

EVACUATION ANNEX

The City of Asbury Park

COUNTY OF MONMOUTH

STATE OF NEW JERSEY

I. INTRODUCTION

A. Statement of approval:

The Evacuation Annex of the City of Asbury Park Emergency Operations Plan meets the approval of the Emergency Management Coordinator and the Deputy Coordinator and is hereby approved. This annex supersedes any previously written Emergency Evacuation Annexes.

Approval Date: _____

Evacuation Coordinator

Emergency Management Coordinator

II. AUTHORITY AND REFERENCES

A. Laws, ordinances, regulations, resolutions and directives.

1. Federal

- a. As cited in the Basic Plan

2. State

- a. OEM Directive NO. 79, Citizens Duty to Evacuate

3. County

- a. As cited in the Basic Plan

4. Municipal

- a. As cited in the Basic Plan

B. References, guidance material and other documents.

1. Federal

- a. FEMA Disaster Operations, CPG 1-6, 1980
- b. FEMA Transportation Planning Guidelines for the Evacuation of Large Populations, CPG 2-15

2. State

- a. As cited in the Basic Plan

3. County

- a. As cited in the Basic Plan

4. Municipal

- a. As cited in the Basic Plan

III. PURPOSE

A. The purpose of this Evacuation Annex is to define and to provide guidance for the development and operation of a viable evacuation program during any emergency or disaster situation and to ensure completion of required emergency actions.

IV. SITUATION

A. The lead agency for the evacuation function is the office of Emergency Management and shall be under the direction of the Evacuation Manager. Other primary agencies within The City of Asbury Park to carry out this function are as follows: BPA-3.

- Police Department
- Fire Department and EMS
- Department of Public Works
- Department of Social Services
- Support agencies for evacuation within the City are:
 - American Red Cross
 - Salvation Army
 - NJ National Guard
 - New Jersey State Police
 - Board of Education Buses

B. Potential hazards that are most likely to result in the evacuation of residents would include, but not be limited to:

- Hurricanes
- Severe Storms (flooding)
- Hazardous materials incidents
- Transportation accidents involving hazardous materials on one of the several highways. See EA-11 for more detailed information.

C. There are approximately 200-300 residents along the Ocean Front in Asbury Park that would require transportation in the event of a complete evacuation.

There are 20 Schools in Asbury Park that would need special consideration during an evacuation.

There are 6 Senior Citizens housing complexes (one with an assisted living Component) that need to be considered. Two of these facilities are located within one block of the beach.

D. The City of Asbury Park has only two buses maintained by governmental entities to be used for evacuation purposes. The Board of Education has one school bus and the City's Department of Social services has one 20 passenger bus and a mini van assigned to the Department's senior citizen program. The Fire, EMS and Public Works Departments could supply only limited vehicles in this situation.

Should a large scale evacuation be necessary, the City would look to mutual aid from a privately operated bus line, contiguous municipalities, and the Monmouth County Department of Transportation for use of the county's SCAT vehicles. (See EA-5)

E. Centrally located pick-up points for residents in need of transportation are noted in EA-7 and the accompanying map.

Pick up points would be determined by the nature of the incident and those persons identified as in need of transportation.

F. Evacuation routes are noted in EA-1 and the accompanying map.

G. Should tow trucks be required during an emergency to expedite evacuation functions, the EMC will call the towing service as he chooses to provide the trucks necessary to move vehicles as directed by the OEM. (See EA-5)

H. The entire City of Asbury Park is an area associated with a potential blast Over pressure of 2.0 PSI in accordance with NAPB-90. (See Ea-11)

V. DIRECTION AND CONTROL

A. During periods of heightened risk, evacuation personnel and support agencies shall be:

- Notified of the impending situation via telephone and two-way radio.
- Recall to ascertain duty status
- Recall to stand by at the municipal complex, Fire House and/or Public Maintenance facility

Actual deployment

1. Direction and control of the Evacuation group shall be established and shall emanate from the EOC.
2. Evacuation group personnel will be notified from the recall roster maintained in the EOC. A duplicate list will be in police headquarters.
3. The Evacuation Manager shall see that personnel in the Evacuation group are rotated in 12-hour shifts to ensure 24-hour staffing by qualified personnel.

All Municipal Department Heads assisting in the evacuation will be responsible for their supervisory staffing on a 24 - hour basis.

B. Methods by which the Evacuation group will interact with other emergency agencies shall include;

1. The Evacuation Manager or his representative shall report to the EOC

during an emergency.

2. The Evacuation group will report appropriate information to the EOC via radio through the Communications Officer.

C. The Emergency Management Coordinator will order full or partial evacuations. This order will be made after meeting with representatives of the agencies to be involved. Partial evacuations (evacuation of 500 residents or less) will be coordinated by the OEM using Police and Fire Department personnel from within the City. For this type of evacuation the EOC may not be activated, the OEMC may operate from a mobile command post. Large scale evacuations will be directed from the EOC with full staffing.

During a declared emergency when in the determination of the OEM Coordinator and the evacuation group that evacuation is necessary to protect lives and property of citizens, it is the duty of citizens to evacuate the effected area in accordance with directive #79.

