

ANNEX E

EVACUATION



UNIVERSITY OF
TEXAS
ARLINGTON

APPROVAL & IMPLEMENTATION

Annex E

EVACUATION

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.



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1-4-11
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RECORD OF CHANGES

Annex E

EVACUATION

Change #	Date of Change	Entered By	Date Entered
001 Annual Review	11/19/2010	Cindy Mohat	12/29/2010
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ANNEX E

EVACUATION

I. AUTHORITY

Refer to Section I of the basic plan for general authorities.

II. PURPOSE

The purpose of this annex is to provide for the orderly and coordinated evacuation of all or any part of the population of the University of Texas at Arlington (UT Arlington).

III. EXPLANATION OF TERMS

A. Acronyms

ARC	American Red Cross
EH&S	Environmental Health & Safety
EMC	Emergency Management Coordinator
EOC	Emergency Operating or Operations Center
IC	Incident Commander
ICS	Incident Command System
NIMS	National Incident Management System
PIO	Public Information Officer
RUC	Regional Unified Command
UT Arlington	University of Texas at Arlington

B. Definitions

Functional needs facilities. Certain facilities which house or serve populations that cannot care for themselves during emergency situations and/or require unique support services. Such facilities include:

- Schools and day care centers, where students require supervision to ensure their safety.
- Hospitals and nursing homes, where patients need specialized health care personnel and equipment to maintain their health.
- Correctional facilities, where offenders require security to keep them in custody.

Evacuation. The National Incident Management System (NIMS) defines evacuation as an organized, phased, supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Authority for evacuations. State law provides county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions. The mayor of Arlington may order a mandatory evacuation, to include UT Arlington, upon issuing a local disaster declaration. The mayor can take subsequent action to control re-entry, curtail movement, and deny building occupancy within a disaster area. The president of UT Arlington or

designated official may order an evacuation of all or part of the campus from a stricken or threatened area.

IV. SITUATION & ASSUMPTIONS

A. Situation

1. There are a wide variety of emergency situations that might require an evacuation of portions of Arlington or specifically the UT Arlington campus.
 - a. Limited evacuation of specific geographic areas or buildings might be needed because of a hazardous materials, transportation accident, fixed facility incident, major fire, natural gas leak, or localized flash flooding or other situations as required.
 - b. Large-scale evacuation could be required in the event of a major hazardous materials spill, terrorist attack with chemical agent, or extensive flooding.
2. Texas has a mandatory evacuation law that implies local officials may enforce an evacuation of a threatened area. When the mayor has issued a local disaster declaration, he or she may take action to control re-entry into a stricken area and the movement of people and occupancy of buildings within a disaster area.

B. Assumptions

1. Most people at risk should evacuate when local officials recommend that they do so. A general estimate is 80 percent of those at risk should comply when local officials direct an evacuation. The proportion of the population that should evacuate typically increases as a threat becomes more obvious to the public or increases in severity.
2. Some individuals will refuse to evacuate, regardless of the threat.
3. When there is sufficient warning of a significant threat, many individuals who are not at risk should evacuate.
4. Some evacuation planning for known hazard areas can and should be done in advance. The UT Arlington emergency management coordinator (EMC), UT Arlington police chief, and director of Environmental Health & Safety (EH&S) would work cooperatively with Arlington to ensure a safe, efficient evacuation of the UT Arlington community.
5. While some emergency situations are slow to develop, others occur without warning. There may be time for deliberate evacuation planning or an evacuation may have to be conducted with minimal preparation time. In the case of short notice evacuations, there may be little time to obtain personnel and equipment from external sources to support evacuation operations.
6. The need to evacuate may become evident during the day or at night and there should be little control over the evacuation start time.
7. In most emergency situations, the majority of evacuees should seek shelter with relatives, friends or in commercial accommodations rather than in public shelter facilities.

V. CONCEPT OF OPERATIONS

A. General

1. Evacuation is one means of protecting UT Arlington students, faculty and staff from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These should determine the number of people to be evacuated, the distance people must be moved to ensure their safety, the need for reception facilities, and the extent of traffic control and security required.
2. We must be prepared to conduct both small-scale and large-scale evacuations at all times of the day both from known hazard areas and from unexpected incident locations. A general evacuation checklist, provided in Support Document 1, has been developed to guide the execution of evacuation operations.

