCR (likely caused by or causing a federally declared emergency).
- The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to prevent, prepare for, respond to, and recover from disasters.
- It is anticipated that regardless of where the incident occurs, either in NOVA, Washington, DC, or all or a portion of the NCR, an immediate spontaneous evacuation will occur. Roads will rapidly become grid-locked and people will begin walking out of the impacted areas. The first responses will concentrate on protecting lives, property, gaining control of the actions of the public and implementation of the evacuation plan during chaos and possible panic. It will take hours and possibly the first 12-hour

operational period or beyond to fully implement this annex.

- There is a potential that public transportation and roadways could be disrupted or damaged. This will demand maximum flexibility in responses.
- Dissemination of information to the public is essential to gaining control of the situation, reducing fears and implementing an organized effort for evacuation.

Policies

- All agencies assigned responsibilities within this annex will develop and maintain the necessary plans; standard operating procedures; mutual aid agreements; and model contracts to successfully accomplish their tasks.
- Incident Management activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS).
- Where feasible, “shelter-in-place” will/must be the primary protection of people.

Organizational Structure

Operational guidance contained in this annex will apply in directing and coordinating state agency efforts in support of local jurisdictions and the NCR should a major evacuation event be required within these areas.

Incident command centers will be designated by local jurisdictions and/or the federal government.

A State Multi-Agency Coordination Center (MACC) will initially be established. State liaison personnel will be provided to local EOCs as rapidly as possible.

Upon the order to implement the NOVA Evacuation Annex or the NCR Sheltering and

Evacuation Plan, both the State Multi-Agency Coordination Center (MACC) and local EOCs will become fully operational immediately as applicable.

Concept of Operations

The Commonwealth of Virginia is responsible for the execution of this annex.

As previously stated, there will be some amount of time before first responders gain control and fully execute these principles. This concept is also designed to be highly flexible depending on the situation(s.) The concept may be used for either incidents occurring in NOVA, in support of a Washington, DC incident, or both.

1. General

Once an evacuation is ordered, the Evacuation Annex will be executed by applicable state and local agencies. This may occur in various stages.

Establishment of evacuation corridors reflects routes that will receive priority for management and support for traffic control, law enforcement, logistics and medical providers given the limited assets available initially for an evacuation.

Evacuation Corridors include:

- A. All rail lines which pass through Northern Virginia.
- B. Limited Access Corridors. These are the primary responsibility of the State (VSP, VDOT, and VDEM).
- C. Traffic Signal Corridors. These are the primary responsibility of local jurisdictions where these roads pass through their jurisdictions. VDOT will be responsible for executing the Traffic Signal Plan along these routes.

As evacuees move out of the affected areas by road, rail or foot, those requiring assistance will be initially directed to Assembly Areas. At the Assembly Areas, evacuees will be collected for further evacuation via buses and provided

immediate first aid and comfort. Buses will be used to move evacuees to Transfer Points, (TP.) Assembly areas will be operated by local jurisdictions and/or the National Park Service.

Upon arrival at designated Transfer Points, accountability will be completed, and additional medical support and comfort (food, water, blankets) will be provided. Evacuees will be moved via buses to the vicinity of their homes within NOVA or to designated shelters. Transfer Points will be near corridors and rail stations. Local governments will operate Transfer Points to move evacuees home or to state Transfer Points for Displaced Persons. State-operated Transfer Points will be supported by state agencies (primarily college staff.)

Local shelters will be opened in NOVA to provide support for residents of local jurisdictions or mutual support of other localities. State shelters will be provided throughout the Commonwealth of Virginia for Displaced Persons.

Traffic flowing toward Northern Virginia and/or Washington, DC will be re-routed to alternate routes by both Maryland and Virginia law enforcement to reduce congestion near the affected areas.

The use of High Occupancy Vehicle (HOV) lanes within designated Limited Access Corridors, eliminating tolls, and the use of the Traffic Signal Plan will be the major methods utilized to accelerate outbound movement of automobiles.

If required in support of Washington, DC, I-395 North and I-66 East will be closed inbound to DC from I-495 (the Beltway.) Only first responders, buses and others with official business will be permitted to use these roadways.

The public information annex (ESF#15) contained in the Technical Support Document will be implemented in conjunction with the order to execute this annex. The public will be provided information regarding what to do,

where to go, status of closures or requirements for sheltering in place.

Normal commuter rail will also support evacuation. Special trains may be used to transfer Displaced Persons out of the area to shelter locations.

Airports and waterways may be used primarily to provide follow-on responders and logistical support into the affected areas.

2. Incident Management Actions

Once an incident occurs, the priorities shift from prevention, preparedness and incident mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community.

