



KENTON COUNTY EOP - SUPPORT PLAN
KENTON COUNTY EVACUATION PLAN

KENTON COUNTY EVACUATION PLAN

PURPOSE

This plan is a supporting document to the Kenton County Emergency Operations Plan and has been created to provide structure and guidance to the public safety agencies of Kenton County, Kentucky when evacuations are required. The purpose of this plan is to ensure that mechanisms exist to safely evacuate endangered persons from an area when a disaster or significant event is imminent or has already occurred. This Plan outlines the planning and operational considerations; and assigns coordination and operational responsibilities to government emergency service agencies supporting evacuation operations once initiated. ***This plan will only be used when evacuation does not pose a greater risk than sheltering those persons in place.***

SCOPE

The provisions of this Plan apply to all types of hazards and disasters, whether natural or man-made, requiring either a partial or full evacuation of the population from affected areas within Kenton County. Provisions of this Plan shall be implemented to the degree necessary to effect a timely evacuation of the designated population(s) from the affected area(s) within the County. This Plan is not intended to replace established jurisdictional emergency response plans and / or procedures.

This plan is not intended to address small-scale evacuations such as those occurring during local fires, at crimes scenes, or due to a localized hazardous materials spill. Those evacuations are typically managed by local first responders utilizing their local resources without an activation of the EOC, and therefore will not be addressed here.

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SITUATION AND ASSUMPTIONS

The most likely event that would require evacuation would be major flooding along the Licking and Ohio rivers, but many other types of threats also have the potential to cause evacuation of part or all of Kenton County’s population. Examples include bombs or similar threats posed by weapons of mass destruction, hazardous materials releases, disruptions to the power grid, or large open area wild land fires.

All decisions about when to evacuate, how to evacuate, what to evacuate and where the evacuees will be directed are the responsibility of Incident or Unified Command with the support of Emergency Management officials.

Decisions made and operational actions conducted prior to and during an evacuation are based on the actual conditions of the situation, and not on any one factor outlined in this Plan.

Early warning and notification of an impending threat requiring evacuation may not always be a possibility. However, all measures will be taken to provide as much advance warning as possible to the affected population.

Appropriate Emergency Declarations will be made in a timely manner when warranted.

The majority of the population will comply with evacuation recommendations and directives, and will self-evacuate as required in a timely manner. However, a significant portion of the population will require evacuation assistance. Alternate means of



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transportation and manpower assistance will need to be arranged for those citizens that require it.

There may be a portion of the population that will ignore evacuation recommendations and directives and choose to remain in place.

It will be necessary to open shelters in compliance with this plan. Most evacuation studies show that 40% or less of the affected population will seek disaster sheltering, so the number of shelters needed should be based on this assumption.

Many households have at least one pet, and there will be a few pet owners that refuse to evacuate without their pets.

The following items will need to be addressed in support of an evacuation:

- Medical response / support
- Special transportation requirements and traffic control
- Provision of security in evacuation areas
- Impact of pets and service animals during an evacuation

Public Information operations will be conducted in compliance ESF-15 – Public Information of the Kenton County Emergency Operations Plan (EOP).

Evacuation planning must include provisions for the eventual return of the general population, including the need for designated First Responders and / or other emergency workers to re-enter the affected area prior to the return of the general population to mitigate life-safety issues.

Evacuations as a result of a release of a hazardous material will be in compliance with provisions in ESF-10 – Hazardous Materials.

DIRECTION AND CONTROL

Kentucky Revised Statutes Chapter 39A.100 allows local County Judge Executives and Mayors to declare a “State Of Emergency” during the threatened, impending, or actual occurrence of disastrous or catastrophic event. Sub-sections (b) and (c) give them the authority to order evacuations, establish curfews, and forcibly remove or arrest those who do not comply with lawful orders during an emergency.

Direction and control is the responsibility of the Kenton County Judge Executive and / or the Mayor of a city in Kenton County. When more than one local jurisdiction is affected, a Unified Command system will be established. This responsibility can be delegated and is generally assigned to Kenton County HSEM.

Implementation and management of this Plan is normally accomplished through the Emergency Operations Center (EOC) utilizing Emergency Support Functions (ESF’s). The ESF coordinators make decisions and arrange for resources necessary to support evacuation and re-entry operations. If the incident or event is not significant enough to require activation of the EOC, KCHSEM will work with the affected jurisdiction(s) to establish responsible individuals for the roles and responsibilities included in this plan.



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Administrative support for this plan is the responsibility of Kenton County Homeland Security Emergency Management (KCHSEM).

CONCEPT OF OPERATIONS

Law enforcement will be the primary agency for managing the evacuation of people in the field. The overall objectives of emergency evacuation operations and notifications are to:

- Expedite the movement of persons from hazardous areas
- Institute access control measures to prevent unauthorized persons from entering vacated or partially vacated areas
- Provide for the procurement, allocation, and use of necessary transportation and law enforcement resources by means of mutual aid or other prearranged agreements
- Control evacuation traffic
- Provide evacuation warnings / notifications, ongoing information updates, and re-entry communications to the public
- Ensure the safe reentry of the evacuated population

Decision To Evacuate

General triggers for possible evacuations are presented in this plan. These triggers are designed to support the decision-making process, but the decision to evacuate must be made on a case-by-case basis. The variables that must be considered before evacuating a community are complex, and must be carefully thought out.

