

COMMONWEALTH OF VIRGINIA

Emergency Operations Plan



Northern Virginia Evacuation Plan

Volume II

Support Annex 5

Virginia Department of Emergency Management

January 2009

TABLE OF CONTENTS

INTRODUCTION	2
PURPOSE	2
SCOPE AND APPLICABILITY	2
SITUATION	3
ASSUMPTIONS	4
DEFINITIONS	4
ROLES AND RESPONSIBILITIES	5
CONCEPT OF OPERATION	7
NOTIFICATIONS	12
ESF #1 – TRANSPORTATION	14
Appendix 1 – Public Transportation	18
TAB A – Bus Support	20
TAB B – Mass Transit Reimbursement Form	24
ESF # 5 – EMERGENCY MANAGEMENT	25
ESF # 6 – MASS CARE	28
Appendix 1 – Local Transfer Points	31
Appendix 1 – State Transfer Points	33
ESF # 7 – RESOURCE SUPPORT	37
ESF # 8 – HEALTH AND MEDICAL SERVICES	39
ESF # 13 – PUBLIC SAFETY AND SECURITY	41
Appendix 1 – National Park Service/U. S. Park Police	45
ESF # 15 – EXTERNAL AFFAIRS	46
Appendix 1 – Message Board Evacuation-Related Messages	49
ESF # 16 – MILITARY AFFAIRS	51

INTRODUCTION

Northern Virginia is highly susceptible to numerous events that might require implementation of a regional evacuation plan. Some of these events could be so large that they would require state support for local jurisdictions. These events will require actions and support by many state agencies, multiple local jurisdictions and non-governmental organizations. There is a need to outline basic operational concepts in advance for an evacuation affecting VDEM Region VII (NoVA) and/or the National Capital Region (NCR). Any major evacuation near or within this area will immediately involve all local jurisdictions. Therefore, it is essential that a basic operational framework be established to guide the many organizations that will be involved and impacted.

A significant event in this region will likely impact other Commonwealth regions and even other states depending on the severity of the incident. Northern Virginia cities and counties are capable of supporting isolated or minor evacuations and supporting each other through existing mutual aid agreements. However, a large event either within the region or NCR, may necessitate declaration of a Local or State Emergency, and a Gubernatorial request for declaration of a Federal Emergency (pursuant to 42 U. S. C. § 5171, 5191 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act) in order to facilitate the complexities surrounding the implementation of a regional evacuation effort.

A plan must be in place to provide coordinated Commonwealth efforts in support of local jurisdictions within Northern Virginia. By virtue of the complexity and population of the region, it is also essential that this be approached as a regional plan that synchronizes support of such an evacuation for all involved.

It is envisioned that this plan will support two distinct groups of the public. The primary group will be those who reside in the region and need to get to their homes. The other group will be evacuees who have lost their homes and/or tourists or visitors and need to be moved to shelters.

PURPOSE

This Evacuation Plan has been developed to accomplish the following:

- Outline a framework of a complete Virginia operational evacuation plan within Northern Virginia.
- Synchronize the efforts of all state agencies during a major evacuation within this region.
- Provide a Virginia evacuation plan to synchronize mutual supporting plans of local jurisdictions within Region VII (Northern Virginia).
- Provide basic concepts which can be incorporated into plans being developed by other organizations within the NCR and the National Park Service.

SCOPE AND APPLICABILITY

The Plan provides broad guidance for state agencies, local jurisdictions, federal and non-governmental partners. There will be local evacuation plans which support and synchronize with this regional plan.

Operational guidance contained in this plan will apply in directing and coordinating state agency efforts in support of local jurisdictions and the NCR should a major evacuation event be required within these areas. This plan will also provide guidance to any federal support that may be requested as a result of the declaration of an 'Emergency' or 'Major Disaster', as defined in 42 U. S. C. § 5122 of the Stafford Act.

This plan supplements the Commonwealth of Virginia Emergency Operations Plan (COVEOP) and incorporates principles of the National Incident Management System (NIMS).

It is primarily intended to be supportive of local and regional evacuation actions. It is an all hazards approach to any type of event that could occur with or without advanced notice and will cause an evacuation.

This plan concentrates on the first 72 hours of an incident involving a large scale regional evacuation. Beyond the first days of such an evacuation, other State and local plans will be implemented for long-term response and recovery.

INCIDENT MANAGEMENT ACTIVITIES

This plan addresses the below activities in support of an evacuation.

- Traffic movement
- Law enforcement and traffic control
- Public transportation
- Support for “walk outs” in the event public transportation is interrupted or not available.
- Public information plan
- Establishment of Assembly Areas and Transfer Points for the initial reception and processing of evacuees to other destinations.

KEY CONCEPTS

The decision to implement the regional evacuation effort must be made quickly.

The top priorities are:

- Prevent an imminent incident from occurring;
- Save lives and protect the health and safety of the public, responders, and recovery workers;
- Ensure security;
- Protect property and mitigate damages and impacts to individuals, communities, and the environment;
- Ensure local government continues to function throughout the incident;
- Protect and restore critical infrastructure and key resources; and
- Facilitate recovery of individuals, families, businesses, government, and the environment.

SITUATION

Due to the types of threats to which VDEM Region VII (NoVA) and the NCR are susceptible, it is more likely that a no notice event will trigger an evacuation. Several incidents could simultaneously occur throughout these areas.

Large numbers of residents of Northern Virginia work in Washington and utilize public transportation to/from work. Should there be a disruption to public transportation, there will be a need to provide an alternate method to move these residents.

Federal evacuation plans will not be made public, but will affect other regional evacuation efforts. Additionally, actions initiated by the federal government may temporarily impair road, rail and air movement within Washington, DC and Region VII localities.

In the event of a large scale evacuation within or near VDEM Region VII, the focus of NoVA localities will be the movement of people and sheltering their own residents and/or providing mutual support to other affected Virginia localities. Sheltering of Displaced Persons might not be within the capabilities of Region VII, and assistance will be required from State shelters and/or other cities/counties in Virginia.

Where feasible, “shelter-in-place” will/must be the primary protection of people.

ASSUMPTIONS

Incident command will be managed at the lowest possible level of government. More than one incident could cause evacuation. Incident command could also be in Washington, DC with Northern Virginia in a supporting role.

Incident Management activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS).

The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to prevent, prepare for, respond to, and recover from disasters.

It is anticipated that regardless of where the incident occurs, either in Region VII or Washington, DC, an immediate spontaneous evacuation will occur. Roads will rapidly become grid-locked and people will begin walking out of the impacted areas. The first responses will concentrate on protecting lives, property, gaining control of the actions of the public and implementation of the evacuation plan during chaos and possible panic.

There is a potential that public transportation and roadways could be disrupted or damaged. This will demand maximum flexibility in responses.

Dissemination of information to the public is essential to gaining control of the situation, reducing fears and implementing an organized effort for evacuation.

DEFINITIONS

Assembly Areas – These sites may be large open areas or fixed sites with some weather protection and restroom facilities. The Assembly Areas identified have adequate space for transportation to move in to relocate evacuees. Basic minimal medical support and evaluation will be provided at these locations. These areas may be used for decontamination.

Displaced Persons – These are individuals for whom transportation to their homes is either unavailable or not feasible due to the nature of the event and who need to be moved to shelters.

Local Transfer Points – Evacuees can expect to stay at a local transfer point between one and six hours. Missions of Local Transfer Points include:

- Additional medical treatment and evaluation;
- Sorting evacuee groups for movement to appropriate locations (homes or shelters); and

State Transfer Points – These are pre-identified colleges/universities that will be managed by staff. Evacuees at a state transfer point can expect to stay between four and 24 hours. The mission of the State Transfer Point:

- Temporary stop for evacuees on their way to a State Shelter.
- Accountability and registration of evacuees for tracking;
- Provide comfort e.g. restrooms, food, water, and blankets.

Shelters – A facility used to temporarily house affected residents

ROLES AND RESPONSIBILITIES

Roles and responsibilities are described in detail in the Commonwealth of Virginia Emergency Operations Plan. These remain unchanged in supporting this Plan. Some specific roles are discussed below.

VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT (VDEM)

- Oversee implementation of the Northern Virginia Evacuation Plan.

VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT)

- Exercise primary responsibility for State-managed Limited Access Evacuation Corridors.
- Activate the Limited Access and Traffic Signal corridors for roads upon receipt of the Executive Order from the Governor or Virginia State Police Division VII Commander, or his designee.
- Activate the Traffic Signal Plan.
- Support the Virginia State Police.
- Provide support to localities in implementing all or part of this plan.