B. Evacuation Decisions

1. For large-scale evacuation, the emergency operations center (EOC) or the incident commander (IC) shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. Evacuation planning should resolve the following questions:
 - a. What areas or facilities are at risk and should be evacuated?
 - b. How should UT Arlington students, faculty and staff be advised of what to do?
 - c. What do students, staff and faculty need to take with them?
 - d. What travel routes should be used by students, staff and faculty?
 - e. What transportation support is needed?
 - f. What assistance should special needs populations require?
 - g. What traffic control is needed?
 - h. Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?
 - i. How should evacuated areas be secured?

Evacuations that are conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly.

2. The decision to recommend an evacuation of the campus rests with the IC and the Executive Policy Group. The mayor shall issue recommendations for large-scale evacuations within Arlington. As for UT Arlington campus, the Vice President of administration and campus operations shall issue recommendations to the president and/or EMC for evacuations which should be collaborated with Arlington. The campus should follow recommendations with Arlington routes and directions.

C. Hazard Specific Evacuation Planning

Hazard-specific evacuation planning information should be developed collaboratively with the Arlington Fire Department, EH&S, UT Arlington Police Department, and the EMC (for certain known hazards), and maintained by EMC. The documents should describe the potential impact areas for known hazards, the number of people in the threatened area, and any special needs populations affected. Such documents should also identify potential evacuation routes and, where appropriate, transportation pickup points or assembly areas.

1. Likely major evacuation areas, other than hazardous materials or hurricane risk areas, and the potential evacuation routes for those areas.
2. Hazardous materials risk areas and potential evacuation routes from those areas are described and depicted in the support documents to Annex Q, Hazardous Materials and Oil Spill Response.
3. The campus should follow the direction of unified command and as Arlington directs.

D. Transportation

1. Individuals. It is anticipated that the primary means of evacuation for most individuals should be personal transportation. However, some individuals do not own vehicles and others would need assistance in evacuating and provisions will be made to provide UT Arlington students, faculty, and staff transportation for these individuals. Arlington and UT Arlington Transportation Supervisor should coordinate evacuation of those that need transportation to a shelter or site of refuge as needed.
2. Special Facilities. UT Arlington may have their own transportation resources; some local schools may also have some transportation assets. Most other special facilities rely on commercial or contract transportation company providers for their specialized transportation needs. Unfortunately, many of these providers cannot provide sufficient equipment to evacuate a sizeable facility on short notice; therefore, local/state government may be requested to assist in providing transport.
3. School buses, ambulances, and other vehicles may provide emergency transportation. See Annex S, Transportation, for transportation guidance; see Annex M, Resource Management, for transportation resources. In the case of large-scale evacuations with advance warning, pickup points may be designated or a telephone bank established to receive and process requests for transportation.
4. Information messages that emphasize the need for the university community to help their neighbors who lack transportation or need assistance can significantly reduce requirements for UT Arlington during an evacuation.

E. Traffic Control

1. Actual evacuation movement should be controlled by local law enforcement agencies and UT Arlington Police Department involved, under the direction of the IC.
2. If at all possible, two-way traffic should be maintained on all evacuation routes to allow continued access for emergency vehicles.
3. For large-scale evacuations when time permits, traffic control devices, such as signs and barricades, should be provided jointly by UT Arlington Police Department and Office of Facilities Management upon request.
4. Law enforcement should request wrecker services when needed to clear disabled vehicles from evacuation routes.