Whenever possible, Shelter-In-Place actions are considered the preferred method for protecting a population in a threatened area. An evacuation will likely cause instances of great community turmoil, economic loss for persons and local businesses, and in worse case, the loss of life. An evacuation in Kenton County will put great stress on the sick, elderly, and people with access and functional needs, for whom movement from their care provider and / or care facility may be life threatening. Evacuation of populations create inherent safety concerns associated with the rapid movement of large numbers of people away from their resources, support facilities and familiar surroundings.

A large-scale, mass evacuation will require movement of people throughout the region. The EOC will need to coordinate with other entities throughout the impacted region to maintain effective control of numerous operational events and resources in response to the emergency.

An “Evacuation Decision-making Guide” is provided in Appendix A to assist chief elected officials, public safety personnel, and emergency managers in assessing what has happened during a regional disaster (or the threat of a disaster). It can be used to guide multi-jurisdictional discussion and coordination by helping to quickly review



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the status of initial actions that may already be in place and determine if additional protective actions are necessary to protect the public.

A “Command Job Aid” is provided in Appendix B to help Incident Commanders make sure that all necessary items are considered during an evacuation or potential evacuation incident.

Types Of Evacuation Orders

Evacuation Warning

An Evacuation Warning alerts people in an affected or potentially affected area of possible threats to life and / or property, and may be issued as a precursor to an Evacuation Order. People in the affected area(s) should begin preparing for a possible evacuation. People who might need additional time should consider evacuating at this time.

Recommended Evacuation

During a Recommended Evacuation, government officials strongly urge the population of designated / affected areas within the County to leave and move to safer locations.

Recommended Evacuations may be ordered as a precautionary measure to move a designated population out of harm’s way from potentially hazardous conditions. They may also be ordered as the precursor to a mandatory evacuation.

Personal discretion on the part of those in the designated evacuation area(s) is allowed, but not advised. Persons who refuse to comply with a Recommended Evacuation Order will not be forcibly removed from their properties.

Individuals ignoring a Recommended Evacuation order should understand that requests for rescue and / or other lifesaving assistance from First Responders and other emergency personnel may be significantly delayed.

Mandatory Evacuation

During a Mandatory Evacuation Order, government officials mandate that the population of designated / affected areas within the County leave and move to safer locations. The purpose of a Mandatory Evacuation is to ensure the population in the designated areas are safeguarded and / or not subjected / exposed to hazardous conditions created by a significant incident.

Personal discretion on the part of those in the designated / affected area(s) is not a consideration. Emergency services personnel will make every reasonable effort to achieve %100 compliance with Mandatory Evacuation orders. Persons who refuse to comply with a Mandatory Evacuation Order will neither be arrested nor forcibly removed from their homes, but must understand that they are assuming all risks associated with the incident and may not be able to receive any assistance from government agencies for protection and recovery.

Designated First Responders and other emergency personnel may be exempted from the Mandatory Evacuation Order because they are required to “stay-behind”



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to assist during the evacuation. However, conditions in the designated / affected area(s) may deteriorate to a level requiring them to leave or seek adequate shelter. Consequently, there may be a point following a Mandatory Evacuation Order when First Responders and other emergency personnel cannot respond to individual requests for rescue and / or provide other lifesaving assistance.

Planning Considerations

Clearance Time

Clearance time is the total time necessary to clear the population from designated evacuation areas and roadways. Factors affecting the estimated Clearance Time include:

- Estimated Population in the affected / designated area
- Estimated number of vehicles expected on the roadways
- Availability and capacity of evacuation routes
- Potential roadway choke points
- Estimated response time of the population following the evacuation announcement
- Time of day (daylight or darkness)

Clearance times must be weighed in respect to the arrival time of predicted hazards. Whenever possible, evacuation should be completed prior to the arrival of hazardous conditions.

The clearance time calculation does not guarantee all vehicles will safely reach their destination once outside the boundary.

Decision Points

When a potential or impending threat notification is received, Kenton County Homeland Security Emergency Management (KCHSEM) will attempt to gather more information and intelligence in order to assess the possible hazards. This assessment will include possible evacuation requirements and / or options. Appendix C contains a listing of "Essential Elements Of Information For Mobilization And Evacuation Phases", including who is responsible for obtaining the information and sources that can provide it, that can be used to make sure that all necessary information is gathered and tracked.

The KCHSEM Director will contact local government officials within the potential threat area to brief them on the situation, including possible evacuations. Discussions should include possible evacuation requirements, the size and scope of the anticipated evacuation area, estimated clearance time based on the possible evacuation areas, and possible assistance that may be needed for evacuations.

These discussions may continue to occur at periodic intervals prior to and during the threat or incident. During these discussions, one of the following decisions regarding evacuations should be made:



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- Declare an Evacuation Order (Immediate or Delayed, Mandatory or Recommended, Size and scope of evacuation area)
- Prepare for a possible Evacuation Order (prepare public notifications, identify potential evacuation routes and shelter sites, notify affected agencies such as the American Red Cross, etc.)
- Delay a decision on possible evacuations until further information is received

If there is little or no advanced warning of an incident, and the hazards / threats are significant enough to require immediate evacuation to prevent loss of life, the evacuation decisions may be made by local Incident Commanders prior to notification of local government officials.

Notifications

KCHSEM will advise KyEM and / or the State EOC of the type and level of the evacuation, the time it will begin, anticipated volume of traffic, and any additional resources needed at that time.