Response actions include immediate law enforcement, fire, emergency medical services; emergency flood fighting; evacuations; transportation system detours; emergency public information; actions taken to minimize additional damage; urban search and rescue; the provision of public health and medical services to include food, water, and other emergency essentials; debris clearance; the emergency restoration of critical infrastructure; control, containment and removal of environmental contamination; and protection of responder health and safety.

In the context of a single incident, once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations, and if applicable, hazard mitigation. The Logistics Section coordinates a demobilization plan for the release of appropriate resources.

Roles & Responsibilities

Virginia Department of Emergency Management

- Oversee the implementation of the Northern Virginia Evacuation Annex.

Virginia Department of Transportation

- Exercise primary responsibility for State-managed Limited Access Evacuation Corridors.
- Activate the Limited Access and Traffic Signal corridors for roads upon receipt of the Executive Order from the Governor or Virginia State Police Division VII Commander, or his designee.
- Activate the Traffic Signal Plan.
- Support the Virginia State Police.
- Provide support to localities in implementing all or part of this annex.

Virginia State Police

- Provide traffic control and law enforcement in support of this annex in coordination with local and federal law enforcement agencies.
- Redirect traffic to alternate routes around NOVA.
- Assist localities within the agency's capabilities.

Department of Rail and Public Transportation

- Coordinate state level mass transportation support of the evacuation.
- Provide support to NOVA localities when requested by the VEOC.
- Provide support to move responders, equipment and supplies to Northern Virginia or Washington, DC.

Virginia Department of Health

- Provide assistance to localities for evacuation of casualties when requested.

- Provide medical support to supplement local jurisdictions and at Transfer Points and Assembly Areas.
- Implement the evacuation of affected hospitals and medical facilities to alternate locations in conjunction with local jurisdictions.

Department of Social Services

- Maintain awareness of State Managed Shelter status throughout Virginia.
- Register and sort evacuee groups in State Transfer Points for movement to appropriate state shelter locations; and track persons through to destination.

Department of Corrections

- Implement the evacuation of correctional institutions to alternate locations upon an order from the Governor or request from the VERT.

Department of Military Affairs

- Be prepared to provide 100 personnel (each) to three State Transfer Points (TPs) to facilitate augmentation of college/university staffs conducting 24 hour operations of TPs for as long as necessary.
- Be prepared to provide 100 security force personnel to facilitate augmentation of State and Local Law Enforcement.
- Be prepared to provide 75 security force personnel to facilitate augmentation of Virginia State Police operations.
- If available, provide Liaison Officers to support VERT operations.

Local Jurisdictions

- Incident Command.

- Primarily responsible for Traffic Signal Evacuation Corridors identified as part of this annex with VDOT assistance.
- Implement local plans in support of the evacuations.
- Open EOC.
- Operate Assembly Areas and Transfer Points within their jurisdictions.
- Assist federal agencies with their Assembly Area and Transfer Point facilities.
- Assist in providing billeting and food for local and state first responders within jurisdiction.
- Provide buses to support movement of people from Assembly Areas and/or Transfer Points.

Authorities & References

Authorities

- Virginia Emergency Services and Disaster Laws

References

- Emergency Management Accreditation Program 4.6.3: The emergency operations/response plan shall identify and assign specific areas of responsibility for performing essential functions in response to an emergency or disaster. Areas of responsibility to be addressed include: evacuation.

**SUPPORT ANNEX #5
EVACUATION & RE-ENTRY**

**Appendix B
CAPITOL DISTRICT**

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- Division of Capitol Police (DCP)
- City of Richmond Department of Police (RPD)
- City of Richmond Department of Fire & Emergency Services (RFD)
- Virginia State Police (VSP)

Support Agencies and Organizations

- Virginia Department of Human Resource Management (DHRM)
- Department of General Services (DGS)
- City of Richmond Emergency Management
- City of Richmond Department of Public Works (DPW)
- Virginia Department of Transportation (VDOT)
- Greater Richmond Transit Company (GRTC)
- Office of the Attorney General (OAG)
- Office of the Secretary of Public Safety (SPS)
- All Other Secretariats as Appropriate

Purpose

This annex is designed to produce a safe, efficient, and expedited evacuation of the Commonwealth of Virginia Capitol District if it is determined that such action is the most appropriate for protecting the various population groups who might be present within the district during an emergency.

Scope & Applicability

This Evacuation Annex adopts an all-hazards approach to preparing for and managing evacuations. It establishes a methodology that is applicable to any threat, hazard, or event that results in the need to evacuate.