F. Warning & UT Arlington Students, Faculty and Staff Information

1. The IC should normally arrange for warning people to be evacuated in and around an incident site. The EOC should normally disseminate warnings for large-scale evacuations beyond the incident site or where evacuation is being conducted because of an imminent threat.
2. Advance notice of possible evacuation
 - a. For slowly developing emergencies, advance warning should be given to campus residents as soon as it is clear evacuation may be required. Such advance notice is normally disseminated through the media. Advance warning should address suitable preparedness actions, such as securing property, assembling disaster supplies (See Support Document 5, 72-hour kit), fueling vehicles, and identify evacuation routes.
 - b. Advance warning should be made to special needs facilities in a threatened evacuation area as early as possible. During notification, request facility staff review and prepare to implement their evacuation plans. Facility and staff should also report their periodic status and any requirements for assistance to the EOC.
 - c. The special needs population should also be given advance notice. Notifying and preparing this segment of the population for evacuation should likely require additional time and resources. Any special circumstances or requests for assistance should be reported to on-scene authorities or EOC.
3. Evacuation warning
 - a. Evacuation warning should be disseminated through all available warning systems (See Annex A, Warning), for further information.
 - b. In the case of immediate evacuation in and around an incident site, route alerting using siren and speaker-equipped vehicles moving through the affected area is usually effective. When possible, two vehicles should be used—the first to get the attention of the people and a second should deliver the evacuation message.
 - c. Special facilities may be notified directly by on-scene authorities or by the EOC staff. However, if both the IC staff and the EOC should be making notifications, a specific division of responsibilities for notification should be made so that no facilities are inadvertently overlooked.
 - d. Law enforcement personnel should sweep the evacuation area to insure all those at risk have been advised of the need to evacuate and have responded. Persons who refuse to evacuate should be left until all others have been warned and then, time permitting, further efforts may be made to persuade these individuals to leave.
4. Emergency campus information
 - a. Warning messages disseminated through warning systems alert UT Arlington students, faculty, and staff to a threat and provide basic instructions. They are necessarily short and to the point. UT Arlington student, faculty and staff should often require amplifying information on what to do during an evacuation. The UT Arlington public information officer (PIO) should ensure that such information is provided to the media on a timely basis for further dissemination to the campus. Provisions must be made to disseminate information to individuals with special needs, including

the blind and hearing impaired. Specific information procedures are contained in Annex I, Emergency Public Information for UT Arlington students, faculty, and staff.

- b. Amplifying instructions for an evacuation may include information on the location of shelter and mass care facilities, specific evacuation routes, guidance on securing their residence, and the need for evacuees to take certain items with them during an evacuation.
- c. When the incident that generated the need for evacuation is resolved, students, faculty, and staff must be advised when it is safe to return to campus.

G. Special Facilities

1. Special facilities, such as day care facilities are responsible for the welfare and safety of their clients and/or patients. Virtually all such facilities are required to have an emergency plan that includes provisions for emergency evacuation, but in order to effectively implement those plans; they must be warned of emergencies.
2. Homeless, registered sex offenders and prisoners should not be housed in shelter or mass care facilities with students, faculty, or staff at UT Arlington.

H. Handling Pets During Evacuations

1. Evacuees who go to the homes of relatives, friends or commercial accommodations with their pets normally do not pose difficulties during evacuation. However, evacuees with pets seeking campus shelter can create potential problems. For health reasons, pets are not allowed in emergency shelters operated by the American Red Cross (ARC) and most other organized volunteer groups. However, a number of studies indicate that some people, particularly the elderly, should not leave their homes if they cannot take their pets with them. Loose pets remaining in an evacuated area may also create a safety concern for the campus. Hence, it is desirable to make reasonable arrangements for evacuees who come to UT Arlington shelters with pets. The EMC and Office of Facilities Management should coordinate these arrangements.
2. Depending on the situation and availability of facilities, one or more of the following approaches should be used to handle evacuees arriving with pets:
 - a. Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
 - b. Direct pet owners to a public shelter with covered exterior corridors or adjacent support buildings where pets on leashes and in carriers may be temporary housed.

I. Access Control & Security

1. Security in evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. UT Arlington law enforcement should establish access control points to limit entry into evacuated areas and, where possible, conduct periodic patrols within such areas to deter theft by those on foot.
2. If an evacuated area has sustained damage and cannot be reoccupied for an extended period of time, it may be desirable to implement a permit system to limit access to emergency workers,

utility workers, contractors restoring damaged structures and removing debris. Refer to Annex G, Law Enforcement, for further information.

J. Return of Evacuees

1. Evacuees returning to UT Arlington in evacuated areas require the same consideration, coordination, and control as the original evacuation. For limited incidents, the IC should normally make the decision to return evacuees and disseminate information as appropriate.
2. The following conditions should prevail in the evacuated area before evacuees are authorized to return on campus:
 - a. The threat prompting the evacuation has been resolved.
 - b. Sufficient debris has been removed to permit travel and roads are safe to use.
 - c. Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated. However, utility services may not be fully restored.
 - d. Structures have been inspected and deemed safe for occupancy.
 - e. Adequate water is available for firefighting.
3. Information intended for returnees (students, faculty, and staff) should address such issues as:
 - a. Documenting damage & making expedient repairs.
 - b. Caution in reactivating utilities & damaged appliances.
 - c. Cleanup & removal/disposal of debris.
 - d. Recovery programs (See Annex J, Recovery).