KCHSEM will continue to provide updates and status reports during the evacuation period as often as necessary.

Evacuation Schedule

If enough warning time is provided to prepare for an evacuation, an “Evacuation Schedule” will be developed by the EOC, Unified Command, or the local government official. This may include implementing the evacuation in phases based on the anticipated threats and / or hazards. The exact nature of the schedule will vary based on factors such as the immediacy of the threat and the time of day involved.

If the potential threat or hazard changes, the schedule may be changed accordingly. If the risk increases, the schedule may have to be accelerated or otherwise modified to safeguard the population. Likewise, if the risk decreases, the schedule may be suspended and / or modified to reduce the impact on the population. Every effort will be made to coordinate the Evacuation Schedule with applicable information and intelligence available.

Utility Control

The Incident Commander, Unified Command, or EOC shall evaluate the need for and possibility of controlling utilities in the evacuated area. This determination shall be made based on the risks and hazards present or potentially possible, safety of crews who must enter the area to perform operations, potential consequences if utilities are not controlled, and any other factor that is pertinent to the situation presented.

If utility control is deemed necessary, *ESF 3 / 12 – Public Works And Infrastructure Management* will coordinate activities with the various utility agencies to conduct the necessary operations.



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Support For People With Disabilities, Access And Functional Needs

The evacuation of people with disabilities and access and functional needs pose additional requirements with respect to alert and notification, information dissemination, evacuation, transportation, and sheltering requirements. However, many people with disabilities are completely self-sufficient and may be prepared to evacuate with minimal assistance.

People with disabilities and access and functional needs are defined as populations whose members may have additional needs before, during, and after an incident in functional areas (including but not limited to maintaining independence, communication, transportation, safety, support, and health care). Individuals in need of additional response assistance may live in the community or long-term care facilities, and include those who have disabilities, elderly and children, people from diverse cultures, people with limited English proficiency or are non-English speaking, and those who are transportation disadvantaged.

Appropriate modes of transportation must be identified that can accommodate people with disabilities and other access and functional needs during an evacuation. Transportation that can accommodate people using wheelchairs, power chairs, service animals, or other mobility aids (such as lift-equipped school buses or vans) should be made available.

Some of these people may need physical assistance to evacuate. Local resources (Fire / EMS, Law Enforcement, Public Health, etc.) will make every effort to provide this assistance as needed, and KCHSEM will maintain a list of resources available to Kenton County depending on the type of assistance requested.

Evacuation Procedures

Warning the Public

Kenton County has several methods available for communicating warnings, evacuation orders, special instructions, and other information as needed directly to the public. These are covered in detail in the "Alerts And Warning Procedures" supplement to the EOP, but are summarized here:

- Federal "Emergency Alert System" (EAS)
- NOAA Weather Alerts
- Code Red System
- Public Service Announcements (Social Media, Local radio and television)
- Announcements through the PA systems of emergency vehicles moving around the evacuation area
- Door-to-door notifications by emergency personnel in the evacuation area

Effective communication to the public will enhance the efficiency of the overall evacuation and reduce the associated mental and physical strains. All warning information given to the public must be clear and consistent, regardless of how they receive the message (phone, media, loudspeaker, webpage, or other



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medium). The public can be confused by evacuation information and unable to make informed decisions. Some people will not know if they are in a hazardous area, will evacuate unnecessarily, or may not know when to respond to an order of evacuation.

The initial public notification should provide basic information to residents including:

- Description of the hazard(s) and conditions
- Whether evacuation is recommended or mandatory, or if shelter-in-place is possible
- The area(s) that need to be evacuated, with reference to known geographic features
- When residents should evacuate
- The time required for evacuation efforts
- Transportation options and evacuation routes
- Available emergency shelter locations
- Belongings / items that residents should take with them from their homes
- How long the evacuation is expected to last (if known)
- How pets will be accommodated
- Security plans that are in place to protect residential property
- When informational updates will be made available, including where information updates can be found
- How to request assistance for special needs
- Other information deemed appropriate and required before residents evacuate

Evacuation Routes

When an Evacuation Order is issued, KCHSEM will coordinate with law enforcement agencies, Ky. Department of Transportation, and local public works agencies to establish evacuation routes and traffic control measures to be used. When selecting evacuation routes, the following characteristics and factors must be considered:

- Shortest route to the designated destination areas
- Routing evacuees away from the hazard or sending them on the safest roadway / path away from the incident
- Ability of proposed routes to accommodate the mode of transportation to be used



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- Maximum roadway capacity, including the ability to increase capacity and traffic flow using traffic control strategies
- Maximum number of lanes that provide continuous flow through the evacuation area
- Possible contra-flow plans and routes
- Availability of infrastructure to disseminate real-time conditions and messages to evacuees in-route
- Number of potentially hazardous points and bottlenecks, such as bridges and lane reductions

Traffic control requirements within Kenton County are the responsibility of the local law enforcement agencies. Traffic control outside of Kenton County is the responsibility of State and local jurisdictions through which the evacuation routes travel.

Public Works and Ky. Department Of Transportation agencies will set up signs, cones, barrels, and barricades along evacuation routes to facilitate traffic flow.

Traffic Control Points (TCP's) manned by law enforcement officers may need be established along evacuation routes, particularly at critical intersections and potential choke points. TCP's will remain activate until no longer required to control traffic flow, except that law enforcement officers will be released to seek shelter from hazards and threats in accordance with individual agency plans.

