

**LAFAYETTE AREA
EMERGENCY EVACUATION PLAN**

I. PURPOSE

This plan will establish policies and procedures that will allow the Lafayette Area to save lives in the event of an emergency evacuation that involves more than one municipality or jurisdiction. This plan establishes guidelines for conducting efficient, effective, coordinated emergency operations involving the use of all resources belonging to these jurisdictions or available to them. It also addresses the legal issues that may become significant during an evacuation process.

II. AUTHORITIES AND REFERENCES

- A. Chapter 44, Revised Statutes of Missouri; as amended.
- B. Chapter 703, Revised Ordinances of St. Louis County.
- C. Municipal Ordinances of Respective Cities of the Lafayette Area.

III. SITUATION AND ASSUMPTIONS

A. Situation

- 1. The Lafayette Area is located in the southwest portion of St. Louis County. It comprises the cities of:
 - a. Ballwin
 - b. Chesterfield
 - c. Clarkson Valley
 - d. Ellisville
 - e. Manchester
 - f. Town and Country
 - g. Wildwood
 - h. Winchester
- 2. Based on the 2000 census, the Lafayette Area has a population of approximately 154,000.
- 3. The Lafayette Area is vulnerable to many hazards, some of which have the potential to create casualties and present a need for emergency evacuation. The identified natural and technological hazards include the following:

Terrorism

Urban/structural fire

- | | |
|-----------------------------|-------------------------|
| Tornadoes | Earthquake |
| Power failure | Civil disorder |
| Severe weather | Flood |
| Severe winter storms | Public health emergency |
| Hazardous Materials release | |

4. The following fire districts provide service to the Lafayette area:
 - a. Metro West Fire Protection District
 - b. Monarch Fire Protection District
 - c. West County EMS and Fire
 - d. Valley Park Fire Protection District
 - e. Eureka Fire Protection District
 - f. Creve Coeur Fire Protection District
5. The Lafayette Area has capabilities and resources, which, if effectively deployed, would facilitate an emergency evacuation. This will include the utilization of private and volunteer organizations to the greatest extent possible.
6. Nursing homes, schools, and other facilities will require special planning considerations if an evacuation is ordered. (See listing of special facilities located within the Lafayette Area of St. Louis County)

B. Assumptions

1. Some of the situations as previously stated may occur after implementation of warning and other preparedness measures, but others may occur with little or no warning.
2. Officials of the Lafayette Area are aware of the possible occurrence of an emergency or major disaster requiring an emergency evacuation and are also aware of their responsibilities in the execution of this plan and will fulfill these responsibilities as needed.
3. The proper implementation of this plan has the potential to reduce or prevent the loss of lives in the Lafayette Area.
4. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with every occurrence. It may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements, or state and federal sources.
5. In almost every emergency situation requiring an evacuation, a number of people will evacuate of their own volition.

6. Most of the persons in the affected area will receive and follow the evacuation instructions. However, a certain portion of the population will not get the information, will not understand it, or purposely not follow directions.
7. Family groups will evacuate using privately owned vehicles, while persons without automobiles may have to rely upon other sources of transportation.
8. An emergency/disaster evacuation situation could be multi-jurisdictional, thereby complicating command, control and coordination efforts.
9. Short term and long term planning should be accomplished in order to provide for identification of safe, secure, and reliable evacuation routes that could possibly be utilized.

IV. CONCEPT OF OPERATIONS

A. General

1. The ultimate responsibility for ordering an evacuation rests with local government.
2. During any evacuation, close coordination will be required with the following functions:
 - a. Reception and Care- The evacuees must have some place to go even if it's in another city.
 - b. Law Enforcement- Traffic control along movement routes and security for evacuated areas are an absolute necessity.
 - c. Resource and Supply- Transportation for persons without automobiles, food, clothing, and fuel will be required.
 - d. Other Support Agencies- Constant interface will be required with the state and federal government and private agencies such as the Red Cross.
3. The Unified Command Post based on technical information furnished by federal, state, and local agencies will determine the duration of the evacuation.
4. During the evacuation, staging areas and pick-up points will be identified to provide transportation for those without private automobiles or other means. This will be based on individual need.
5. No one will be forced from his or her residence after being advised to evacuate. This is pursuant to state law.
6. The Unified Command Post will support existing transportation plans for such entities as hospitals, nursing homes, schools, etc.

7. Individual transportation may be provided only when it is safe and practical.
8. Certain day-to-day governmental activities may be curtailed during evacuation operations. The degree to which this is necessary will depend upon the amount of local resources that have been committed to the emergency.
9. The Unified Command Post will monitor the traffic flow, reception areas, and security for evacuated areas to insure the evacuation functions are flowing smoothly.
10. When the emergency/hazard is no longer a threat or danger, the Unified Command Post Personnel will prepare plans for reoccupation and then will monitor all return activities. Reentry into the evacuated areas will begin after the Unified Command Post has declared the area safe.
11. The Incident Commander will prepare and present after action reports to the governing body who initiated the evacuation.