VIRGINIA STATE POLICE (VSP)

- Provide traffic control and law enforcement in support of this plan in coordination with local and federal law enforcement agencies.
- Redirect traffic to alternate routes around Region VII.
- Assist localities within the agency's capabilities.

DEPARTMENT OF RAIL & PUBLIC TRANSPORTATION (DRPT)

- Coordinate state level mass transportation support of the evacuation.
- Provide additional bus support to Region VII localities when requested by the VEOC.
- Be prepared to provide rail support to move responders, equipment and supplies to Northern Virginia or Washington, DC.

AMERICAN RED CROSS (ARC)

- American Red Cross will support sheltering and other mass care activities as defined in the COVEOP.
- Local ARC chapters may perform additional activities as defined in the local jurisdiction's EOP that fall within their response capacity, such as providing support to Assembly Areas (AA) and Transfer Points (TP).

VIRGINIA DEPARTMENT OF HEALTH (VDH)

- Provide assistance to localities for evacuation of casualties when requested.
- Provide medical support to supplement local jurisdictions and at Transfer Points and Assembly Areas.
- Implement the evacuation of affected hospitals and medical facilities to alternate locations in conjunction with local jurisdictions.

DEPARTMENT OF SOCIAL SERVICES (DSS)

- Maintain awareness of State Managed Shelter status throughout Virginia.
- Sorting evacuee groups in State Transfer Points for movement to appropriate state shelter locations.
- Assisting college/university staff in operating and resourcing of the State Transfer Points.

DEPARTMENT OF CORRECTIONS (DOC)

- Implement the evacuation of correctional institutions to alternate locations upon request from VDEM.

DEPARTMENT OF MILITARY AFFAIRS (DMA)

- Be prepared to provide support to the evacuation.

LOCAL JURISDICTIONS

- Incident Command.
- Primarily responsible for Traffic Signal Evacuation Corridors identified as part of this plan with VDOT assistance.
- Implement local plans in support of the evacuations.
- Open EOC.
- Operate Assembly Areas and Transfer Points within their jurisdictions.
- Assist federal agencies with their Assembly Area and Transfer Point facilities.
- Assist in providing billeting and food for local and state first responders within jurisdiction.
- Provide buses to support movement of people from Assembly Areas and/or Transfer Points.

NATIONAL PARK SERVICE (NPS)

- Operate designated Assembly Areas and Transfer Points as designated within federal jurisdiction.
- Provide law enforcement and traffic control.
- Provide law enforcement, traffic control, logistical and medical support of Assembly Areas and Transfer Points within its jurisdiction along with Arlington or the District of Columbia as appropriate.

CONCEPT OF OPERATION

GENERAL

The overall concepts described are portrayed in the diagrams and maps contained in this plan. The Commonwealth of Virginia is responsible for the execution of this plan.

This concept of operation reflects the “Plan.” As previously stated, there will be some amount of time before first responders gain control and fully execute these principles. This concept is also designed to be highly flexible depending on the situation(s.) The concept may be used for either incidents occurring in VDEM Region VII (NoVA), in support of a Washington, DC incident, or both.

CONCEPT

1. The following types of incidents may cause the need to execute the Evacuation Plan for Northern Virginia:
 - Biological
 - Blast (Improvised Explosive Devices/Conventional Bombs)
 - Nuclear
 - Radiological
 - Aircraft attack
 - Arson
 - Civil disobedience/riots
 - Maritime attacks
 - Attack on rail facilities
 - Large scale natural disasters
2. The Northern Virginia Evacuation Plan or Virginia support of the NCR evacuation plan is executed upon order of the Governor of Virginia. The Governor may order a mandatory evacuation. The Governor may delegate this authority.
3. Once an evacuation is ordered, the Evacuation Plan will be executed by state, local and applicable U.S. Government agencies. This may occur in various stages.
4. Evacuation Corridors are listed below. Establishment of evacuation corridors reflects routes that will receive priority for management and support for traffic control, law enforcement, logistics and medical providers given the limited assets available initially for an evacuation.
5. As evacuees move out of the affected areas by road, rail or foot, those requiring assistance will be initially directed to Assembly Areas. At the Assembly Areas, evacuees will be collected for further evacuation via buses and provided immediate first aid and comfort. Buses will be used to move evacuees to Transfer Points, (TP.) Assembly areas will be operated by local jurisdictions and/or the National Park Service.
6. Upon arrival at designated Transfer Points, accountability will be completed, and additional medical support and comfort (food, water, blankets) will be provided. Evacuees will be moved via buses to the vicinity of their homes within NoVA or to designated shelters. Local governments will operate Transfer Points to move evacuees home or to state Transfer Points for Displaced Persons. State-operated Transfer Points will be supported by state agencies (primarily college staff.)
7. Local shelters will be opened in Region VII to provide support for residents of local jurisdictions or mutual support of other NoVA localities. State shelters will be provided throughout the Commonwealth of Virginia for Displaced Persons.

8. Traffic flowing toward Northern Virginia and/or Washington, DC will be re-routed to alternate routes by both Maryland and Virginia law enforcement to reduce congestion near the affected areas.
9. The public information annex (ESF#15) contained in this plan will be implemented in conjunction with the order to execute this plan. The public will be provided information regarding what to do, where to go, status of closures or requirements for sheltering in place.
10. Normal commuter rail will also support evacuation. Special trains may be used to transfer Displaced Persons out of the area to shelter locations.
11. Airports and waterways may be used primarily to provide follow-on responders and logistical support into the affected areas.
12. The U.S. Coast Guard may be used to close the waterways in support of this plan as needed.

RELATIONSHIPS WITH OTHER PLANS

Relationships to other State Plans.

This Plan is included as an Annex to the COVEOP. This document includes more detailed information on evacuation response within Region VII (Northern Virginia).

Relationship to Local Emergency Management Plans.

This plan provides for coordination and synchronization between local evacuation plans and this overall plan for Northern Virginia.

Relationship to Regional Emergency Management Plans.

This plan is designed to support the NCR Evacuation and Sheltering Plan. Depending on the location(s) of an incident or multiple incidents, evacuees could flow from the District of Columbia into Virginia or vice versa. The following would be expected to be incorporated into both the Virginia and DC evacuation plans:

- a. VA/DC would fill their own shelters to capacity prior to requesting shelters in another state/city.
- b. A request would be made to the neighboring jurisdictions to use their shelters for evacuees utilizing pre-existing MOU's, Statewide Mutual Aid or Emergency Management Assistance Compact (EMAC).
- c. The requesting jurisdiction will provide transportation for their residents moving to shelters in another jurisdiction.
- d. The requesting jurisdiction will provide administration/registration, staffing, funding and logistical support for any shelters their residents occupy in another jurisdiction in support of the local facility management.

Relationship to other Virginia Regional Areas.

Other VDEM Regions will be impacted by the execution of the NOVA Evacuation plan. Impacts include: Increased traffic flow; requirement of food, lodging, gas, assistance; sheltering and other support. Those outlying regions will need to develop separate regional-level plans to support a NOVA Evacuation.

Relationship to Federal Contingency Plans.

This plan will support evacuations of FEMA Region III and other federal agencies in or adjacent to VDEM Region VII (NoVA.) It is anticipated that federal agencies will stagger

release of their employees in support of an evacuation and/or shelter in place to avoid overwhelming jurisdictions.

COMMAND AND CONTROL

Incident command centers will be designated by local jurisdictions and/or the federal government.

Upon the order to implement the NoVA Evacuation Plan or the NCR Sheltering and Evacuation Plan, both the State Multi-Agency Coordination Center (MACC) and local EOCs will become fully operational immediately as applicable.

INCIDENT MANAGEMENT ACTIONS

This section describes incident management actions including initial threat notification, early coordination efforts to assess and disrupt the threat, preparatory activation of the ESF structure, and deployment of resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many actions may be undertaken concurrently in response to single or multiple threats or incidents.

Notification and Assessment

Local and nongovernmental organizations report threats, incidents and potential incidents using established communications and reporting channels. Once a threat or incident has occurred, local government, through the Director of Emergency Management, makes a preliminary determination to initiate the coordination of information-sharing and incident management activities.

Reporting Requirements

Local Emergency Management is required to report a Declaration of Emergency to the VEOC and encouraged to report all incidents of significance to the VEOC. In most situations, incident information is reported using existing mechanisms to the VEOC. This information may include:

- Implementation of an incident management or emergency response plan or action to prevent, respond to, or recover from an incident; and
- Activation of local and state mutual-aid agreements in response to incidents resulting in emergency proclamation or declarations, or requiring federal assistance.