Emergency officials will continuously monitor evacuation routes and recommend changes as needed. These changes may be necessary due to accidents, obstructions, extremely high traffic flow, and other similar factors.

Transportation

Roadways and ground transportation will be the primary mode for evacuating persons from the affected area. The population within the designated evacuation area should make every effort to use their own transportation or make arrangements to evacuate with others.

A portion of the population within the designated evacuation area will not have access to transportation resources. Public transportation resources will be made available to accommodate the portion of the population needing transportation out of the area. This will be done at the citizen's expense unless otherwise approved by the Kenton County Fiscal Court, or the governing body of the city or cities issuing the evacuation order. Available transportation resources may include:

- Government assisted motor vehicle transportation resources
- Transit Authority of Northern KY (TANK)
- School Districts
- Disabled American Veterans (DAV)
- U.S. Department of Veterans Affairs



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- Taxis
- Accessible buses and vans of churches, NGOs, and private schools
- Private shuttle services
- Car pool vans

In some instances it may be necessary to utilize air and water transportation to assist with evacuations. These efforts will require a high level of coordination between the EOC, KCECC, and responders in the field. ESF 1 – Transportation, ESF 7 – Resource Support, and ESF 9 – Search & Rescue may all be involved in coordinating and delivering these efforts.

Once the decision has been made to implement an evacuation of a designated area(s) within Kenton County, all requests for public transportation support must be routed through ESF-1 - Transportation.

Critical Facility Support

Critical facilities include schools, daycare centers, hospitals, assisted living centers, board and care, adult residential facilities, government facilities (Fire/EMS stations, police stations, jails, etc.), public utilities, and other facilities with unique evacuation support needs. They serve the public's interest during an emergency, and as such need focused consideration as to how they are managed in an emergency.

When considering the possible evacuation of these facilities, jurisdictions must consider the inherent risk that the movement and travel conditions could have on an individual's health. Jurisdictions should involve the appropriate Health and Human Services agencies for information and direction on the evacuation of these types of facilities.

There are several alternative strategies and protective actions that can be considered for critical facilities:

- Shelter-in-place without moving clients
- Depending on the degree of risk, facility staff may decide to remain in place because the threat may have less impact on client health and safety than a voluntary evacuation
- Evacuate to a pre-designated shelter with the originating facility continuing to provide all staff and support services

Schools, medical facilities, and care facilities choosing to voluntarily evacuate will need to undertake evacuations using their own resources, and should not rely on governmental or public resources such as ambulances or other transportation resources. Laws and regulations require these facilities to develop Evacuation Plans specific to the needs of their respective populations, and as such they are responsible for transportation of the persons in their care. Facilities should seek agreements with transportation companies prior to emergencies in order to avoid delays.



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Temporary Shelters

Shelters should be identified in advance in accordance with Kenton County's "Mass Care And Sheltering Plan". ESF-6 – Mass Care, Housing, And Human Services is responsible for coordinating shelter locations in cooperation with the American Red Cross. A list of pre-identified shelters can be found in the ESF-6 plan, but is subject to change at any time and may not be accurate at the time of need.

Shelters for evacuees should be as close as possible to the affected areas, but **MUST BE** a safe distance away. Shelters for evacuees from a flood should be located above the 100-year flood plain.

Shelter location(s) will be announced to the general public as soon as possible.

Security

Law enforcement agencies will establish a plan to provide security for the evacuated area(s) that will address the following issues.

- **PERIMETER CONTROL** – Law enforcement agencies will establish a security perimeter and take the necessary actions to prevent unauthorized access. Examples of strategies that may be used to enforce perimeter control include posting of law enforcement units in specific areas, roving patrols, barricades, video surveillance, and any other reasonable actions.
- **ACCESS CONTROL** – The security plan will establish points of entry / egress, identification requirements, escort / supervision requirements, and appropriate documentation for authorized entry into the perimeter.
- **PROTECTION OF WORKERS** – First Responders, damage assessors, and other emergency workers may need to conduct operations in the evacuated area. This may include media representatives who are authorized by Incident Commanders to be in the area. The security plan will provide protection for them, particularly from residents who refused to evacuate, people who return to the area before it is allowed, and other similar threats.
- **PROTECTION OF PROPERTY FROM THEFT** – "Looting" and theft are common in evacuated areas, as well as individuals trying to remove property that they are not authorized to remove. The security plan will provide protection for individual and public property from theft.

If local resources are not able to provide the level of security that is required, additional resources may be requested through the proper channels of the EOC.

The security plan will remain in effect until such time as local jurisdictions are able to provide this service in a normal manner.

Evacuation Informational Updates

Real-time updates regarding an evacuation must be frequently and clearly communicated to the public. Information regarding the evacuation effort should be continually communicated, including the location of transportation and evacuation



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points; evacuation routes; roadway and area closures; the availability of hotels, food, fuel, medical and other essential services; traffic conditions; and shelter locations / capacities; security measures; weather conditions, and any changes to evacuation plans.

Informational updates will be coordinated through *ESF-15 – Public Information* and the JIC if established. In addition to typical public information dissemination methods, it is also recommended that Changeable Message Signs can be posted along major evacuation transportation corridors providing information about emergency numbers or radio stations that can be used during an emergency.