B. Plan Activation

1. The responsibility for activation of this plan rests with the Chief of Police or Watch Commander of the initial responding law enforcement agency. The request for additional law enforcement personnel will follow the procedure as outlined under the St. Louis County Code 1000 Plan "Activation Procedure." (Attachment 1)
2. The Incident Commander from the primary responding agency will notify all agencies in the Lafayette area impacted by the emergency evacuation order and request a representative from each Department.
3. A representative from each notified department will respond to the command post and be assigned emergency Evacuation Coordinator duties. This representative will act as liaison officer under the existing ICS plans and coordinate activities that cross jurisdiction lines.

V. **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

1. By authority of Missouri State Statute, the Chief Elected Official (CEO) of a community is ultimately responsible for emergency management activities within that community.
2. The Police Chief or designate of the jurisdiction impacted by an evacuation order, will have the responsibility to activate this plan.
3. The Lafayette Area has established an organization and developed plans and procedures to perform the functions listed above using all available resources.

4. The law enforcement Incident Commander will work in a Unified Command post along with commanders from other disciplines and police agencies. A member of each Police Department will serve as an Evacuation Coordinator in partnership with a representative of those communities in the Lafayette Area impacted by the disaster.
5. The Coordinators will control all evacuation operations including the following:
 - a. Designating primary and alternate evacuation routes and indicating those routes on a map.
 - b. Estimating traffic capabilities and the amount of time to successfully evacuate the area of concern.
 - c. Identifying potential problems along the evacuation route (i.e., road hazards, or other limiting factors).
 - d. Estimating the number of people requiring supplemental transportation and identifying the best means to transport them.
6. Depending on the level of the disaster or community impact of the evacuation, other coordinators may need to be added. Those other areas may include Logistics, Public Works support, MODOT representation, etc.

VI. DIRECTION AND CONTROL

The Incident Command System will be used to direct, control and coordinate field personnel and the use of resources at the scene of an evacuation emergency.

Assumption of direction and control measures of the regional evacuation process by St. Louis County officials may occur if the threat will necessitate evacuation of large numbers of people outside of the Lafayette Area, or if multiple jurisdictions outside of the Lafayette Area will utilize the limited number of regional evacuation routes thus necessitating a “county-wide” direction and control capability.

Agency representatives operating from within the coordination center will provide the Chief Elected Official of their jurisdiction with timely and accurate information regarding the current characteristics of the evacuation and shall act as an agent for that official regarding emergency management issues.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Review and written concurrence of this plan will be accomplished as follows:

1. Each agency/department of government and private sector organizations assigned emergency responsibilities will review this plan.
 2. The chief elected official of each community will sign the promulgation document for all departments and organizations within their jurisdiction.
- B. The Lafayette Area emergency managers will initiate an annual review of the plan by all officials and agencies and will ensure that necessary changes and revisions to the plan are prepared, coordinated, published, and distributed. They will provide a copy of the plan revisions to all organizations/agencies assigned responsibility for implementation of the plan.
- C. This plan will be tested once a year in the form of a simulated emergency, taking into account actual events in order to determine if revisions can be made that would improve response. This will also provide practical controlled operations experience to those who have evacuation plan responsibilities.

VIII. TRANSPORTATION

- A. Due to more than one department being impacted by a local or area wide evacuation, the Evacuation Coordinators from each responding agency will:
1. Establish the area of evacuation.
 2. Estimate the population impacted and number of special care institutions.
 3. Establish an evacuation route in concert with support agency plans.
 4. Coordinate evacuation pickup points.
 5. Contact non-law enforcement support agencies.

B. **Evacuation Routes**

In order to determine evacuation routes, the following will need to be considered:

1. Determine availability of the main arterial roadways.
2. Identify traffic control points and responsible agencies for staffing and operational control.
3. Establish barricade plans to include location and staffing.
4. Locate electronic message board signs to display evacuation routes, shelter information and staging/rest areas.
5. Emergency removal of roadway hazards (i.e. disabled vehicles, motor vehicle accidents, etc.) through local law enforcement tow contracts.
6. During the evacuation, staging areas and pickup points will be identified to provide transportation for those persons without a means of transportation.

C. **Special Needs Facilities**

1. Transportation support will be provided for patients/residents of institutions

requiring special care or attention and rapid evacuation needs to an evacuation staging area/shelter and pickup points (i.e. hospitals, nursing homes, schools, etc.).