Dissemination of Warnings and Bulletins

Watches, warnings, and other emergency bulletins are issued by various agencies based on their statutory missions and authorities. Information on dissemination of public information can be found in the ESF #15 Annex - Public Affairs. A variety of communications systems may be used at the federal level to disseminate information, such as:

- National Warning System (NAWAS): NAWAS is the primary system for emergency communications from the federal government to both state and local warning points;
- Washington Area Warning System (WAWAS): Although not directly tied to the NAWAS circuits, WAWAS is a mechanism for providing emergency communications to Washington, DC area officials in the event of an emergency;
- National Emergency Alert System (National EAS): Formerly known as the Emergency Broadcast System, the National EAS is a nationwide network of readily available and reliable means to communicate emergency information to the American people; and
- State and Local EAS: State and local authorities have their own EAS which may be used to broadcast information on major disasters or emergencies.

Pre-Incident Actions

The majority of initial actions in the threat or hazard area are taken by first responders and local government authorities, and include efforts to protect the public and minimize damage to property as follows:

- **Public Health and Safety:** Initial Safety efforts focus on actions to detect, prevent, or reduce the impact to public health and safety. Such actions can include environmental analysis, plume modeling, evacuations, emergency sheltering, air monitoring, decontamination, emerging infectious disease tracking, emergency broadcasts, etc. These efforts may also include public health education, site and public health surveillance and testing procedures, and immunizations, prophylaxis and isolation or quarantine for biological threats.
- **Responder Health and Safety:** The safety and health of responders is also a priority. Actions essential to limit their risks include full integration of deployed health and safety assets and expertise; risk assessments based upon timely and accurate data, and situational awareness that considers responder and recovery worker safety.
- **Property and Environment:** Responders may also take incident management actions to protect public and private property and the environment. Such actions may include sandbagging in anticipation of a flood, or booming of environmentally sensitive areas in response to a potential oil spill.

Response Actions

Once an incident occurs, the priorities shift from prevention, preparedness and incident mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community.

Response actions include immediate law enforcement, fire, emergency medical services; emergency flood fighting; evacuations; transportation system detours; emergency public information; actions taken to minimize additional damage; urban search and rescue; the provision of public health and medical services to include food, water, and other emergency essentials; debris clearance; the emergency restoration of critical infrastructure; control, containment and removal of environmental contamination; and protection of responder health and safety.

In the context of a single incident, once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations, and if applicable, hazard mitigation. The Logistics Section coordinates a demobilization plan for the release of appropriate resources.

Recovery Actions

Recovery involves actions needed to help individuals and communities return to normal when feasible. The Joint Field Office (JFO) is the central coordination point among federal, state and local agencies and voluntary organizations for delivering recovery assistance programs.

The JFO Operations Section includes the Human Services Branch, Infrastructure Support Branch, and Community Recovery and Mitigation Branch. The Human Services and Infrastructure Support Branches assess state and local recovery needs at the outset of an incident and develop relevant timeframes for program delivery. The Community Recovery and Mitigation Branch works with the other Operations branches and state and local officials to assess the long-term impacts of an incident, define available resources and facilitate the

development of a course of action to most efficiently apply available resources to restore and revitalize the community as well as reduce the impact from future disasters.

The above branches coordinate with one another to identify appropriate agency assistance programs to meet applicant needs. Hazard mitigation measures are identified in concert with congressionally mandated, locally developed plans. Hazard Mitigation Risk Analysis; technical assistance to state and local governments, citizens, and businesses; and grant assistance are included with the mitigation framework. These branches work in tandem to track overall progress of the recovery effort, particularly noting potential program deficiencies and problem areas.

Long-term environmental recovery may include cleanup and restoration of public facilities, businesses, and residences; re-establishment of habitats and prevention of subsequent damage to natural resources; protection of cultural or archeological sites; and protection of natural, cultural, and historical resources from intentional damage during other recovery operations.

NOTIFICATIONS

This Annex provides detailed information regarding the notification process should the Northern Virginia Evacuation Plan need to be activated.

Any jurisdiction in Region VII, state agency/department, or federal partner can request the activation of the Plan. The request for activation will be answered by the Virginia Emergency Operations Center (VEOC).

Upon receiving a request to activate the Northern Virginia Evacuation Plan, the VEOC will notify the appropriate authorities of the request for the activation of the “Plan.”

While awaiting approval from the Governor, the VEOC will notify the applicable entities (see below) of the request. The VEOC will house the contact list.

Once the Governor has approved activation of the Plan, the VEOC will notify the same list of entities regarding the approval. The bus companies will be notified via the local EOC for the jurisdiction in which they operate.

Upon initial notification, all agencies/organizations will take actions immediately to be prepared to support/execute this plan. It will be imperative that local EOCs be activated immediately with all functions and ESF groups.

The following provides a prioritized notification list to be implemented by the VEOC:

Agency/Organization	Contact Number
Arlington County Emergency Management	703-558-2222
City of Alexandria Emergency Management	703-838-4660
Fairfax County Emergency Management	703-324-7777
City of Falls Church Emergency Management	703-241-5052
City of Fairfax Emergency Management	703-285-7924 or 703-280-0824
Prince William County Emergency Management	703-792-6810
Loudoun County Emergency Management	703-777-0637
City of Manassas Emergency Management	703-257-8000
City of Manassas Park Emergency Management	703-361-1136
Stafford County Emergency Management	540-658-4440
Region VII VDEM Coordinator	804-674-2400 or 800-468-8892
National Park Service via US Park Police	202-619-7300
Virginia Department of Transportation, Northern Region	571-350-2040
Virginia State Police, Division VII	703-323-4500
Washington Metropolitan Area Transit Authority (WMATA)-RAIL	202-962-1625 or 202-962-2000
Washington Metropolitan Area Transit Authority (WMATA)-BUS	Any one of the following: 202-962-1811 202-962-1812 202-962-1813 202-962-1814

	202-962-1815
Virginia Railway Express	571-238-9056 (c) or 703-838-9338 (o)
Virginia National Guard	434-292-8650
Maryland Emergency Management Agency (MEMA)	877-636-2872
District of Columbia Emergency Management Agency (DCEMA)	202-727-6161
Northern Virginia Community College – Woodbridge Campus	571-221-4274
George Mason University – University Police (for both Prince William and Fairfax Campuses)	703-993-2810
CUE Bus	703-385-7992 (5am-midnight) 703-385-7859 (8:30am-5pm)
DASH Bus	571-238-9145 or 571-238-9147
Fairfax Connector	In priority: Sr Ops Coord, 703-324-1472 (o) or 571-221-3980 (c) or 571-926-9077 (h) Ops Coord, 703-324-1419 (o) or 571-221-6011 (c) or 703-273-2198 (h) Sr Fleet Coord, 703-324-1123 (o) or 571-221-2150 (c) or 703-897-4391 Ops Coord, 703-324-1435 (o) or 571-221-3912 (c) or 703-508-5809 (c)
OmniRide/Potomac and Rappahannock Transportation Commission (PRTC)	703-580-6100 (will roll to cell phones if not answered promptly)

*Arlington Transit will be notified by Arlington County Emergency Management.

*Loudoun Commuter Bus will be notified by Loudoun County Emergency Management.

ESF #1 – TRANSPORTATION

Primary Agency

Virginia Department of Transportation (VDOT - Northern Operations Region)

Support Agencies

Local

Local Transportation Agencies

Local Police Departments

WMATA (Washington Metropolitan Area Transit Authority) and local public transit providers

State

Virginia Department of Emergency Management (VDEM)

Virginia State Police (VSP)

Virginia National Guard (VANG)

Maryland Department of Transportation/ State Highway Administration (MDOT)

District of Columbia Department of Transportation (DDOT)

Federal

United States Park Police (USPP)

United States Department of the Interior, National Park Service (NPS)

Introduction

Purpose

To identify a flexible transportation evacuation network plan for Region VII and beyond to include the VDOT Northern Operations Region, in partnership with the District of Columbia Department of Transportation, the Maryland Department of Transportation/ State Highway Administration as well as local transportation agencies and public transit providers to meet the demands placed on the region's transportation system by a catastrophic no-notice event.

To select specific evacuation corridors including the Dulles and Greenway Toll Roads, the Interstate System including HOV lanes and other Signal Corridors within the VDOT Northern Operations Region.