Public information staff should continuously monitor social media sites for inaccurate messages so that they can be corrected. Due to the nature of social media, it is very common for notices and postings to contain incorrect or inaccurate information that can endanger the public.

Depending on the duration of the evacuation, communication methods may vary from the onset of the evacuation to the conclusion of the evacuation. Therefore, it is important that the public understands how they can continue to access informational updates for the duration of the incident.

Re-entry And Return Operations

Public safety officials will determine when evacuees will be allowed to return to the designated area(s) based on the hazards and dangers present. A safety assessment must be completed before any citizens are allowed to re-enter the evacuated area, and should include evaluation of the following items:

- Damage assessments to buildings and infrastructure
- Mitigation of damaged utility services
- Safety of drinking water
- Hazardous materials releases and residual contamination levels
- Debris removal from major transportation routes
- Hazards from trees and other overhead structures

Depending on the size of the affected area(s) and overall level of damage, re-entry and return operations may need to be conducted in phases.

- RETURN – If the incident or event no longer poses any dangers to the public and homes are in a habitable condition, the evacuated population most likely will be allowed to return to the area with minimal or no restrictions.
- RE-ENTRY – If there has been significant damage (homes left in uninhabitable condition, inability of affected inhabitants to obtain food and water, etc.) evacuees may be allowed to re-enter the area to obtain and remove salvageable items and survey the extent of damage. However, they will not be allowed to remain until public safety officials determine that it is reasonable to do so.



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Information regarding return and re-entry schedules and timeframes will be coordinated through ESF-15 – Public Information and the JIC if established. It is important that websites and social media are updated with re-entry information for people who evacuated out of county and even out of state. The EOC will notify shelter staff of the return and / or re-entry schedule and procedures.

People with disabilities and / or access and functional needs may have lost needed support infrastructure (e.g., ramps), or may find that once easy terrain is now damaged and too difficult to navigate. For such considerations, short-term housing (e.g., hotels, apartments) may be identified that can accommodate their needs until damage to their access is fully repaired.

Volunteer support during the return and / or re-entry period is crucial. Volunteers can support local jurisdictions and individual neighborhoods / communities with collecting data, providing literature and information, clean-up and repairs, and many other support services. Coordination and management of volunteers shall be handled in accordance with the “Volunteer Management Plan” support plan of the Kenton County EOP.

It is anticipated that individuals will return to the area via the same means used during evacuation.

Appendix D contains a listing of “Essential Elements Of Information For Re-Entry Phase”, including who is responsible for obtaining the information and sources that can provide it, that can be used to make sure that all necessary information is gathered and tracked.

PLAN MANAGEMENT AND MAINTENANCE

This plan was developed by KCHSEM, and will be updated periodically as required to incorporate new directives and changes based on lessons learned from exercises and actual events.



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APPENDIX A - EVACUATION DECISIONMAKING GUIDE

This guide is designed to assist chief elected officials, public safety personnel, and emergency managers in assessing what has happened during a regional disaster (or the threat of a disaster). It can be used to guide multi-jurisdictional discussion and coordination by helping to quickly review the status of initial actions that may already be in place and determine if additional protective actions are necessary to protect the public.

Step 1 – Obtain Situational Awareness:

If an incident has already occurred, determine what happened. If an incident has not yet occurred, evaluate the latest information / intelligence about the threat to determine what might happen.

1. What type of incident (natural disaster, accident, terrorist) has or will occur, and what are the potential hazards / impacts?
2. When did it occur or when is it expected to begin impacting the area?
3. What locations / areas have been or are expected to be impacted or affected?
4. What is the estimated number of residents of the affected / potentially affected areas?
5. What special types of facilities (schools, health care facilities, large residential complexes, workforce facilities, detention centers, etc.) are in the hazard area?
6. Is sheltering-in-place possible for some or all of the impacted area, or is evacuation necessary?
7. What, if any, protective actions (evacuations, shelter-in-place, etc.) have already been started by emergency responders?
8. If the incident has already occurred:
 - What is the estimated number of injuries / fatalities?
 - What is the estimated damage to or status of critical infrastructures (transportation, power, medical, water)?
 - What areas (including neighboring jurisdictions) have already started evacuation or shelter-in-place operations?
 - What is the estimated number of people that have already evacuated or sheltered-in-place?
 - What is the estimated number of residents that will require accessible sheltering to support access and functional needs?
 - Have shelters already been identified and notified?
 - Has coordination already been established with adjoining jurisdiction(s)?

Step 2 – Determine Current Response Status

1. Are emergency operations centers (EOCs) activated and at what level? If not, do they need to be activated to support response operations?
2. Is the incident cascading or has it stabilized?



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3. What is the impact on neighboring jurisdictions, if any?
4. Who is leading the response or investigation
5. What resources / agencies are already being used or have been requested?
6. What additional resources / agencies may be needed?
7. Have necessary Emergency Declarations been made by affected jurisdictions?

Step 3 – Determine Status Of Initial Protective Actions

1. What initial protective actions (evacuation, shelter-in-place or lockdown) have been implemented for the following?
 - Residents / General population
 - Healthcare facilities
 - Public Safety agencies (Fire, EMS, Law Enforcement, Public Works)
 - Utility facilities and systems (Gas, Electric, Water, Sanitation)
 - Schools
 - Large workforce facilities
 - Transportation facilities and systems
2. How have individuals with access and functional needs been addressed?
3. Have any initial protective actions been planned but not yet implemented?