2. Private and public sources for mass transportation will need to be identified.
3. Liaison will need to be established between transportation sources and special needs institutions.
4. During extreme emergency situations, law enforcement and/or fire district personnel may provide transportation to an evacuation staging area or pickup point.

IX. ADMINISTRATION AND LOGISTICS

A. Administration

The Finance/Administration Department of each affected community has the responsibility for keeping track of evacuation-related costs, personnel and equipment records. If necessary, a supply officer should be designated and assigned to serve in this capacity.

B. Logistics

Locally owned transportation resources will initially be utilized to evacuate people and relocate essential resources. Contacts and arrangements for outside transportation resources (church buses, school buses, etc.) should also be established.

1. Family pets and other animals cannot be admitted to shelter facilities opened for evacuees. Arrangements for the tracking and care of evacuated animals will be established through the Missouri Humane Society.
2. In the event of a situation involving an emergency/disaster related evacuation wherein a multi-jurisdictional response is required, the initial responding law enforcement agency and affected community are responsible for the procurement of essential supplies needed for evacuation operations. The affected community's Finance/Administration Department will provide support through its established emergency purchasing procedures.

X. LEGAL ISSUES

Missouri State Statute as well as county and local ordinances (refer to Section II; "Authorities and References" above) confer powers on police and elected officials to make decisions regarding safety and welfare of citizens during times of emergency. While these laws do not specifically address evacuation directives, they do give officials the authority to make general welfare decisions when necessary.

XI. COMMUNICATIONS

Due to the possibility of more than one department and police dispatch center being involved in

an area-wide evacuation, it is anticipated that multiple dispatch center radio communications will be difficult. Therefore all Code 1000/evacuation radio communications will be controlled and coordinated by the St. Louis County Police Department's Bureau of Communications per Section 5 of the Code 1000 Plan.

A. Primary Frequency Operational/Tactical Network

Radio communications will be broadcast on the Police Emergency "*Radio for Interagency Operations and Tactics*" (R.I.O.T.) frequency, 154.725 MHz. During any multi-agency evacuation operation, squad supervisors and all other field units will use the R.I.O.T. frequency on all fixed station consoles, mobile and portable radios as the primary frequency.

B. Command Network

Command, general staff officers and subordinate unit supervisors may use the Incident Command frequency (153.965 MHz), available only on portable radios. Secondary frequencies, such as the National Mutual Aid frequency (155.475 MHz), might be considered as a second choice for evacuation operations if the R.I.O.T. frequency becomes overloaded with operational traffic. Special and support units having dedicated channels, should monitor the R.I.O.T. frequency, but use their dedicated channels for "in-house" traffic to reduce the number of transmissions on the R.I.O.T. frequency.

C. Call Signs

Officers using mobile and/or portable radios on the R.I.O.T. frequency will identify themselves by using the name of the police department to which they belong, followed by their department service number (DSN), e.g., "Ballwin 134."

D. Normal Operations

Police officers who have not been activated in a Code 1000 or evacuation operation will continue to use their department's assigned frequencies and radio call signs so as not to interfere with priority traffic on the R.I.O.T. frequency.

E. Operational Headquarters

If St. Louis County does not have the ability to coordinate a Unified Command structure, they may designate a municipal police department's dispatching center as a communications center. The dispatching center must have the capability to dedicate one console and dispatcher for the evacuation operation, and still have the ability to dispatch that department's normal calls-for-service.

XII. PUBLIC INFORMATION OFFICER

- A. The Public Information Officer for the Lafayette Area evacuation effort will coordinate with the Unified Command to insure the proper release of any information. The PIO will be responsible for developing public information releases to the media through print and/or on-camera interviews. The PIO's responsibilities include:
1. Determine limits on information release from the Incident Commander.
 2. Develop material for use in media briefings.
 3. Obtain Incident Commander's approval of media releases.
 4. Inform media and conduct media briefings.
 5. Arrange for tours and other interviews or briefings that may be required.
 6. Obtain media information that may be useful to incident planning.
 7. Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.
- B. One Public Information Officer will be identified and assigned to coordinate information flow among the Coordination Team members and release evacuation information through the media to the public. To avoid conflict in information, there will be only one evacuation spokesperson at a time during this operation.

XIII ATTACHMENTS:

1. St. Louis County Code 1000 Plan "Activation Procedure."
2. Supporting Agencies
3. Map of Lafayette Area showing municipal boundaries and major thoroughfares.
4. Special Needs facilities – Ballwin
5. Special Needs facilities – Chesterfield
6. Special Needs facilities – Clarkson Valley
7. Special Needs facilities – Ellisville
8. Special Needs facilities – Manchester
9. Special Needs facilities – Town and Country
10. Special Needs facilities – Wildwood
11. Special Needs facilities – Winchester