Scope

This plan establishes the ESF #1 traffic control concept for the evacuation of Region VII and beyond to include the VDOT Northern Operations Region as well as specifies mandatory tasks, identifies priorities and provides the bases for coordinating those tasks expected to be accomplished by VDOT, VSP, VANG and other ESF external agencies and organizations. This plan will establish evacuation as its first priority and facilitate movement of the public in coordination with other transportation agencies through a traffic signal plan that includes those signal systems not under VDOT control but are identified in any evacuation corridor that crosses into or through other jurisdictions.

It is envisioned that an evacuation in Northern Virginia and/or the NCR will have impact far beyond the NCR boundaries and will affect the NCR's neighboring localities and regions, and States. A prolonged disruption could stress much of transportation system and network along the entire East Coast. As soon as practicable, every effort will be made to return the transportation networks to normalcy.

Responsibilities

Primary Agency: Virginia Department of Transportation

- Partner with state and federal departments as well as local industry to assess damage and impact on transportation and infrastructure;
- Coordinate and implement response and recovery functions under primary agency statutory authorities;
- Assist in determining the most viable transportation networks to, from and within the emergency or disaster area and regulate the use of these transportation networks; and
- Identify resource requirements for transportation and coordinate their allocation.

Policies

- This plan will be implemented in accordance with the Incident Command System (ICS), the National Response Framework (NRF), and the Commonwealth of Virginia Emergency Operations Plan (COVEOP).
- VDOT will coordinate with local transportation planning and use the most effective means of transportation to carry out the necessary duties during an incident.
- VDOT will coordinate all traffic activities and resources through the VDOT Traffic Management Center with other local jurisdictions and regional traffic centers, emergency operation centers and unified commands in order to provide the most efficient traffic flow based on existing traffic conditions at the time of a catastrophic no-notice event and the condition of the transportation systems immediately thereafter. This coordination will be accomplished as outlined in the National Incident Management System (NIMS).
- VDOT will coordinate with public transit providers, US Park Police, National Park Service, DDOT, MDOT, VSP, VANG, local police and transportation agencies to identify bus staging areas that will provide pedestrian traffic with a means to be transported to outlying transfer points or designated shelters as safely as circumstances will allow.
- Local emergency transportation planning will recognize state and federal policies, regulations, and priorities used to control movement of relief personnel, equipment, and supplies.
- To facilitate the prompt deployment of resources, priorities should be established pre-incident and should be developed and maintained through an interagency process led by local government. Each ESF is responsible for compiling, submitting and updating information for inclusion in the ESF #1 prioritized shipments.
- Conducting damage assessments to establish repair or replacement needs to restore VDOT's transportation system will be the first priority during the recovery phase. This would open roadways to both the needs of recovery resources and commercial trucking for basic daily needs of the population.

Concept of Operations

General

This Plan provides guidance for managing the use of transportation services and deployment of relief and recovery resources.

The overarching objective of ESF #1 during an evacuation of the District of Columbia or Northern Virginia is to facilitate the mass movement of individuals out of the affected area to their homes and family or to a safer location as quickly as possible.

A Regional Transportation Group (ESF #1) will be established in a local EOC to coordinate all regional public transportation support to the evacuation. This group will report to the Local EM in charge of the incident. The primary task of this group will be to provide transportation service for evacuees and coordination with WMATA and VRE.

Regional ESF #1 will incorporate representatives from all jurisdictions as well as transportation assets as needed. Regional ESF #1 will maintain situational awareness throughout the evacuation by all available means.

Regional ESF #1 will identify priorities, deploy and track progress of transportation resources, and will also coordinate regional transportation needs with the VEOC.

Assumptions

- A disaster might severely damage the transportation infrastructure and interrupt transportation services. Most localized transportation activities might be hampered by the lack of useable surface transportation infrastructure.
- The damage to the transportation infrastructure might influence the means and accessibility level for relief services and supplies.
- Disaster responses, which require usable transportation routes, will be difficult to coordinate effectively during the immediate post-disaster period.
- Clearing access routes will permit a sustained flow of emergency relief, although localized distribution patterns might be disrupted for a significant period.
- All government transportation resources not being used for the emergency/disaster will be available for use.
- All requests for transportation support will be submitted to the VA Emergency Operations Center or lead local EOC for coordination, validation and/or action in accordance with this Emergency Support Function.

Organization

The Regional Transportation Group (ESF #1) will be established at either the lead Emergency Operations Center (EOC) managing the incident or another EOC supporting the incident.

The Regional Transportation Group (ESF #1) will include transportation representatives of NoVA localities, VDOT, WMATA, and VRE. Other transportation organizations may also have representation in this Group.

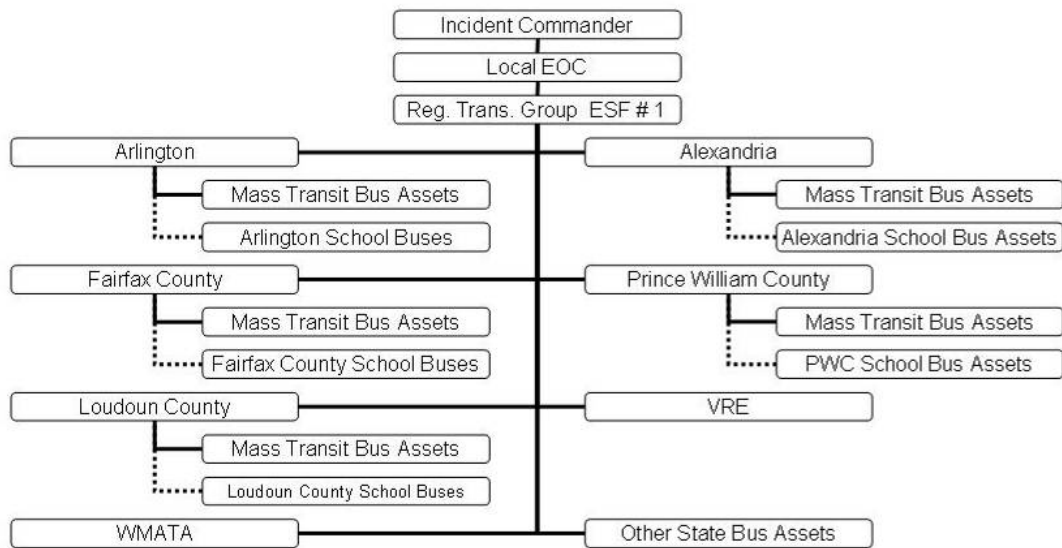
VDOT, in conjunction with the local jurisdictions, is responsible for coordinating resources needed to maintain and restore transportation routes necessary to protect lives and property during an emergency or disaster.

VDOT will provide a liaison and provide information on road closures, alternate routes, infrastructure damage, debris removal, rail and bus transit and restoration activities.

VDOT, in conjunction with support agencies, will assess the condition of highways, bridges, signals, rail and bus transit, and other components of the transportation infrastructure. When appropriate, VDOT will:

- Close infrastructure determined to be unsafe;
- Post signing and barricades; and
- Maintain and restore critical transportation routes, facilities and services.

Regional Transportation Group ESF # 1 Organization



Actions

- Decision is made to execute the NoVA Evacuation Plan by the Office of the Governor.
- VSP and VDOT implement the traffic movement plan (HOV, Traffic Signal Plan and Traffic Control Points).
- U.S. Park Police and the National Park Service execute the GWMP Emergency Evacuation Plan (if appropriate).
- RESF #1 Group is established to manage regional assets.
- Local jurisdictions provide support resources to Assembly Areas and Transfer Points within their area.
- The State Transfer Points are activated and prepared to receive, support and process Displaced Persons for further movement.
- Displaced Persons are transported to State Managed Shelters from Transfer Points.

Appendix 1 – Public Transportation

Primary Agency

Virginia Department of Transportation (VDOT - Northern Operations Region)

Support Agencies

Local

Local Jurisdiction(s)
Washington Metropolitan Transit Authority (WMATA)
Metropolitan Airports Authority

State

Virginia State Police (VSP)
Virginia Department of Rail and Public Transportation (DRPT)
Virginia Department of Aviation
Virginia Department of Emergency Management (VDEM)
Virginia Railway Express (VRE)

Federal

National Park Service (NPS)
U. S. Park Police (USPP)

Private

Private Sector Transportation Organizations (Rail/Bus/Air)

Introduction

Purpose

To describe the regional public transportation efforts to move evacuees out of affected areas immediately following a large-scale incident in a safe, effective and efficient manner. To also establish a process for moving public transportation support into the affected area after the incident. This plan provides a basic framework and guidance to be integrated into a variety of other local, state, federal and private organization plans.