K. Actions by Phases of Emergency Management

1. Mitigation
 - a. Where possible, undertake mitigation for known hazards that have or have the potential to lead to an evacuation.
 - b. Discourage development, particularly residential construction, in potential risk areas, including floodplains, areas downstream from suspect dams and dikes, and areas adjacent to facilities that make, use, or store hazardous materials.
 - c. Seek improvement to preplanned evacuation routes if needed.
 - d. Enhance warning systems to increase warning times and reduce the need for hasty evacuations.
2. Preparedness

- a. Identify areas where previous major evacuations have occurred and additional areas that may require large-scale evacuation in the future due to known hazards. Determine the population of risk areas and identify facilities on campus that may require special assistance during evacuation to determine potential transportation requirements, such as residence halls.
 - b. To the extent possible, identify individuals with special needs who would require assistance in evacuating and maintain contact information for those individuals. Much of this information can be obtained from the Office of Students with Disabilities.
 - c. Identify primary and alternate evacuation routes, taking into account road capacities.
 - d. Review the disaster preparedness plans of special facilities and advise facility operators of any changes that may be needed to make them more workable.
 - e. Include evacuations in the scenario of periodic emergency drills and exercises.
 - f. Conduct campus information programs to increase student, faculty, and staff awareness of possible reasons for evacuation, preplanned evacuation routes, availability of transportation, the need to take appropriate food, clothing, and other disaster supplies during an evacuation, and the desirability of helping those who may need assistance during an evacuation.
3. Response

See the General Evacuation Checklist in Support Document 1.
 4. Recovery
 - a. Initiate return of evacuees, when it is safe to do so.
 - b. Coordinate temporary housing for those who cannot return to their dorms/resident halls/apartments, if available depending on the circumstances.
 - c. Provide traffic control for return on campus.
 - d. Initiative recovery activities for evacuees who have suffered loss of or damage.
 - e. Carry out appropriate campus information activities.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Support Document 4 to the Basic Plan, should plan and carry out evacuations and the return of people back on campus. A large-scale evacuation, however, may require the formation of a regional unified command (RUC) (e.g. county level and campus commanders) to support the incident command posts and EOCs.
2. Incident Command System (ICS) – EOC Interface

- a. As noted previously, the IC should normally determine the need to organize and conduct limited evacuations in the immediate vicinity of the incident site. If large-scale evacuation on campus is required, the Executive Policy Group would make the recommendation for such evacuation to students, faculty, and staff of UT Arlington in collaboration with Arlington.
- b. A division of responsibility for evacuation tasks should be agreed upon between the IC and the EOC. The IC should normally manage evacuation operations at the scene, while the EOC coordinates operations beyond the incident site, such as coordinating traffic control along evacuation routes, arranging for the activation of shelter and mass care facilities, and advising other jurisdictions or agencies (e.g., Arlington, Tarrant County, University of Texas System) of the evacuation.
- c. During a large-scale evacuation, a division of responsibility for evacuation tasks should be agreed upon between UT Arlington and the EOC and the RUC. The EOC should normally manage evacuation operations within the campus while the RUC coordinates evacuation operations affecting multiple jurisdictional areas. The RUC should normally coordinate traffic control along evacuation routes, arrange for the activation of shelter and mass care facilities, and advise other jurisdictions.

B. Assignment of Responsibilities

1. The Executive Policy Group for UT Arlington **campus** evacuation should:
 - a. For disasters, issue the order directing students, faculty, and staff to evacuate, when appropriate.
 - b. Approve release of warnings, instructions, and other emergency public information relating to evacuation.
 - c. Coordinate evacuation efforts with the EMC and local governments that may be affected by the evacuation, where appropriate.
 - d. Direct the relocation of at risk essential resources (personnel, equipment, and supplies) to safe areas.
2. The IC for UT Arlington **campus and building** evacuations should:
 - a. Identify risk areas in the vicinity to the incident site and determine protective actions for people in those risk areas.
 - b. If evacuation of risk areas and special needs facilities is required: plan, organize, and conduct the evacuation with the resources assigned.
 - c. Request support from the EOC to assist in coordinating evacuation activities beyond the incident site, such as activation of shelter and mass care facilities, if required.
3. The EH&S for UT Arlington **building** evacuations should:
 - a. Develop and maintain evacuation planning information for known risk areas and primary building evacuation routes.
 - b. Review evacuation plans of special needs facilities within known risk areas and determine possible need for evacuation support.
 - c. Coordinate evacuation planning to include:

1. Selection of suitable evacuation routes in buildings.
 2. Movement control, based on recommendations.
 3. If shelter and mass care arrangements are established on campus, the EH&S should evaluate facility for fire code violations.
4. The EMC for **campus and building** evacuations should:
- a. Serve as a staff advisor to UT Arlington Executive Policy Group on emergency management matters.
 - b. Keep the university administration informed of our preparedness status and emergency management needs.
 - c. Maintain the EOC staff roster and EOC operating procedures.
 - d. Coordinate resource and information support for emergency operations.
 - e. Coordinate emergency planning and impact assessment.
 - f. Coordinate analysis of emergency response and recovery problems and development of appropriate courses of action.
 - g. Perform day-to-day liaison duties with the state emergency management staff and other local emergency management personnel.
 - h. Coordinate with organized volunteer groups and businesses regarding emergency operations.
5. The chief of police **campus and building** evacuation should:
- a. In collaboration with Arlington recommend evacuation routes to the IC or EOC staff.
 - b. Assist in evacuation by providing traffic control.
 - c. Protect property in evacuated areas and limit access to those areas.
 - d. Coordinate law enforcement activities with other emergency services.
 - e. Assist in warning UT Arlington students, faculty, and staff.
 - f. Provide information to the PIO for public news releases on the evacuation routes.
 - g. Coordinate transportation arrangements with Transportation Supervisor.
6. The Arlington fire chief for **campus and building** evacuations should:
- a. Be responsible for fire protection in the vacated area.
 - b. Assist in warning students, faculty, and staff.

- c. Assist in evacuating functional needs groups, as requested.
7. The PIO for **campus and building** evacuations as appropriate should:
- a. Disseminate emergency information advising the campus of evacuation actions to be taken.
 - b. Coordinate with area news media for news releases.
8. The assistant vice president of facilities management and campus operations for **campus and building** evacuations should:
- a. Provide traffic control devices upon request.
 - b. Assist in keeping evacuation routes open.
 - c. Provide barricades and barriers to restrict entry to evacuated areas and other areas where entry must be controlled.
 - d. Coordinate and/or provide necessary construction equipment needed to maintain right-of-way safe and unobstructed.
 - e. Coordinate all transportation relating to relocation of essential resources. Consider central receiving for resources such as box trucks, staff, table, chairs, etc.
9. The transportation supervisor, in collaboration with Arlington transportation officer should:
- a. Coordinate transportation for evacuees without vehicles or who need assistance in evacuating, determining and establishing pickup points if necessary.
 - b. Coordinate transportation assistance for the evacuation of functional needs facilities and special needs population.
 - c. Provide information to the PIO on pickup points or special pickup routes for those who require transportation, so that this information may be provided to the campus.
10. The shelter officer should:
- a. For short-term evacuations, coordinate with operators of government-owned buildings schools, churches, and other facilities for use of their facilities as temporary evacuee holding areas.
 - b. For other than short-term evacuations, coordinate with the ARC, Salvation Army, and other service organizations to open shelters and activate mass care operations. See Annex C, Shelter & Mass Care, for further information.
11. Arlington animal control for **campus** evacuation should:
- a. Coordinate arrangements to provide temporary facilities for pets arriving with evacuees.
 - b. Be prepared to provide shelter managers with information on procedures for handling evacuees with pets.

- c. UT Arlington animal care person for research should coordinate with Arlington or City Animal Control and UT Arlington office of facilities management the safe evacuation of animals from research areas.

