



***Town/Village of Waterford***  
***Multi-Hazard Evacuation Plan***

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Public Safety Commissioner

# Evacuation Plan

## **Purpose:**

The purpose of the Town/Village of Waterford Evacuation Plan is to serve as an evacuation guide for the Town/Village of Waterford emergency responders and to educate citizens and guests of Waterford on how to respond to an emergency requiring evacuation. The Emergency Evacuation Plan includes plans for both partial and full evacuation of the Town and surrounding area. The Multi-Hazard Evacuation Plan is designed to manage, coordinate, and implement evacuation of the Town/Village of Waterford. Any large scale incident could result in severe effects to our citizens, infrastructure and economy.

Evacuations maybe made necessary for a number of reasons. Some evacuations will be short term (less than 24 hours) while others may be for longer term (more than 24 hours). Some evacuations may allow residents time to prepare (1 or 2 hours) while other orders for evacuation may only provide a few minutes' notice. Therefore, evacuation orders will vary depending on each situation. The plan is general in nature. In the event of a real emergency or disaster, the Incident Command System will be utilized to manage the operational response. The Operations and Planning Sections will customize operational plans to meet the needs of the actual situation. Depending upon the nature and severity of the critical incident, the ICS Command and General Staff will establish operational periods with specific action plans for each operational period. These action plans will identify areas to be evacuated, evacuation routes, sheltering alternatives, staging areas and emergency ingress routes for responders.

## **Objectives:**

1. Protection of life and property.
2. Timely and efficient notification to the public.

3. Orderly evacuation of portions or the entirety of the Town/Village of Waterford.
4. Manage evacuations egress so as not to interfere with the ingress of emergency responders.
5. Maintain security during the evacuation period.
6. Safe and orderly return of evacuees.

### **Emergency Definition:**

An emergency is defined as a situation, or the threat of an impending situation, having the potential to abnormally affect lives, property, the environment, or to threaten the grave public disorder and by its nature and magnitude requires controlled and coordinated response by a number of agencies, as distinct from routine operations.

### **Potential Community Hazards:**

1. Fire
2. Snowstorm/Blizzard
3. Flood
4. Hazardous Material Release
5. Acts of Terrorism
6. Dam Failure
7. Earthquake
8. Erosion and Deposition
9. Mass Transportation/Mass Casualty Incident
10. Utility Service Failure

If any emergency or disaster makes it necessary to evacuate all or any portion of the Town/Village of Waterford, the following procedures will be followed.

### **Incident Information Messages:**

An Incident Information Message is the first and general message to the public and media that the potential for a public safety issue exists. The Incident Information message is to be issued by either the Incident Commander/Town of Waterford Supervisor/Mayor and stand to place citizens on notice that a situation may evolve into a greater threat to the community and that personal steps should be made for evacuation or shelter in place.

### **Types of Evacuation Orders:**

1. Pre-Evacuation Order: This evacuation order is issued when it is believed that a hazard has a high probability of posing significant threat to people living in the areas at risk. Citizens are encouraged to leave the danger area; however, the decision to evacuate will be theirs. It will be issued when the probability of impact by the hazard is high and the vulnerability of the residents is great.
2. Mandatory Evacuation Order: This evacuation order is issued when it is believed that a hazard is almost certain to adversely impact the area. After a Mandatory Evacuation Order has been issued, all persons are required to evacuate the danger zone. If persons refuse to leave, they will be given lawful orders to leave and will be advised that no emergency resources will be endangered to rescue them at a later time. Refusal to evacuate may result in criminal charges being filed.

### **Action Steps of Evacuation Plan:**

1. Incident Occurs
2. Emergency Services Respond
3. Situation Assessed
4. Incident Command System Activated
5. Declaration of Emergency
6. Emergency Plan Activated
7. Precautionary/Mandatory Evacuation Ordered by Incident Commander/Town Supervisor/Mayor
8. Evacuation Initiated
9. Security of Evacuated Areas Maintained by Law Enforcement
10. Return of Evacuees

### **Evacuation Incident Command Structure:**

Evacuations will be managed through the Incident Command System. In most critical incidents of magnitude requiring evacuation, the Town/Village of Waterford Incident Management Team (IMT) and the Saratoga County Emergency Management Team would be activated. In most cases, a unified command structure would be utilized.