Policies

- Public transportation providers will support the local incident commander/EOC.
- The Virginia EOC (VEOC) will serve as the state coordinating entity for public transportation support of this plan.
- In accordance with state and federal policies, the public transportation industry will function under its own management and operate systems and facilities to provide maximum service to fill essential needs as specified by appropriate federal, state and local government authorities.
- Carriers and shippers will conduct business as usual whenever possible.
- Local public transportation (primarily buses) will be used initially. Follow-on resources will be furnished by the local ESF groups and the VEOC ESF # 1.

Concept of Operations

Assumptions

- Once the decision is made to execute the Northern Virginia Evacuation Plan, rail and public transportation will fully support the evacuation effort.
- Providers will comply with instructions of federal, state and local authorities. Some areas or stations may be closed initially. Schedules may be delayed or changed based upon the incident/situation.
- Bus services will be coordinated at designated Assembly Areas and Transfer Points through the Incident Commander and Local EOC in charge of the incident with the Regional Transportation Group (ESF #1) in a supporting role. Commuter evacuees will be moved from these locations to the near vicinity of their homes. Displaced Persons will be moved to a designated State Transfer Point for further movement to a State Managed Shelter.
- Initially, local transportation assets will have to provide all bus support to Assembly Areas and Transfer Points. As soon as possible, and at the request of the local jurisdiction, the VEOC will provide additional buses to support movement of evacuees in accordance with plans.
- Additional bus, rail and aviation transportation will be prepared to move first responders, equipment and logistical needs to the vicinity of the incident as directed.

Organization

- The local incident commander/EOC will direct evacuation efforts, plans and transportation resources.
- The VEOC ESF #1 will provide support to the Regional ESF #1 Group on request.
- The Regional Transportation Group (ESF #1) will manage and control the following bus assets:
 - Fairfax County
 - City of Alexandria
 - Arlington County
 - Prince William County
 - Local School System buses (if available)
 - Private providers within the region
 - State and/or Federal furnished assets

Actions

- RESF #1 Group directs buses to Assembly Areas and Local Transfer Points.
- Buses move commuters to the vicinity of their homes or to the State Transfer Points.
- Displaced Persons are transported to State Managed Shelters from State Transfer Points.

TAB A – Bus Support

Primary Agencies

NoVA Regional Transportation Group (ESF #1)
VDOT

Support Organizations

Arlington Transit
CUE Bus-City of Fairfax
DASH – Alexandria Transit
Fairfax County Connector
Loudoun Commuter Bus
MetroBus
Potomac and Rappahannock Transportation Commission (PRTC)
All NoVA School Systems

Introduction

Purpose

To describe the process and procedures for using all available NoVA buses to move evacuees from Assembly Areas (AA) to Local Transfer Points and State Transfer Points. Buses will be the primary means of transportation for moving individuals who cannot access rail transportation. Bus passengers may include NoVA commuters, Displaced Persons, and tourists.

Policies

- Upon activation by the Governor of Virginia, all NoVA localities, appropriate State agencies, and support organizations will fully execute the NoVA Evacuation Plan
- School buses will not be used to move evacuees until released by local school administrators. It is anticipated that as long as schools are open, most of these buses will not be available.
- Special needs individuals and pets will be transported on all buses to the maximum extent possible. Note: All mass transit buses are handicapped accessible. Approximately 10% of school buses are also handicapped accessible.
- Mass transit companies will direct and control their buses while supporting the evacuation. Mass transit companies will be in constant communication with the Regional Transportation Group (ESF #1) at the EOC coordinating the evacuation. The Regional Transportation Group (ESF #1) will mission task the supporting bus companies.

Scope:

This plan is intended to support evacuation due to single or multiple incidents primarily occurring in VDEM Region VII (NoVA). It is also intended to support and compliment an NCR evacuation. It is not meant to duplicate or supersede plans of local jurisdictions. Instead, it is designed to provide a regional plan for supporting local jurisdictions.

Concept of Operations

General:

- The primary mission for buses will be to move evacuees from designated Assembly Areas to either State or Local Transfer Points in accordance with the attached Bus Movement Table or as modified at the time of the incident. Regional Transportation Group (ESF #1) will be responsible for coordinating transportation for evacuees to get home.
- Upon the Governor's decision to implement the NoVA Evacuation Plan, the VEOC ESF#1 Group will immediately work to dispatch buses from other regions to move evacuees from the NoVA State Transfer Points to State shelters within the Commonwealth. This support will be coordinated with the Regional Transportation Group (ESF #1).
- For an evacuation of less than 10,000 evacuees, 25% of local NoVA mass transit buses will support the evacuation mission. The remaining buses will continue reduced service to normal schedules/routes.
- For an evacuation involving more than 10,000 evacuees, a decision may be made to use all buses available and cease normal schedules/routes. This determination will be made by the Regional Transportation Group (ESF #1) in conjunction with mass transit providers. As they become available, other bus organizations (schools, transit providers from nearby localities, etc) will be used.
- Other bus assets that may be available to support a NoVA evacuation:
 - Local jurisdiction mass transit (bus) providers (either owned/contractor operated)
 - WMATA
 - School buses within NoVA localities (cities/counties)
 - Mass casualty buses (MMRS assets)
- The following Non-NoVA buses may be used to support this plan:
 - Mass transit buses (Richmond, Hampton Roads, Roanoke, etc)
 - School buses from non-NoVA jurisdictions
 - Commercial contract bus services from within the Commonwealth
 - Buses from other NCR jurisdictions
 - FEMA contracted mass transit companies
- Using the Bus Movement Table, RESF #1 Group will provide guidance and mission taskings to their bus organizations.

Organization

- Missions of the Regional Transportation Group (ESF #1) with respect to buses are:
 - Provide mission taskings to mass transit companies. Local ESF#1 transportation representatives in the EOC will give missions to their own bus organizations
 - Request additional buses from the VEOC/Department of Rail and Public Transportation
 - Coordinate support from school buses as they become available
 - Coordinate and manage requirements for augmented bus drivers

Bus Routing

- Bus routes will be determined by the Regional Transportation Group (ESF #1) and will vary depending on when/where mass transit providers dispatch their buses.

Reporting

- Local mass transit companies will send regular reports to the Regional Transportation Group (ESF #1) representatives in the Local EOC. These reports should include the number of buses dispatched and each bus' mission assignment details.
- The ESF#1 representatives in the Regional Transportation Group (ESF #1) will maintain an accurate status of buses deployed and situational awareness.
- WebEOC will be utilized at both the State and local EOCs to report status of buses and mission assignments.
- Bus status will be included in all situational reports conducted during the evacuation process.
- It is essential that once buses complete an assignment, their status be changed to "available" for another assignment. Mass transit providers would report this information to their representative in the Regional Transportation Group (ESF #1).

Communications

- Mission taskings will be provided from Local EOC ESF#1 Group representatives to mass transit dispatching centers via established communication methods. A record will be maintained at the Local EOC of all mission assignment details.
- Mass transit providers will use their existing communications systems to dispatch and direct their buses. If required, cached radios may be provided to bus providers/drivers.

Documentation

- Mass transit providers will complete the Mass Transit Reimbursement Form to document their support and expenditures during the evacuation for possible reimbursement.
- The Regional Transportation Group (ESF #1) will maintain records of all bus requests and support received from all transportation organizations. The primary method of documentation will be WebEOC.

Safety

- All mass transit companies must provide a briefing to their drivers prior to dispatch. Briefings must include, at minimum:
 - Situation Update
 - Mission details
 - Safety considerations (actions for on-bus situations/emergencies, getting assistance from law enforcement or EMS)
 - Enroute reporting procedures and requirements
 - Routes
 - Changes

- Assembly Area and Transfer Point details and contact
- Depending on the scope of the evacuation, driver fatigue could become a factor. Mass transit companies need to develop internal plans/policies to ensure appropriate rest periods for drivers. Shifts may be utilized as the Plan increases from 25% to 100% use of assets. If existing bus drivers reach the limit of driving time, a phased stand-down period could be established or additional augmentee drivers could be requested.
- No bus driver will be required to enter a hazardous area, other than normal road conditions, that may be harmful to their health or well-being. Bus drivers may be requested to volunteer to make trips to hazardous areas.