VII. DIRECTION & CONTROL

A. General

1. The Executive Policy Group has the general responsibility for ordering an evacuation, when deemed the most suitable means of protecting the campus from a hazard.
2. In situations where rapid evacuation is critical to the continued health and safety of the population, the on-scene IC may recommend evacuation of people at risk in and around an incident scene and direct and control the required evacuation.
3. Large-scale evacuations and evacuations conducted on the basis of imminent threat where there is no current incident scene should normally be coordinated and directed by the EOC.
4. In time of emergency, the Arlington fire chief or any member of the fire department shall have the authority to order the evacuation of a building or structure when it is deemed necessary for the safety of students, faculty, and staff.
5. Section 418.108, Government Code (as amended by 79 (R) HB3111) provides that a mayor of a municipality may order the evacuation of all or part of the population from a stricken or threatened area under the jurisdiction and authority of the mayor if the mayor considers the action necessary for the preservation of life or other disaster mitigation, response, or recovery.

B. Evacuation Area Definition

1. Areas to be evacuated should be determined by those officials with the authority to recommend evacuation based on the counsel of those individuals and agencies with the necessary expertise, the use of specialized planning materials or decision aids, the recommendations of state and federal agencies, and, where appropriate, advice from other subject matter experts. Evacuation recommendations to the campus should clearly describe the area to be evacuated with reference to known geographic features, such as roads and rivers.
2. The hazard situation which gave rise to the need for evacuation should be continually monitored in case changing circumstances, such as an increase in rainfall or wind shift, change the potential impact area and the area that must be evacuated.

C. Lines of Succession

1. The lines of succession for UT Arlington are outlined in Section VII.C of the Basic Plan.
2. Lines of succession for each department and agency head shall be according to the best practice guidelines established by each department.

VIII. READINESS LEVELS

A. Readiness Level 4 - Normal Conditions

See the mitigation and preparedness activities in Section V.G, Actions by Phases of Emergency Management.

B. Readiness Level 3 - Increased Readiness

1. Review information on potential evacuation areas, facilities at risk, and evacuation routes.
2. Monitor the situation.
3. Inform first responders and local officials of the situation.
4. Check the status of potential evacuation routes and shelter/mass care facilities.

C. Readiness Level 2 - High Readiness

1. Monitor the situation.
2. Alert response personnel for possible evacuation operations duty.
3. Coordinate with special facilities to determine their readiness to evacuate.
4. Check the status of resources and enhance short-term readiness if possible. Monitor the availability of transportation assets and drivers.
5. Advise campus and functional needs facilities to monitor the situation.

D. Readiness Level 1 - Maximum Readiness

1. Activate the EOC to monitor the situation and track resource status.
2. Place first responders and transportation providers in an alert status; place off-duty personnel on standby.
3. Update the status of resources.
4. Check the status of evacuation routes and pre-position traffic control devices.
5. Update plans to move government equipment to safe havens.
6. Select shelter/mass care facilities for use.
7. Provide information to campus on planned evacuation routes, securing dorms, buildings and what items they need to take with them. Prepare to issue a campus warning if it becomes necessary.

IX. ADMINISTRATION & SUPPORT

A. Reporting

Large-scale evacuations should be reported to University of Texas System Board of Regents, University of Texas System, state agencies and other jurisdictions that may be affected in the periodic Situation Reports prepared and disseminated during major emergency operations. The Situation Report format is provided in Annex N, Direction & Control (See Support Document 3 Sample Situation Report).

B. Records

1. Activity Logs. The IC and, if activated, the EOC shall maintain accurate logs recording evacuation decisions, significant evacuation activities, and the commitment of resources to support evacuation operations (See Support Document 4, Sample Activity Log).
2. Documentation of Costs. Expenses incurred in carrying out evacuations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. All departments and agencies should maintain records of personnel and equipment used and supplies consumed during large-scale evacuations.

C. Resources

General emergency response resources that may be required to conduct an evacuation are listed in Annex M, Resource Management.

D. Post Incident Review

For large-scale evacuations, the Executive Policy Group shall organize and conduct a review of emergency operations by those tasked in this annex in accordance with the guidance provided in the Basic Plan. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.

E. Exercises

Local drills, tabletop exercises, functional exercises, and full-scale exercises shall periodically include an evacuation scenario based on the hazards faced by this campus.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A.** The EMC is responsible for developing and maintaining this annex. Consultation with other departments and Arlington Fire Department should be made to ensure state of readiness and assurance. Recommend changes to this annex should be forwarded as needs become apparent.
- B.** This annex should be revised annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C.** Departments and agencies assigned responsibilities in this annex are responsible for developing and maintaining best practice guideline's covering those responsibilities.

XI. REFERENCES

FEMA, *Guide for All-Hazard Emergency Operations Planning* (SLG-101).