



## Directive 13.3 Annex 3

# EVACUATION

Effective Date 10-22-2012



## CONTENTS

- I. PURPOSE
- II. DISCUSSION
- III. PROCEDURES

### I. PURPOSE:

To clearly define operational procedures to be used by Police effecting an evacuation as may be required by a criminal/terrorism threat, hazardous material event, natural disaster, or any other incident.

### II. DISCUSSION

Evacuation is the responsibility of the Police Department, even though a non-Police official may command the actual incident. The urgency to evacuate will depend on the nature of the emergency. In some instances evacuation may have to begin at once. On-scene Police commanders/supervisors will have the authority to immediately begin any evacuation deemed necessary by the circumstances.

If a significant portion of the City needed to be evacuated, the City's Comprehensive Emergency Management Plan (CEMP) would be activated and a declaration of a local emergency by the City Manager may be required.

The Governor of Virginia must issue an executive order to require mandatory evacuation. It is a Class 1 misdemeanor to disobey such an order. Without such an order, the police cannot employ arrest or physical force to move people who refuse to evacuate from a danger zone. Even with such an order, it would usually be unwise to attempt to arrest or use physical force unless unique circumstances exist (directly endangering children, imminent danger of others, etc.). In any case, the evacuation message must be conveyed as authoritatively as possible to encourage compliance.

### III. PROCEDURES

One of the primary decisions to be made in an emergency situation is whether an evacuation should be a sheltering in place or the actual physical moving of people out of the danger zone. This decision has to be made by the on-scene Police commander/supervisor, based on the situation and the hazards involved. Once the decision to evacuate has been made, the boundaries of

the evacuation area must be determined. The evacuated area should first include the area of actual damage/hazard and then, as resources permit, any area of potential danger. A primary Police responsibility is to secure the evacuation area perimeter to prevent additional people from entering the evacuation zone.

Evacuations can range from a few people to thousands. As the numbers go up the level of complexity and needed resources move up with it. If an evacuation can be managed by on-duty personnel, then the normal notifications requirements would apply. If an Incident Command System has been established, then those notification requirements will take effect.

Evacuation in place would be a first choice when the situation will allow it and the resources to do otherwise do not currently exist. At times it can actually be the safest choice. The primary concern is whether the evacuation in place location is sufficient to actually protect the evacuees from whatever the particular threat is. If it is a Police related threat, such as a determination of fields of gunfire, or ballistic protective capability, the on-scene Police commander/supervisor will make the determination. If a hazardous material is involved, the Fire Department on-scene commander/supervisor will make that decision. Again, decisions related to evacuations must be based on the realistic capabilities of the resources on hand at the time.

If an actual physical movement evacuation has to be made, the on-scene Police commander/supervisor and, depending on the nature of the threat, the Fire commander/supervisor will determine, based on current resources; the actual footprint of the area to be evacuated; the specific safest routes of egress; the evacuee safety relocation point; and any protective equipment that can be provided to the officers effecting the evacuation movement.

Additional factors to consider are: the anticipated duration of the displacement; the weather; any need for decontamination or other medical treatment; or any requirement for shelter, food or clothing. The Fire Department will have the primary responsibility for the handling of any special needs (elderly, infirm or handicapped, etc.) evacuees.

The on-scene Police commander will need to ensure that a safe sheltering location has been identified. If necessary, he or she will contact the City's Emergency Manager to make the logistical arrangements to open and staff such a location(s). If such a location(s) is used, a Police officer may have to be assigned to it to maintain order.

If mass transportation is needed to move significant numbers of evacuees, the on-scene Police commander will contact both the City DASH Bus Company and the Public Schools to determine which can provide the resources needed.

If the need for an evacuation must be transmitted to a large number of people, a number of means can be employed. To include: face to face notification,

vehicle mounted public address systems, or the Telephone Emergency Notification System (TENS). The TENS system is managed by the Department of Emergency Communications (DEC). The circumstances and the judgment of the on-scene Police commander/supervisor will determine which will be used. Any evacuation message used should be as concise as possible, and tell people precisely what to do, where to go, and why.

After the area to be evacuated is emptied, or the people are secured in an evacuation in place, it is a Police responsibility to maintain the security in the evacuation area until the danger has passed.

The on-scene Police commander will determine, with the assistance of subject matter experts, if necessary, when it is safe for people to emerge from in-place protections, or return to the evacuation area.

The on-scene Police commander will maintain control of the evacuation area until it has been returned to normal.