Involved Departments would include:

Waterford Police Department  
Northside Fire Department  
Halfmoon Waterford Fire Department  
Village of Waterford Fire Department  
Waterford Rescue Squad  
Town of Waterford Highway Department  
Saratoga County Sheriff's Department  
New York State Police  
New York State Department of Transportation  
Capital District Transportation Authority  
Town of Waterford Finance Department  
Any others as needed by the Incident Command Staff

Staffing Evacuation Centers:

American Red Cross (Shelter)  
School District Official (Facilities)  
Waterford Area Long Term Care Coalition

**Incident Command Operations and Planning Sections will determine the following;**

1. Boundaries of area to be evacuated
2. Identify primary evacuation routes
3. Indentify primary emergency vehicle ingress routes
4. Identify necessary traffic control points
5. Collection Centers identified
6. Identifying Sheltering locations

**Incident Commander/Town Supervisor/Mayor shall:**

1. Only the Town Supervisor/Mayor shall order the appropriate evacuation
2. The Incident Commander/Town Supervisor/Mayor shall initiate public notification of evacuation

### **Public Notification:**

When implementing the Emergency Evacuation Plan, The Town of Waterford Communications Center will utilize the Emergency Phone Notification, also known as Reverse 911, the Emergency Alert System via AM/FM radio stations through notification of the National Weather Service in Albany, New York, text messages to **enrolled** cell phones, homes, hotels and businesses in the affected area(s). Additionally, messages will be delivered through the Town of Waterford web site and the Village of Waterford web site. All messages will contain emergency and evacuation instructions.

The Public Information Officer will coordinate a Joint Information Center (JIC) to keep the public and the media updated on the nature of the emergency and evacuation procedures. As evacuations become probable, the PIOs will disseminate information to the public regarding evacuation preparation along with information on how to sustain themselves and members of their family for up to 72 hours. The JIC will conduct regular media briefings at an established location. Public Information Officers for the Town/Village of Waterford will initiate periodic updates of the Town's website ([www.Town.Waterford.NY.US](http://www.Town.Waterford.NY.US)) and the Village's website ([www.waterfordny.org](http://www.waterfordny.org)) containing emergency evacuation instructions. Email and fax notifications will be sent to the local media updating emergency information and evacuation procedures. Additionally, the JIC will disseminate information and a phone number for persons with disabilities needing public transportation to a sheltering location.

First responders will conduct door-to-door evacuations and/or drive through neighborhoods making public notifications on emergency loud speakers.

### **Evacuation Instructions:**

- A. Self-Evacuation by Vehicle:
  1. Exit the area/neighborhood utilizing designated evacuation routes.
  2. If citizens have a private sheltering option (hotels, friends) out of the Waterford area, they should respond there.

3. If no private sheltering option exists, respond to the designated Town of Waterford sheltering location.
- B. Evacuation by Public Transportation:
1. Go to the nearest neighborhood bus stop.
  2. Citizens will be transported by a local circulator bus to the designated Collection Center.
  3. A public transportation option (Town bus, school bus) will then take citizens to a sheltering location.

Citizens who self-evacuate or evacuate by public transportation will be asked to indicate that they have already evacuated their residence by displaying a large, white object, such as a sheet, inside the residence, in a visible, conspicuous location, in the front, street side of their home and to turn on their porch light if available.

### **Safety Zones:**

In the event that the highways coming in and going out of the Town/Village of Waterford are closed, potential Safety Zones will be identified where residents and guests who have been evacuated may assemble until an evacuation route is open. The Command and General Staff will select Safety Zones depending upon the nature and complexity of the incident and the JIC will disseminate Safety Zone information to the public.

The Town of Waterford Highway Department will assign equipment to patrol bus and evacuation routes within the Town/Village of Waterford limits to keep them free from debris and open for egress and ingress.

### **Collection Areas:**

PRIMARY Collection center – Waterford Rescue Squad Building. The circulator busses will transport evacuees to the Waterford Rescue Squad Building for further transport to a Sheltering Center if needed.

Potential Secondary Collection centers:

Waterford-Halfmoon High School

Northside Fire Station

### **Collection center Check-In:**

There will be a system in which the evacuees will check-in to a Collection center and then may be assigned to a temporary shelter or be released to take care of their own shelter needs. The required check-in information will consist of the person's name, home address, mobile phone numbers, and the numbers of persons in your party and, if needed, in which temporary shelter the person(s) will be placed.