The order to evacuate will be made public by the use of local municipal media, Radios, Route alerting and door to door notification.

D. During an evacuation of a smaller, centralized area, residents will be transported by the municipality to the designated shelter areas by ambulances. Police, Fire and Social services personnel will be notified to respond to their building for assignments. Each squad will be directed by their supervisory personnel and coordinated by the OEMC. Large scale evacuation requiring larger modes of transportation may require the use of City vehicles and buses. Additional buses will be requested from the Monmouth County Department of Transportation and the City's Board of Education.

Persons without transportation shall be identified by:

- Telephone requests to the Asbury Park Police Department or the Municipal complex.

- A transportation dependent person list developed by the director of social services.

- A transportation dependent people list established by other agencies.

- Fire Department
- Police Department
- Housing Authority and other such housing entities

E. In a small scale evacuation the population to be evacuated will be notified by public address systems on our emergency vehicles as well as radio broadcasts on WJLK and WADB. If there is advanced notice of an evacuation, the OEM will design informational handouts to be distributed by volunteers prior to the incident. In large scale evacuations the population will be notified by initiating the EBS through the Monmouth County OEM, as well as public address systems.

All vehicles with PA systems and sirens will be utilized to accomplish the public notification.

F. Emergency vehicles with minor mechanical problems during an emergency will be repaired by the City's Department of Public Works. Those with major problems will be secured and abandoned until the vehicle is safe to repair. Private vehicles with mechanical problems during an evacuation will be secured and abandoned until it is safe to return. Should any vehicle experience mechanical problems effecting an evacuation route, said vehicle will be removed by an emergency vehicle or by calling a local towing service.

VI. RESPONSIBILITIES

A. The Evacuation Manager is responsible for implementing this annex and directing the Evacuation emergency response.

B. There are no written SOP's that address how evacuation personnel will accomplish the necessary evacuation through their emergency response.

C. There are written mutual aid agreements for the Evacuation function with the following:

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D. The Evacuation Manager is responsible for the relocation of essential resources, personnel, supplies and equipment to the reception area.

E. The Evacuation Manager is responsible for coordination of all public

transportation resources planned for use in an evacuation.

F. The Evacuation Manager is responsible for movement control guidance, in time of increased threat of nuclear attack, that details the population at risk, evacuation routes, zones, alerting/warning of the public; identifies reception areas and routes for return to residences; outlines transportation for essential workers to commute to hazardous areas, and re-entry into the hazard area.

G. The Evacuation Manager is responsible for evacuees receiving instructional materials showing evacuation zones, routes, reception areas, lodging, food service and medical clinics.

VII. CONTINUITY OF GOVERNMENT FOR EVACUATION

A. There is a need for a line of succession for the person responsible for the evacuation functions in order to ensure continuous leadership, authority and responsibility. The Emergency Management Coordinator and the personnel working within this function will be kept informed of the following line of succession:

1. Evacuation Manager
2. Director of Code Enforcement

B. Essential records and logs will be protected and reserved in accordance with standing departmental orders. Records and logs pertaining to evacuation will be forwarded to the Emergency Management Coordinator to ensure that a complete record of the emergency is available for post operation analysis and possible use in litigation.

VIII. ADMINISTRATION AND LOGISTICS

A. The Evacuation Manager is responsible for maintenance of all records and reports required for the evacuation functions in an emergency.

B. The Evacuation Manager is responsible for records of expenditures for the evacuation functions in an emergency.

C. The procedures for obtaining supplies and equipment during an emergency will in accordance with standing departmental orders as outlined in the Resource Management Annex.

The Evacuation Manager will coordinate with the Emergency Management Coordinator for all requests for supplies and equipment through mutual aid or from the county Office of Emergency Management.

IX. ANNEX DEVELOPMENT AND MAINTENANCE

- A. The Evacuation Manager is responsible for the maintenance of the Evacuation Annex and for ensuring that necessary changes and revisions to the annex are prepared, coordinated, approved and distributed.
- B. The Evacuation Manager is responsible for the review and updating of the Evacuation Annex, SOP'S, and attachments based on deficiencies identified through drills, exercises and actual emergencies on an annual basis.

X. DEFINITIONS

- A. No terms or acronyms were used in addition to those defined in the basic plan.

XI. REQUIRED APPENDICES AND ATTACHMENTS

(These attachments do not have to be included with the Plan but must be available for review by county and regional personnel).

- _____ EA 1 Evacuation Routes.
- _____ EA 2 Evacuation Procedures (SOP's).
- _____ EA 3 Recall/Duty Roster.
- _____ EA 4 Mutual Aid Agreements.
- _____ EA 5 Transportation Resources.
- _____ EA 6 Reception Areas Maps.

- _____ EA 7 Staging Areas Maps.
- _____ EA 8 Special Interest Group
Evacuation.
- _____ EA 9 Supplies and Equipment List.
- _____ EA 10 Information Packets.
- _____ EA 11 Population at Risk/Identified
Hazard Areas (NAPB 90).