This document is intended to be utilized during a full-scale evacuation of the District. Additional documentation, such as building specific emergency and response plans will be activated as needed.

Employees and government officials make up the majority of individuals who will need to be evacuated.

The actual number of individuals present in the district can vary dramatically depending on the time of day, day of week, time of year, or during one of the many special events which routinely bring thousands of visitors to the city.

Situation

Located in downtown Richmond Virginia, the Capitol District was established to geographically identify the seat of state government within the city. The district is comprised of the area in Richmond bounded by Broad Street, Eighth Street, Main Street, and Interstate 95. (Code of Virginia § 2.2-620).

Although state agency offices are located throughout the metropolitan Richmond area, the Capitol District contains the largest concentration of state departments and agencies in numerous buildings. The district houses the executive, legislative, and judicial branches of the Commonwealth and serves as a major employment center within downtown Richmond. A number of major employers such as the Virginia Commonwealth University Medical Campus, Bio-medical Research Park, and various city government agencies are located adjacent to the Capitol District.

The Department of General Services operates and maintains over 40 buildings within the district, totaling approximately 6.45 million square feet. There are over 7,000 state and contract employees in these DGS buildings. DGS also maintains an inventory of over 6,500 parking spaces in 20 different facilities.

Events precipitating an evacuation order may include foreign and domestic terrorist attacks, hazardous materials incidents, fires, severe weather, utility failures, civil disturbances, or

other incidents as deemed appropriate. These events can occur with or without advanced warning.

Planning Assumptions

- Spontaneous evacuation will occur.
- The nature of the threat will determine the need to evacuate.
- The number of people initially affected is not the only criterion for deciding whether or not to activate the plan. The nature of a threat, possibility of escalation, need for expert consultation, and related factors must also be considered.
- Significant traffic congestion will occur in the vicinity of the Capitol District regardless of mitigation efforts.
- Facilities within the district contain sensitive information that must be safeguarded during an evacuation. This need may delay evacuation efforts from these areas.
- The primary means of evacuation for most individuals will be personal vehicles. Individuals who rely on other means of transportation (carpool, vanpool, public transportation, etc.) may require assistance in evacuating. Therefore, access to the incident area by public transportation will be required during an emergency evacuation.
- Individuals with functional needs will likely require evacuation assistance and/or transportation.
- Virginia Commonwealth University has separate threats and plans, but will be included in any emergency communications from the Capitol District.

- This annex is to be used in conjunction with the City of Richmond Emergency Operations Plan.
- Employees will follow their respective evacuation procedures as outlined in specific Building Emergency Evacuation Plans (BEEP).

Policies

- All agencies assigned responsibilities within this annex will develop and maintain the necessary plans; standard operating procedures; mutual aid agreements; and model contracts to successfully accomplish their tasks.

Concept of Operations

In planning for evacuation the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people affected, the recommended evacuation distance to ensure their safety, and the extent of traffic control and security required.

The decision for an emergency evacuation of the Capitol District will be made by the Incident Commander.

Depending on the nature of the incident and its specific location, an Incident Commander (IC) will be identified (Depending upon these criteria the IC could be a representative from the Richmond Fire Department, Richmond Police Department, Division of Capitol Police, or Virginia State Police). The evacuation should be coordinated with representatives from RPD, DCP, DHRM, SVAHS, and DGS through the on-scene Incident Command Post (ICP).

The ICP is a predesignated temporary facility and signifies the physical location of the tactical-level, on-scene incident command and management organization. It typically comprises the Incident Commander and immediate staff and may include other designated incident management officials and responders from state

and local government, as well as private-sector, nongovernmental, and volunteer organizations. Typically, the ICP is located at or in the immediate vicinity of the incident site and is the focus for the conduct of direct, on-scene control of tactical operations. Incident planning is also conducted at the ICP; an incident communications center also would normally be established at this location. The ICP may be collocated with the incident base, if the communications requirements can be met. The ICP may perform local Emergency Operations Center-like functions in the context of smaller jurisdictions or less complex incident scenarios.

The evacuation should be sustained as long as the risk continues in the evacuated area. Re-entry into the evacuation area will only be allowed after it is determined by the Incident Commander that it is safe to do so.

Notification & Warning

The accurate and timely dissemination of critical information to the public and building occupants related to the status of an evacuation will be an integral element of the district's response and recovery efforts. Providing accurate, consistent, and expedited information in a crisis situation helps to calm anxieties and reduce problematic public response.