For Red Cross designated shelters, that agency will conduct check-in operations and set up a phone system whenever possible to assist those needing to locate family members.

### **Pets:**

American Red Cross policy does not permit pets inside public shelters. Certified service animals are not considered pets and will be allowed to stay with their owners. The Town of Waterford will coordinate with the Saratoga County Animal Shelter for temporary housing of pets of individuals who are housed in shelters. Pet owners should evacuate with their animals whenever possible. Pet owners are encouraged to make contingency plans with friends and family who could take in or care for animals in the event of an evacuation.

### **Residential Evacuation Advice Checklist:**

Preparation:

In the event of an evacuation, the American Red Cross will prepare one or more Sheltering Centers to shelter evacuees, however, the Centers may not be immediately fully equipped to meet everyone's needs. Therefore, it is important for each evacuee to prepare in advance for their own needs during the initial hours of evacuation. The Public Information Officers will advise the public to prepare 72 Hour Emergency Kits to sustain all family members until a full support response can be mustered. See [www.ready.gov](http://www.ready.gov) or [www.redcross.org](http://www.redcross.org). For more details regarding 72 hour preparation.

If time is available or notice of intent to evacuate the area is given, the following preparations should be immediately undertaken by residents:

1. Gather medications and be prepared to share special medication needs with the Registrar at the Sheltering Center.
2. Ensure all local family members are aware of the impending situation and your evacuation intentions.
3. Private motor vehicles should be prepared and fueled.

4. Emergency supplies should be readied.
5. Secure your home on departure
6. Alert family members/friends outside of the Waterford area of the impending situation and your evacuation intentions.

**American Red Cross Sheltering Centers:**

Waterford Rescue Squad

Waterford-Halfmoon School

Northside Fire Station

Tri-State Emergency Team Building

Additionally, an American Red Cross trailer is pre-stocked and positioned within the Town/Village of Waterford to assist in opening an emergency shelter. By American Red Cross policy, registered sex offenders are not allowed in public shelters and will be sheltered separately. The Town of Waterford Police Department will provide the Red Cross with the names of registered sex offenders registered in the Town/Village of Waterford.

**Schools and Daycare Centers:**

School children will be evacuated in accordance with the school/daycare center Emergency Policies and Procedures.

**Security:**

To ensure the evacuation is complete:

Security of vacated areas will be maintained by Law Enforcement.

During an evacuation, roadblocks into the area will be maintained by the Police, supplemented by designated emergency responder/volunteer assistance, as required.

Access to an evacuated area will be restricted to authorized emergency personnel.

Only when the area is determined to be safe shall residents with proper identification be allowed to return to the area. Depending on the circumstances, residents will initially be

allowed in the area to remove personal items from residences, however, occupancy will not be allowed until utility services have been restored and structures have been deemed to be safe. Every effort will be made to verify the identity of persons claiming to be residents but without identification, however, if identity cannot be determined, persons will not be allowed into secure areas. Members of the media will be allowed into secure area during organized media tours and/or when accompanied by authorized persons.

### **Human and Animal Evacuation Flagging System:**

As part of the evacuation procedure, emergency personnel will go door to door in an attempt to ensure that all residents of the area have been notified of the evacuation order and to assist any persons who wish to leave but are unable to do so. Emergency responders shall utilize a designated flagging system to classify the status of the structure, occupants and animals. Emergency responders will place a colored tape on the front door of the structure and at the end of the driveway (if applicable) to indicate the occupancy status. Emergency responders will record the occupancy status.

**Green** – Occupant was contacted and understands evacuation condition.

**Yellow** – Contact attempted. No contact made.

**Blue** – Pets or animals unattended at residence. Can be combined with **Green** or **Yellow**.

**Red** – Occupant refuses to leave the property.

### **Special Needs Population:**

There are citizens and guests that will require assistance leaving their residence or those who have medical needs that require electricity in the case of a power outage. Persons with disabilities requiring assistance should call 911 advising their location and their need to evacuate. This is only for those who do not have transportation and cannot make it to the designated evacuation center of neighborhood pick-up bus stop location.

### **Return of Evacuees:**

1. The incident Commander, Safety Officer, Operations Section Chief and Building Officials will monitor the area to determine when the area(s) is safe for return.

2. The Town Supervisor/Mayor will approve the order to allow residents to return.
3. Designated return routes and appropriate public information will be provided to evacuees through local media.