Step 4 – Consider Additional Protective Actions

1. What additional protective actions (evacuation, shelter-in-place, quarantine, school / work dismissal, reunification, cancellation of public meetings, closing of government facilities) may be needed to protect affected public, schools, workforce, etc.?
2. Who else should be involved in discussions regarding protective actions
3. What additional resources may be needed to support protective actions
4. Inform health services sector, mass care facilities, and transportation assets; request mutual aid; issue public advisories
5. Considerations for making additional protective action decisions (NOTE: There are many factors that may affect decisions and must be evaluated on a case-by-case basis.) The following is a list of general considerations.

For a threat or hazard involving local impacts only, consider partial local evacuation unless addressed below:

- For a short air release of toxic chemical (e.g., brief plume), consider initial shelter-in-place of people downwind of release
- For a long air release of toxic chemical (e.g., continuously leak), consider local evacuation of people downwind of release
- For an explosion, consider evacuating the impacted area and consider the possibility of secondary devices



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- For an infectious contamination (depending on type), consider quarantine, requesting strategic national stockpile, and / or mass prophylaxis
- For a hazardous materials release, consider shelter-in-place initially and then evacuation of people downwind
- For a dam failure, use inundation maps to identify areas to be evacuated
- For an earthquake, damage assessments to bridges, overpasses, elevated roadways, utility lines, and roadways will be needed prior to identification of evacuation routes and relayed to the public
- For a wildfire, consider using pilot cars to direct traffic through areas with poor visibility due to smoke

Step 5 – Determine Emergency Public Information Needs

1. What information should be communicated
2. When and how should it be communicated to the public (tools and / or mediums)
3. What information resources are needed and how are they being coordinated
4. For evacuations, there are numerous operations that need to be coordinated

Major Tasks For Evacuation; Lead Agencies

Below is a summary of the major tasks involved with an evacuation and the agencies with a lead role for implementing these tasks:

- Establish Incident Command / Unified Command (All impacted jurisdictions and agencies)
- Determine area(s) to be evacuated (Incident Command / Unified Command)
- Identify and establish temporary evacuation points / shelters (ESF-6 – Mass Care And Sheltering)
- Identify evacuation routes, Coordinate and manage traffic, Provide roadside assistance (Law Enforcement or ESF-13 – Law Enforcement)
- Provide transportation for residents in need (ESF-1 – Transportation)
- Provide support for individuals with disabilities and other access and functional needs (Various agencies depending on individual needs)
- Provide security in evacuated areas (Law Enforcement or ESF-13 – Law Enforcement)
- Provide information and updates regarding evacuation (ESF-15 – Public Information)



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APPENDIX B – COMMAND JOB AID

Phase	Time	Questions for Consideration
Mobilization Phase	Potential impacts expected within <u>120</u> Hours	<ul style="list-style-type: none"> <input type="checkbox"/> What are the potential impacts of the event? <input type="checkbox"/> Is sufficient information and monitoring of the forecasted threat/hazard in place/available? <input type="checkbox"/> Is the local Emergency Operations Center (EOC) activated? <input type="checkbox"/> Are critical staffing, resource shortages, infrastructure challenges, etc. likely to impact the ability to respond to the forecasted incident? If so, have these been communicated to partners? <input type="checkbox"/> What special contracts are being considered for implementation in support of the planned response? What are the lead and lag times? <input type="checkbox"/> What threshold/conditions will trigger jurisdiction officials to declare an emergency? <input type="checkbox"/> Is shelter-in-place a viable strategy for the threat or is evacuation required for impacted zones? <input type="checkbox"/> What is the capacity of the receiving facilities/areas to accept evacuees?
Mobilization Phase	Potential impacts expected within <u>96</u> Hours	<ul style="list-style-type: none"> <input type="checkbox"/> What is the current feedback on evacuation and shelter-in-place of functional and medical needs residents, hospitals, long-term care facilities, and the general public if needed? <input type="checkbox"/> What mass care resources does the jurisdiction have in place to receive evacuees? What are the projected resource requirements? <input type="checkbox"/> What public messaging efforts are underway at the local and state levels? <input type="checkbox"/> Have evacuation routes been selected? <input type="checkbox"/> Are any forecasted or actual needs not being met? Have these been communicated to partners?
Mobilization Phase	Potential impacts expected within <u>72</u> Hours	<ul style="list-style-type: none"> <input type="checkbox"/> What preparatory actions for traffic control along evacuation routes are required? <input type="checkbox"/> What protective measures are being taken in neighboring jurisdictions, and what is the potential impact on Kenton County and its cities? <input type="checkbox"/> What actions are underway that will ensure retail fuel is available along evacuation routes? <input type="checkbox"/> What is the status of mass care shelters? What are the anticipated shelter requirements? <input type="checkbox"/> Are any forecasted or actual needs not being met? Have these been communicated to partners?