Initial communication with building occupants should include, but not necessarily be limited to the following notifications:

- The area to be evacuated.
- The urgency of the evacuation.
- Identification of evacuation routes and transportation options.
- Identification of shelter/staging locations (if necessary).
- Timeframes for activity (staged evacuations, shelter activation, etc.).
- The reason for the evacuation should be included if known and deemed appropriate by the Incident Commander.

- Direction to initiate appropriate personal/agency emergency plans and to continue to monitor emergency communication devices for additional information.
- Provide resources for additional information.

Once an evacuation is declared and is underway, there is still a need to communicate with the public on an ongoing basis. As circumstances affecting the evacuation change, updated directions and information must be provided to enable evacuees to react to these changes. Information that will need to be shared includes:

- Status of trigger event (is the evacuation still necessary?).
- Specific safety concerns that may affect evacuees.

These updates should be provided on a continuous basis, with information being revised as often as possible. It is critical however, that the information be accurate to avoid confusion. Updates should not be provided until information is confirmed.

Roles & Responsibilities

Division of Capitol Police

- Assist in the establishment of an Incident Command Post compliant with the National Incident Management System and provide a representative to serve at the Incident Command Post.
- Manage the incident scene as appropriate.
- Impose and maintain perimeter control and evacuation routes in and out of the affected area.
- Provide security and maintain order within the affected area prior to and during any evacuation as well as while restrictions are being eased.

- Coordinate re-entry security as designated by Incident Command.
- Activate and coordinate the trained members of the AEW to ensure adequate traffic control support.
- Activate the Statewide Alert Network (SWAN).
- Maintenance of this annex in coordination with stakeholders.
- Release factual information to the public in a timely manner in the interest of public safety.

City of Richmond Department of Police

- Provide a representative to serve at the Incident Command Post.
- Assist in the establishment of an Incident Command Post compliant with the National Incident Management System.
- Assist with provision of security within the affected area prior to and during any evacuation.
- Set up perimeters on routes in and out of the affected area.
- Support the identification of sustainable safe evacuation routes.
- Monitor traffic flow in the vicinity of the district.
- Coordinate the removal of disabled vehicles.

City of Richmond Department of Fire & Emergency Services

- Provide a representative to serve at the Incident Command Post.

- Assist in the establishment of an Incident Command Post compliant with the National Incident Management System.
- Maintain readiness to respond to fire and hazardous materials incidents as they occur.
- Participate in rescue and recovery activities.

Virginia State Police

- Provide a representative to serve at the Incident Command Post if deemed appropriate by the Superintendent or other authority.
- Assist with provision of security around the affected area.
- Monitor and maintain traffic flow on interstate highways in and out of the evacuated area.
- Release factual information to the public in a timely manner in the interest of public safety.

Virginia Department of Human Resource Management

- Release information to employees in a timely manner in the interest of public safety.
- Provide the most recent Adjunct Emergency Workforce (AEW) to DCP

Department of General Services

- Provide a representative to serve at the Incident Command Post.
- Assist DCP or DHRM in notifying building occupants of the decision to evacuate.

- Provide input to DCP regarding activation of the Adjunct Emergency Workforce (AEW).

City of Richmond Emergency Management

- Provide a representative to serve at the Incident Command Post.
- Coordinate the provision of public safety services.
- Provide centralized location for coordination and emergency support function management for the district.
- Release factual information to the public in a timely manner in the interest of public safety.

City of Richmond Department of Public Works

- Provide a representative to serve at the Incident Command Post if requested.
- Support the identification of sustainable safe evacuation routes.
- Assist with traffic signal operations.
- Deploy traffic control devices such as barricades and vehicles.
- Debris removal as deemed necessary for life safety.

Virginia Department of Transportation

- Provide a representative to serve at the Incident Command Post if requested.
- Provide traffic control devices such as barricades and vehicles.
- Activate highway emergency alert signage.
- Assist with debris removal as deemed necessary for life safety.
- Provide additional manpower as needed.

- Monitor interstate highway traffic flow in and out of the evacuated area
- Advise the Incident Commander of accessibility and functionality of evacuation routes.

Greater Richmond Transit Company

- Provide a representative to serve at the Incident Command Post if requested.
- Provide transportation for evacuees to designated public shelters or evacuation staging areas.
- Coordinate and notify the IC of the resources used, destinations, and number of people transported.
- Support the identification of sustainable safe evacuation routes.

Office of the Attorney General

- Maintain communication with DCP or VSP representatives at the Incident Command Post.

Agencies within the Capitol District

- Communicate evacuation instructions to employees.

Office of the Secretary of Public Safety

- Maintain communication with DCP or VSP representatives at the Incident Command Post.
- Coordinate and communicate with DHRM regarding employee safety and security concerns.