DRAFT

TAB B – Mass Transit Reimbursement Form

Event:	
Submitted to the Requesting	Date:
From City/County Department of:	Vendor
For Services Rendered Under State	SMA
Copies of Receipts and Payment Vouchers for Each Claim are <input type="checkbox"/> <input type="checkbox"/> No	

Personnel Costs:

Regular Time	<input type="text"/>
Overtime	<input type="text"/>
Employer Share of Fringe Benefits	<input type="text"/>

Total Personnel Costs

Supplies Costs

Number of Gallons	<input type="text"/>
-------------------	----------------------

Total Supplies Costs

Contractual Costs

Other Costs (Explain in Remarks)

Grand Total

Remarks

Certified & Authorized By:	Signature:
Title:	Date:

The Authorized official of the Assisting Locality certifies that the totals for each category/claim are exact costs expended by the Assisting Locality to perform the services requested in the SMA Event Agreement. All additional supporting documentation not included with this claim will be maintained by the Assisting Locality for a period of three (3) years following the above date of submission and may be obtained for audit purposes by notifying the Assisting Locality authorized official named herein.

ESF # 5 – EMERGENCY MANAGEMENT

Primary Agency

Local Northern Virginia Jurisdictions

Support Agencies

Local

- Local Fire Departments
- Local Police Departments
- Emergency Medical Service providers (EMS)

State

- Virginia Department of Emergency Management (VDEM)
- Virginia State Police (VSP)
- Virginia Department of Transportation (VDOT)
- Virginia Department of Rail and Public Transportation (DRPT)
- Virginia Department of Social Services (DSS)

Federal

- National Park Service (NPS)
- U.S. Park Police (USPP)

Nongovernmental

- American Red Cross (ARC)

Introduction

Purpose

To describe the command and control structure as it would be implemented to support the Northern Virginia Evacuation Plan.

Scope

An incident or multiple incidents might occur within or adjacent to VDEM Region VII (Northern Virginia) which would result in a spontaneous evacuation from the effected area. The type or severity of the incident(s) will determine whether there is a need to implement local plans and/or the Northern Virginia evacuation plan. Since such events are likely to immediately become a regional event, there is a need to outline the command and control structure.

Emergency Management Responsibilities

- Activate and convene local emergency assets and capabilities;
- Coordinate with law enforcement and emergency management organizations;
- Coordinate short and long term planning activities;
- Maintain continuity of government;
- Direct and control emergency operations;
- Submit state required reports and records; and
- Conduct initial warning and alerting.

Policies

- This command and control system will be in accordance with the NIMS and the COVEOP.
- Local jurisdictions will exercise incident command.
- Adjacent localities and state agencies within Region VII will be assisting agencies supporting the local Incident Commander/EOC.
- The National Park Service will perform incident command of areas under their control. They will also coordinate support through the Arlington County EOC.

Concept of Operations

General

- A request to implement the Northern Virginia Evacuation Plan may be made by either a local jurisdiction within VDEM Region VII (NoVA), VDOT or a federal government agency (DCHSEMA/Pentagon, etc.) to the Office of the Governor or the VEOC. This plan will be activated by order of the Governor or his designee.
- The local request may be made either by an Incident Commander or a local EOC/EM to implement all or part of this plan. Normally this request will be made to the VEOC.
- The VSP will determine the time the plan is to begin and notify their chain of command and the VEOC.
- The VEOC will exercise normal direction and supervision. The State MACC will initially implement the evacuation plan and become a liaison/support to local jurisdictions with Region VII.

Organization

- Command and control of an evacuation in Northern Virginia rests at the local level at the scene of the incident.
- Responsibilities for corridors, assembly areas and transfer points are described in this plan. Appropriate organizations will exercise command and control over these areas of responsibility.
- The National Park Service and the U. S. Park Police are major elements of this plan and will coordinate their efforts with Arlington County and State Agencies.
- The keys to this plan are the cooperation and synchronization of command elements between local, Northern Virginia, state and federal agency evacuation plans.
- Once the decision is made to implement the Northern Virginia Evacuation Plan, this command and control structure will be used to guide operations among local, state and federal organizations within VDEM Region VII (NoVA.)

Actions

- Request to implement the plan is made as detailed above.
- The Governor of the Commonwealth of Virginia decides to implement the plan entirely or in part.
- Depending on the situation/incident, the VSP may issue modifications to the basic evacuation plan if warranted by circumstances. The geographic location of the incident may require minor adjustments to the overall plan.

- The time for initial implementation is critical. Implementation will be in phases as resources are obtained to complete the entire evacuation plan.
- Normal reporting by localities and state agencies will occur in accordance with the COVEOP. The National Park Service Incident Commander will submit reports and state agency resource requirements through the Arlington County EOC and to DCHSEMA.

ESF # 6 – MASS CARE

Primary Agency

Local Northern Virginia Jurisdictions

Support Agencies

Local

Local ESF # 6
Emergency Medical Services (EMS)

State

Department of Military Affairs (DMA)
Virginia Department of Agriculture and Consumer Services
Virginia Department of Emergency Management (VDEM)
Virginia Department of Social Services (DSS)

Nongovernmental

American Red Cross (ARC)
Salvation Army
Virginia Volunteer Organizations Active in Disasters (VAVOAD)

Introduction

Purpose

Mass Care, Housing, and Human Services is tasked with supporting local governments and nongovernmental organizations efforts in regards to non-medical mass care, housing and human services. This annex provides direction to assist local governments in caring for individuals who are affected by a disaster and who require necessary support and the delivery of mass care services of shelter, feeding, and emergency first aid. ESF #6 is also responsible for the establishment of systems to provide bulk distribution of emergency relief supplies to disaster victims; and the collection of information to operate a Disaster Information System for the purpose of reporting victim status and assisting in family reunification. ESF #6 does not include recovery activities.

Regional ESF #6 Mass Care Functions:

Shelter

Assembly Areas are places for Displaced Persons/evacuees to gather while awaiting transportation out of the affected area.

Local Transfer Points are gathering areas away from the immediate danger. Evacuees will be provided transportation to their neighborhoods or to a State Transfer Point.

The State Transfer Points are intended to provide a location suitable to temporarily assemble victims and pets for onward movement out of the affected area to fully functional state shelters.

Feeding

Feeding operations to disaster victims will occur at mass care facilities (State Transfer Points), through a combination of fixed sites, mobile feeding units, and bulk distribution of food.

Emergency First Aid

Basic first aid will be provided to disaster victims at mass care facilities (Local Assembly Areas, Local Shelters, and at local/State Transfer Points) and at other designated sites within the disaster area. This service will be supplemental to emergency health and medical services established to meet the needs of disaster victims.

Emergency Medical Services will be performed using 9-1-1 Emergency Services Professionals (refer to ESF #8).

Policies

- This plan will be implemented in accordance with the Incident Command System (ICS), the National Response Framework (NRF), and the Commonwealth of Virginia Emergency Operations Plan (COVEOP).
- The Virginia EOC (VEOC) will serve as the state coordinating entity for resource requests and taskings in support of this plan.
- ESF #6 will coordinate with ESFs 1, 3, 5, 11 and 14 and others regarding recovery and mitigation assistance, as appropriate.

Concept of Operations

General

- Once the decision is made to execute the Northern Virginia Evacuation Plan, the Regional ESF #6 (in close coordination with the VEOC in Richmond) will immediately mobilize necessary resources to provide critical mass care functions and operations in support of the evacuation effort.
- A Regional ESF # 6 Coordination Center will be established and will be located at the lead local EOC. It will coordinate Mass Care Operations for the affected localities support of the Local Incident Commander(s).
- ESF #6 will coordinate Mass Care Operations at designated local assembly areas, local shelters and local transfer points, State transfer points and other locations as designated by the Incident Commander(s).

Organization

- The local incident commander(s)/EOC(s) will direct mass care efforts, plans, and resources.
- Regional ESF #6 will be established in the lead EOC in order to coordinate employment of necessary provisions of sheltering, feeding, emergency first aid, emergency relief supplies and other basic human services provided by government and non-government organizations and perform operations as tasked from the VDSS and VEOC.
- The Virginia Department of Social Services will be the primary agency for coordinating State support to all mass care facilities (shelters and state transfer points).
- The State Transfer Points will be supported by Department of Military Affairs (refer to ESF # 16) and the VEOC.

- Virginia Department of Social Services will coordinate necessary additional resources upon request from the VEOC.

Actions

- Incident Commander(s) takes control of the incident site(s) and identifies suitable Mass Care facilities and services to be provided.
- State / Local EOC are activated. Regional ESF #6 is established in the designated lead EOC.
- Local jurisdictions provide mass care support resources to local assembly areas and transfer points and local shelters within their jurisdiction.
- The State Transfer Points are activated and prepared to receive, support, process Displaced Persons for further movement out of affected area or to State Shelters.