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Evacuation and Shelter-in-Place Phase	Potential impacts expected within 48 Hours	<input type="checkbox"/> What is the status of functional and medical needs, long-term care facilities, and hospital evacuations? <input type="checkbox"/> What is the status of general population shelters? <input type="checkbox"/> Have any voluntary evacuations been initiated by local jurisdictions? What is the status of evacuation considerations by local jurisdictions? <input type="checkbox"/> What is the plan for staging resources/teams? <input type="checkbox"/> What critical infrastructure is in the potentially affected area and what protective measures are underway? <input type="checkbox"/> Are any forecasted or actual needs not being met? Have these been communicated to partners?
Evacuation and Shelter-in-Place Phase	Potential impacts expected within 24 Hours	<input type="checkbox"/> What is the status of traffic along the evacuation routes? <input type="checkbox"/> Are there any life safety issues that are unresolved? <input type="checkbox"/> What conditions will require zero hour sheltering of response personnel and cessation of field operations? <input type="checkbox"/> Have zero-hour conditions been communicated to response staff and the public? <input type="checkbox"/> Are any forecasted or actual needs not being met? Have these been communicated to partners?
Impact Phase	Arrival of Impact	<input type="checkbox"/> Have field operations ceased for zero hour? Have responders sought refuge? <input type="checkbox"/> Has the public been advised to seek a refuge of last resort? <input type="checkbox"/> What is the status of infrastructure? <input type="checkbox"/> Are any forecasted or actual needs not being met? Have these been communicated to partners?
Mass Care Phase	Pre-/Post-Impact	<input type="checkbox"/> What is the status of mass care for government-assisted evacuees? For self-evacuees? <input type="checkbox"/> How long until re-entry can begin? What conditions must be met to begin re-entry? <input type="checkbox"/> Are the communication and traffic flow resources in place and/or staged to support re-entry when needed? <input type="checkbox"/> What infrastructure/systems assessments are underway and when will they be complete? <input type="checkbox"/> What is the status of public messaging? <input type="checkbox"/> Are preparations being made for security and damage assessment of impacted areas? <input type="checkbox"/> Are any forecasted or actual needs not being met? Have these been communicated to partners?
Re-Entry Phase	Post Impact – Recovery	<input type="checkbox"/> What conditions must be met to allow re-entry and/or return of impacted populations? <input type="checkbox"/> What is the status of security and damage assessment operations in the impacted areas? <input type="checkbox"/> Have re-entry conditions been communicated to the affected population?



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APPENDIX C – ESSENTIAL ELEMENTS OF INFORMATION FOR MOBILIZATION AND EVACUATION PHASE

Essential Information	Timeline	Responsible Entity	Specific Information	Methodology/ Source
Activation of EOC	Approx. 72 hours prior to event	Evacuating jurisdiction(s)	<ul style="list-style-type: none"> ● Forecast pre-evacuation and implications for impeding operations ● Hazard onset and timing ● Zones impacted ● Priorities of elected officials/executives 	<ul style="list-style-type: none"> ● National Weather Service ● Predictive modeling ● Existing maps ● Census data ● Council of Governments
Local, State, Tribal or Territorial of Emergency Declaration	Approx. 72 hours prior to event	Evacuating jurisdiction(s)	<ul style="list-style-type: none"> ● Forecast pre- evacuation and implications for impeding operations ● Hazard onset and timing ● Zones impacted ● Priorities of elected officials/executives 	<ul style="list-style-type: none"> ● National Weather Service ● Predictive modeling ● Existing maps ● Census data ● Council of Governments
Evacuation Warning Order Timing	Contact made 8 hours prior to anticipated event; updated twice per operational period	Evacuating jurisdiction(s)	<ul style="list-style-type: none"> ● Hazard onset and timing ● Zones impacted ● Time of day ● Routes available ● Estimated affected population, including estimates of those with access and functional needs and specific demographics (e.g., languages spoken) ● Communication status ● Priorities of elected officials/executives 	<ul style="list-style-type: none"> ● Predictive modeling ● Existing maps ● Census data ● DOT ● Universities/ Colleges ● Council of Governments



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Essential Information	Timeline	Responsible Entity	Specific Information	Methodology/ Source
Boundaries of Potential or Actual Incident Area (storm surge area, plume, fires, flooding, terrorist threat)	Initial estimate following notification; updated every operational period (Modeling data as soon as available)	Evacuating jurisdiction(s)	<ul style="list-style-type: none"> ● Geographic limits of damage and zone impacts ● Description of the potential or actual severity of damage ● Estimated percentage of population evacuated, in need of evacuation, or sheltering in place 	<ul style="list-style-type: none"> ● Predictive modeling ● Remote sensing ● Forecast data ● On-scene reports via rapid assessment teams ● Media ● Public (via 9-1-1 and jurisdictional hotlines)
Hazard- specific information	Initial estimate no later than 4 hours after notification; updated every operational period	Evacuating, pass-through, and host jurisdictions	<ul style="list-style-type: none"> ● Number or estimate of affected structures ● Potential or actual estimated impacts to roads and other critical infrastructures ● Potential or actual impacts associated with the release of hazardous materials or radiological incidents ● Personal safety issues ● Public health concerns 	<ul style="list-style-type: none"> ● Predictive modeling ● National Weather Service ● Jurisdictional EOC ● Department of Agriculture ● Public Health Departments ● Department of Health and Human Services – Centers for Disease Control
Weather	As soon as possible prior to evacuation; ongoing as required	Evacuating, pass-through, and host jurisdictions	<ul style="list-style-type: none"> ● Forecast pre-evacuation and implications for impeding operations 	<ul style="list-style-type: none"> ● National Weather Service