All Other Secretariats as Appropriate

- Maintain situational awareness and provide support as needed.

- Ensure state agencies activate their Continuity Plans to ensure the continuation of vital services.

Authorities & References

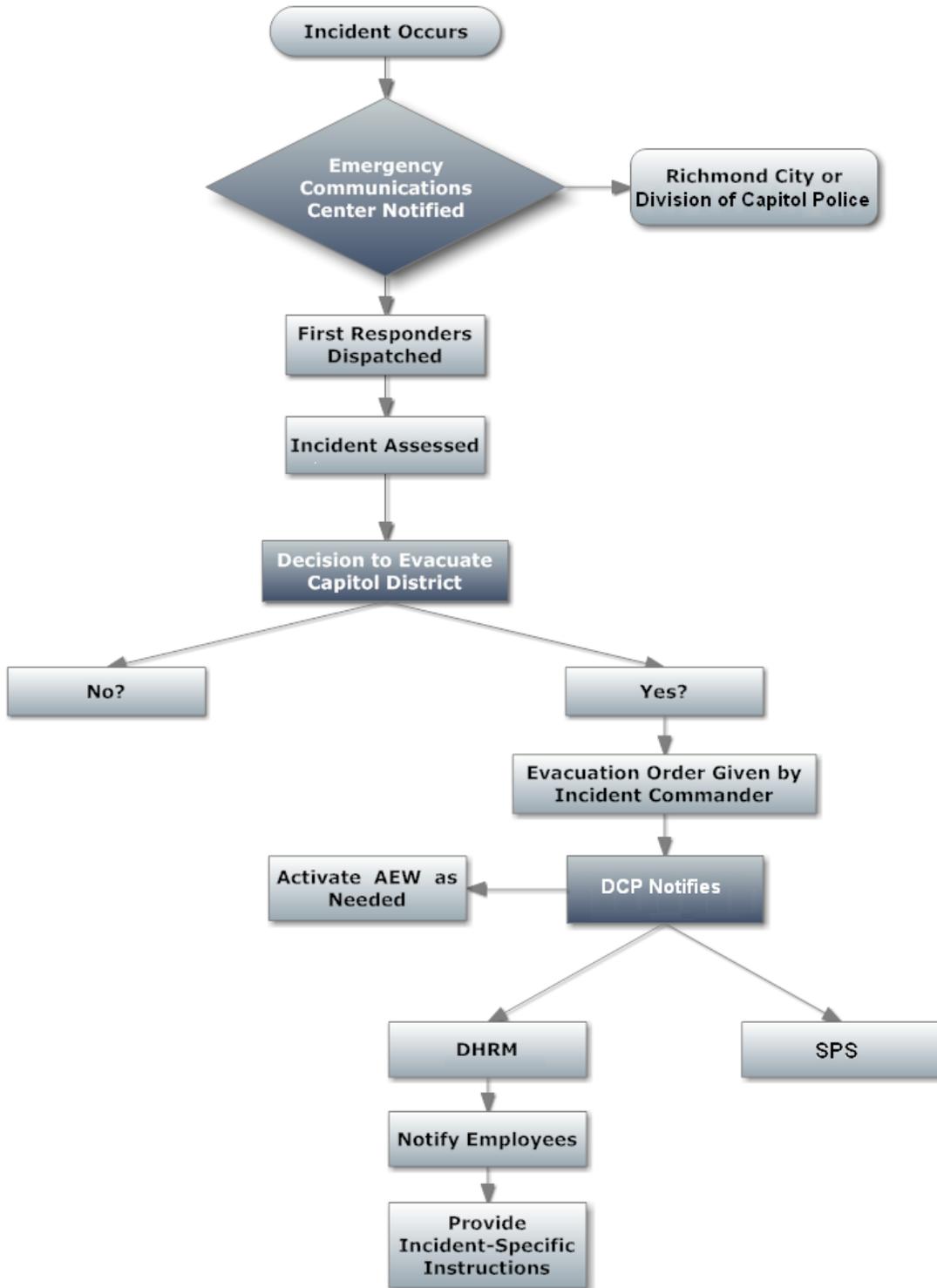
Authorities

- Code of Virginia § 2.2-620
Establishment of the Capitol District as the seat of government of the Commonwealth
- Code of Virginia § 2.2-3705.2
- Virginia Emergency Services and Disaster Laws

References

- Emergency Management Accreditation Program (EMAP) 4.6.3: The emergency operations/response plan shall identify and assign specific areas of responsibility for performing essential functions in response to an emergency or disaster. Areas of responsibility to be addressed include: evacuation.

NOTIFICATION CHART



DISTRICT MAP