Appendix 1 – Local Transfer Points

Introduction

Mass evacuations may be ordered pre- or post-event. An event with notice, such as a hurricane, may give emergency services personnel time to evacuate a threatened population. A no-notice event, such as a terrorist incident, may require a post-event evacuation to remove people from uninhabitable and/or dangerous areas. In all evacuations, the rationale for opening and operating transfer points is to enable the timely and efficient processing and transportation of large numbers of evacuees. Transfer Points are a temporary location for Displaced Persons due to a regional evacuation event. The Transfer Points will also support the evacuation of Displaced Persons with special needs and those without the means to self evacuate.

Purpose

This Appendix describes the establishment, operation, and responsibilities of the Local Transfer Point(s) in support of a regional mass evacuation as part of the Northern Virginia (NoVA) Evacuation Plan.

Scope

To develop a safe and temporary area for people displaced due to a regional evacuation event. People brought to Local Transfer Points will be provided transportation to their neighborhoods or to State Transfer Points (enroute to state shelters).

Once the Governor makes the decision to execute the NOVA Evacuation Plan, local jurisdictions will immediately activate their pre-designated Local Transfer Points

Each jurisdiction with a pre-identified Local Transfer Point will maintain separate Standard Operating Procedures (SOP's) to guide the activation, operations, and deactivation of that Local Transfer Point.

Mission

Those identified as State Transfer Points will develop detailed SOP's which, as a minimum, include the items listed below:

- a. Traffic flow plan for buses and private vehicles entering and exiting the TP.
- b. Means to provide information and instructions to evacuees. Include foreign language services and accommodations for the handicapped.
- c. Provide status reports to the local EOC.
- d. Request additional resources through traditional resource request procedures.

Concept of Operations

Local Transfer Points will be resourced directly through local jurisdiction EOCs.

Local Transfer Points will include first aid and basic mass care (such as water). Evacuees will not be tracked through the Local TP, as many will simply be returning home. Evacuee tracking will commence at the State Transfer Points.

When the Northern Virginia (NoVA) Evacuation Plan is implemented, designated Assembly Areas, Local Transfer Points, and State Transfer Points will become operational immediately. Transportation assets will first be directed to Assembly Areas to move evacuees away from immediate danger to Local Transfer Points. As the number of evacuees needing transportation away from the danger area diminishes,

transportation assets will be redirected to further move evacuees from the Local Transfer Points to their local neighborhoods or to a State Transfer Point for onward movement.

Appendix 2 – State Transfer Points

Introduction

Mass evacuations may be ordered pre- or post-event. An event with notice, such as a hurricane, may give emergency services personnel time to evacuate a threatened population. A no-notice event, such as a terrorist incident, may require a post-event evacuation to remove people from uninhabitable and/or dangerous areas. In all evacuations, the rationale for opening and operating transfer points is to enable the timely and efficient processing and transportation of large numbers of evacuees. Transfer Points are a temporary location for Displaced Persons due to a regional evacuation event. The Transfer Points will also support the evacuation of Displaced Persons with special needs and those without the means to self evacuate.

Purpose

This Appendix describes the establishment, operation, and responsibilities of the State Transfer Point(s) in support of a regional mass evacuation as part of the Northern Virginia (NoVA) Evacuation Plan.

Scope

To develop a safe and temporary area for people displaced due to a regional evacuation event. People brought to State Transfer Points will be registered, have their medical needs addressed, and be sustained with food and water until further transportation to a state shelter is available.

Once the Governor makes the decision to execute the NOVA Evacuation Plan, transfer points will be immediately activated by local jurisdictions and GMU/NVCC.

Each pre-identified State Transfer Point will maintain separate SOP's to guide the activation, operations, and deactivation of a State Transfer Point on their campus.

Mission

Those state colleges and universities identified as State Transfer Points will develop detailed SOP's which, as a minimum, include the items listed below:

- a. Security of the site and facilities.
- b. Traffic flow plan for buses.
- c. Means to provide information and instructions to evacuees. Include foreign language services and accommodations for the handicapped.
- d. Provide communications (phones/computers) for evacuee use.
- e. Provide status reports to the VEOC and local EOC.
- f. Request additional resources through traditional resource request procedures.
- g. Provide food, water and medical support to evacuees.
- h. Provide accommodations for people with special needs and/or pets or service animals.

Concept of Operations

State Transfer Points are the intake and processing sites for Displaced Persons needing assistance during a regional evacuation.

The State Transfer Point(s) will be resourced directly through the VEOC rather than local jurisdictions.

State Transfer Points will include reception, mass care (nourishment and hydration), first aid, and processing areas. In order to rapidly and efficiently process and transport evacuees, it is important to establish separate processing areas to accommodate the specific needs of all evacuees: general, medical, those traveling with pets and those with other issues (i.e. non-English speaking, unaccompanied minors, no identification, or separated family members). This supports the rapid processing of the general population while giving individuals with specific needs the appropriate support and services.

Incident Command/Emergency Operations Center

- Incident Command site will be established by the Business/Emergency Manager, the Director of Emergency Planning or designee.
- An Emergency Operations Center (EOC) will be established at the operational. The EOC will submit status reports, along with requests for additional resources to the Virginia Emergency Operations Center (VEOC) as the situation warrants.
- Staff will be notified of their work schedules and duties.
- A Volunteer Mobilization Center will be established.

Traffic Flow

- Entrances to all buildings will be secured. Security access controls will be implemented using campus police and security officers.
- Traffic flow to and from will be controlled along with all parking lots.
- Bus Embarkation and Debarkation sites will be established.

Each State Transfer Point will have the following operational sections:

Command Post

The Command Post will be established to manage the State Transfer Point. This area will have limited access based on the Incident Commander's preference. Evacuees and the media will not be permitted to enter.

Personnel Staging Area

All working in the State Transfer Point will check-in and check-out of the Personnel Staging Area where all assignments and staff accountability will take place.

Volunteer Mobilization Center

A volunteer screening and assignment center will be established. A schedule will be established to cover the manpower needs and will consider first utilizing affiliated volunteers such as CERT or the American Red Cross.

Registration Center

The Registration Center will initiate the tracking process for each and every evacuee. As evacuees arrive at the Reception Area, those who have identified themselves as having special needs will be directed to the Special Needs Registration Area. Registration will be ID-based (State issued driver's license). If evacuees have no identification, they will be directed to the Special Needs Registration Area. Once registration is completed, evacuees will be directed to the appropriate waiting room in the Evacuee Staging Area. Upon arrival at the Transfer Point, evacuees will be provided a briefing regarding the transfer point and next steps.

Evacuee Staging Area

The Evacuee Staging Area is where evacuees will be housed while awaiting transportation to state shelters or awaiting private vehicle pickup.

Mass Care amenities will be provided (food, water, blankets, etc.) as well as providing general comfort and information to evacuees.

Food Center

The Food Center will rely on stocked MREs and bottled water for the evacuees. Cafeterias may be utilized to provide additional food and beverages as needed.

IT Center

Telephones and computers with internet connections will be set-up for use by evacuees.

First Aid Station

A First Aid Station will have the ability to address basic first aid / medical needs, any person with an illness or injury beyond that scope will be transported to a local medical facility via normal 9-1-1 dispatch.

First Aid Station personnel should also notify Incident Command of requirement for medical transport. The First Aid Station staff will track evacuees under the care of local EMS.

Pet Center

A Pet Care facility will be established to house pets arriving at the State Transfer Point. Upon establishment of the State Transfer Point, staff will need to purchase pet food from a local store. No pet food will be in staged resource caches.

Evacuees who register pets will have open access to visit their pet, but the pet must remain in the Pet Center until transportation is arranged to transport the evacuee and pet.

Departure Center

The Departure Center is where evacuees leave the Transfer Point. Personnel who staff the Departure Center will manage the outgoing transportation used to transport evacuees to their neighborhoods, or other established shelters. They will identify, through information provided at the Registration Center and the Evacuee Staging Area, groups of evacuees who will be provided transportation next. Priority will be given to provide transport to evacuees who have been at the Transfer Point the longest.

Evacuees will not be provided outbound transportation unless they have completed the Registration process. This will ensure all evacuees are accounted for. The Departure Center personnel will document the following:

- Vehicle used for outgoing transportation – Agency / Company name - vehicle number
- Departure Date and Time
- Destination
- Manifest of all Evacuees on each bus or motor vehicle

Media Center

Upon arriving, all media vehicles will be directed to a media parking area. Media personnel will be required to register with the Police or designated security personnel and will require an escort while working in the State Transfer Point.

Staffing of the State Transfer Point

Staff for the State Transfer Point will initially be handled by staff and students.