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Essential Information	Timeline	Responsible Entity	Specific Information	Methodology/ Source
Mass Care Information	Initial estimate following notification; updated every operational period	Evacuating, pass-through, and host jurisdictions	<ul style="list-style-type: none"> ● Estimated percentage of population evacuated, in need of evacuation, or sheltering in place ● Number of shelters (and type) currently open, on standby, or closed/full 	<ul style="list-style-type: none"> ● Jurisdictional EOC ● Shelters
Government Services Closures	Initial estimate following notification; updated every operational period	Evacuating jurisdiction(s)	<ul style="list-style-type: none"> ● County government closures ● County school closures ● County government fuel availability ● Emergency services suspension of services ● Public safety communication outages 	<ul style="list-style-type: none"> ● Jurisdictional EOCs ● Media ● Public (via 9-1-1 and jurisdictional hotlines)



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APPENDIX D – ESSENTIAL ELEMENTS OF INFORMATION FOR RE-ENTRY PHASE

Essential Information	Timeline	Responsible Entity	Specific Information	Methodology/ Source
Initial Needs and Damage Assessments	Initial estimate within 6 hours following incident; updated every 12 hours	Evacuating, pass-through, and host jurisdictions	<ul style="list-style-type: none"> ● Rapid needs assessment and preliminary damage assessment teams' reports ● Damages reported by local, state, and Federal agency EOCs ● Request for support to the state and Federal entities from local jurisdictions 	<ul style="list-style-type: none"> ● Rapid needs assessment and preliminary damage assessment teams ● Media ● Social media accounts ● Public (via 9-1-1 and jurisdictional hotlines) ● Jurisdictional EOC reports
Status of Declarations	As soon as information becomes available; updated every operational period.	Evacuating, pass-through, and host jurisdictions	<ul style="list-style-type: none"> ● Status of local emergency declarations ● Status of state emergency declarations ● Status of presidential disaster declarations ● Jurisdictions included in declarations ● Types of assistance authorized ● Special cost-sharing provisions regarding direct Federal assistance 	<ul style="list-style-type: none"> ● EOCs ● Coordinated Communication with emergency managers at all levels ● FEMA declarations ● The White House
Status of Key Personnel	Post-notification; updated every operational period	Evacuating, pass-through, and host jurisdictions	<ul style="list-style-type: none"> ● Incident Commander ● Elected or appointed officials ● Staffing needs for response operations 	<ul style="list-style-type: none"> ● All active ESF's



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Essential Information	Timeline	Responsible Entity	Specific Information	Methodology/ Source
Major Issues/ Shortfalls	Initial assessment following notification; updated every operational period	Evacuating, pass-through, and host jurisdictions	<ul style="list-style-type: none"> ● Actual or potential resource shortfalls ● Anticipated requirements for mutual aid ● Status of request for support under the EMAC 	<ul style="list-style-type: none"> ● All active ESF's ● Rapid needs assessment team reports
Access Points to Disaster Area	Post-evacuation/ incident; updated every operational period	Evacuating jurisdiction(s)	<ul style="list-style-type: none"> ● Location of access points ● Credentials needed to enter ● Best routes to approach the disaster area 	<ul style="list-style-type: none"> ● Transportation ● Public works ● Military support ● Law enforcement ● Hospitals, clinics, and other healthcare facilities
Status of Infrastructure	Initial estimate following notification; updated every operational period	Evacuating, pass-through, and host jurisdictions	<ul style="list-style-type: none"> ● Status of life-safety infrastructure, including water mains, wastewater treatment, and other public utilities ● Status of electrical generating facilities and distribution grid ● Households without electric power ● Households without natural gas ● Status of natural gas transmission facilities and distribution pipelines ● Status of refineries, gasoline, and oil distribution systems 	<ul style="list-style-type: none"> ● Transportation ● Public works ● Energy ● Private utilities and municipal utility districts



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Essential Information	Timeline	Responsible Entity	Specific Information	Methodology/ Source
Status of residents	Initial estimate following notification; updated every operational period	Evacuating, pass-through, and host jurisdictions	<ul style="list-style-type: none"> ● Confirmed and unconfirmed casualties ● Primary threats to life safety 	<ul style="list-style-type: none"> ● Jurisdictional EOCs ● Media ● Public (via 9-1-1 and jurisdictional hotlines)
Government Services Closures	Initial estimate following notification; updated every operational period	Evacuating jurisdiction(s)	<ul style="list-style-type: none"> ● Government closures ● School closures ● Government fuel availability ● Emergency services suspension of services ● Public safety communication outages ● Search and rescue operations 	<ul style="list-style-type: none"> ● Jurisdictional EOCs ● Media ● Public (via 9-1-1 and jurisdictional hotlines)
Status of Operations Outside of Region	Initial determination following notification; updated every operational period	State-level emergency management organization	<ul style="list-style-type: none"> ● State priorities ● Priorities outside of the state ● Major operations in support of affected jurisdictions ● ESFs that have been activated ● Status of request for support under the EMAC 	<ul style="list-style-type: none"> ● Emergency manager



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Essential Information	Timeline	Responsible Entity	Specific Information	Methodology/ Source
Status of Re-entry Operations	Initial determination following notification; updated every operational period	Evacuating, pass-through, and host jurisdictions	<ul style="list-style-type: none"> ● Status of life-safety infrastructure and roadways ● Best routes to approach the disaster area 	<ul style="list-style-type: none"> ● Transportation ● Public works ● SEOC and local EOC reports