ESF # 7 – RESOURCE SUPPORT

Primary Agency

Local Northern Virginia Jurisdictions

Support Agencies

Local

Local Police Departments
Local Fire Departments
Emergency Medical Services providers (EMS)

State

Virginia Department of Emergency Management (VDEM)
Virginia Department of Public and Rail Transportation (DRPT)
Virginia Department of Social Services (DSS)
Virginia Department of Military Affairs (DMA)

Federal

U.S. Department of the Interior/National Park Service

Nongovernmental

American Red Cross (ARC)

Introduction

Purpose

To describe the establishment, operations and responsibilities for Assembly Areas and Transfer Points used for local plans and/or the Northern Virginia Evacuation plans.

Scope

Assembly Areas and Transfer Points will be used for evacuation operations to provide a structured plan for the movement of people out of harm's way and to safe/secure locations. Use of these sites provides a flexible response plan that can be adopted to any evacuation situation within local jurisdictions or the entire region. These concepts will support Department of Homeland Security Category 1-5 level incidents.

Responsibilities

- Local jurisdictions will be responsible for Assembly Areas and Transfer Points within their areas.
- Arlington County will provide initial support to Assembly Areas south of the Potomac River within National Park Service jurisdiction.
- Assembly Areas north of the Potomac River will be supported by the federal government.

Policies

Local jurisdictions will normally identify Assembly Areas at the time of the incident.

Concept of Operations

General

- Assembly Areas, Local Transfer Points, and State Transfer Points have been identified by VDEM Region VII local jurisdictions and by the U.S. Department of Interior.
- Several Assembly Areas and Transfer Points are/will be identified in each major locality to provide a flexible response to single or multiple incidents.
- These sites will be used to support those walking out of an incident or coming out of an incident area via public transportation (rail or bus).
- Incident commanders can use pre-identified Assembly Areas or identify new ones to support a situation.
- Assembly Areas will primarily serve as temporary collection points where evacuees will be initially sorted for movement by bus and/or rail to Local Transfer Points. Evacuees will primarily move out of Assembly Areas as rapidly as possible.
- Transfer Points will normally remain fixed and not be changed. However, adjustments can be made as required to the number of Transfer Points which will be operated based on the numbers of evacuees.
- Evacuees at Transfer Points will be processed and also moved rapidly to safer, secure locations (i.e. homes or shelters).
- Additional bus, rail and aviation transportation will be prepared to move first responders, equipment and logistics to the vicinity of the incident as directed.

Assumptions

- Establishment of all emergency related support must be a high priority to ensure the success of the evacuation effort.
- Organized movement of people relies on the Assembly Areas and Transfer Points being operational immediately.
- As time allows, resources will grow to support Assembly Areas and Transfer Points. State agency support will be provided as quickly as possible in support of local jurisdictions.
- Evacuees will spend as little time as possible in either Assembly Areas and/or Transfer Points.

Actions

Once the Northern Virginia Evacuation Plan is implemented, local jurisdictions and the National Park Service will operate Assembly Areas and Local Transfer Points within their jurisdictions. State agencies will staff/operate State Transfer Points.

ESF # 8 – HEALTH AND MEDICAL SERVICES

Primary Agency

Virginia Department of Health (VDH)

Secondary/Support Agencies

Local Jurisdiction/s Public Health, Fire/EMS
Virginia Department of Emergency Management (VDEM)
Private Sector Health Care Organizations

Introduction

Purpose

To describe the regional health support efforts required to provide healthcare for evacuees moving out of affected areas immediately following a large-scale incident. This plan provides a basic framework and guidance to be integrated into a variety of other local, state, federal and private organization plans.

Scope

This plan is intended to support evacuation due to single or multiple incidents primarily occurring in VDEM Region VII/VDH Region II (NoVA). It is also intended to support and compliment an NCR evacuation. It is not meant to duplicate or supersede plans of local jurisdictions. Instead, it is designed to provide a regional plan for supporting local jurisdictions.

Policies

- This plan will be implemented in accordance with the Incident Command System (ICS), the National Response Framework (NRF), and the Commonwealth of Virginia Emergency Operations Plan (COVEOP).
- VDH, local public health, Fire/EMS and private sector providers will support the local incident commander/EOC.
- The Virginia EOC (VEOC) in coordination with VDH ECC will serve as the state coordinating entity for health support of this plan.
- In accordance with state and federal policies, the health care system will function under its own management and operate systems and facilities to provide maximum service to fill essential needs as specified by appropriate federal, state, and local government authorities.
- Providers will conduct business as usual whenever possible.
- Local Fire/EMS will be used initially as available. Follow-on resources will be furnished by the local ESF groups and the VEOC ESF # 8.

Concept of Operations

General:

- Medical assistance will be limited to first aid and EMS until evacuees reach destination points at hospitals or state shelters.
- Basic first aid and stabilization will be provided at designated Assembly Areas and Transfer Points in Virginia identified by the Incident Commander or Local EOC in charge of the incident.

- No care or treatment other than basic first aid will be provided at the Assembly Areas and Transfer Points.
- All or a designated portion of pre-identified volunteers/personnel at the Assembly Areas and Transfer Points will be trained and equipped for Basic First Aid. Persons needing additional care will be transported via EMS to local health care providers.
- Initially, local EMS assets will provide support to Assembly Areas and Transfer Points. As soon as possible, and at the request of the local jurisdiction, VEOC, ESF #8, will provide additional EMS support through Health and Medical Emergency Response Teams (HMERT).
- Persons needing medical care or treatment enroute will be transferred by local EMS to local health care providers.
- VDH in coordination with local public health and local health care providers will establish special medical needs sections at State Transfer Points and shelters.

Organization:

- The local incident commander or local EOC will direct evacuation efforts, plans, and transportation resources.
- Local ESF #8 will monitor the situation and provide support as needed in coordination with VEOC/VDH ECC.
- Regional Healthcare Coordinating Center (RHCC) will monitor and coordinate hospital response, coordinate mutual aid support, and patient transfers between hospitals.

Actions

- Decision is made to execute the NoVA Evacuation Plan by the Office of the Governor.
- State Transfer Points/Shelters are identified and prepared to support Displaced Persons. VDH in coordination with local public health and local health care providers will establish special medical needs sections at state transfer points/shelters and local transfer points/shelters.
- Local ESF # 8 will respond to Local EOC as activated and/or coordinate through Local Health Department Operations Centers.
- RHCC will stand up to coordinate with hospitals and local EOCs as needed.
- Local jurisdictions provide support resources to their local Assembly Areas and Transfer Points.
- NoVA local shelters are opened for NoVA residents requiring assistance.

ESF # 13 – PUBLIC SAFETY AND SECURITY

Primary Agency

Virginia State Police (VSP)

Support Agencies

Local

Local Police Departments
Local Sheriff Departments

State

Virginia Department of Transportation (VDOT)
Virginia Department of Emergency Management (VDEM)
Virginia National Guard (VANG)

Federal

United States Park Police (USPP)
United States Department of the Interior, National Park Service (NPS)

Introduction

Purpose

To provide an all hazards framework, with emphasis on a catastrophic no-notice event, for use by local emergency service coordinators, state and local police and/or other agencies and groups involved in planning, coordinating and executing an evacuation of the Northern Virginia area.

To assist in the evacuation of Northern Virginia and/or the National Capitol Region (NCR). To assign specific Virginia State Police (VSP), Virginia Department of Transportation (VDOT), United States Park Police (USPP), National Park Service (NPS), Virginia National Guard (VANG), and Northern Virginia law enforcement agencies roles and responsibilities in order to maximize the outbound traffic flow in the event of an evacuation in the NCR.

Scope

This plan establishes the traffic control concept for evacuation of Northern Virginia and other strategic areas of the NCR, specifies mandatory tasks, identifies priorities and provides the basis for coordinating those tasks expected to be accomplished by VSP, VDOT, VANG and external agencies and organizations.

Responsibilities

Primary Agency

- Partner with state, local and federal departments to assess damage and impact on transportation and infrastructure and maintain the functionality of Limited Access and Traffic Signal Corridors;
- Coordinate and implement response and recovery functions under primary agency statutory authorities;

- Assist with determining the most viable transportation networks to, from and within the emergency or disaster area and regulate the use of these transportation networks in coordination with VDOT and the localities;
- Identify resource requirements for transportation and coordinate their allocation.
- Assist localities and other state and federal agencies with search and rescue or other activities related to the preservation of life and property, criminal investigation, highway safety and disaster recovery.
- VSP, Division VII will maintain a detailed plan in support of the NOVA Evacuation Plan.

Policies

This plan shall be executed in compliance with the ICS, the NRF, and the COVEOP.

General

- Routes will be managed by VDOT in coordination with appropriate localities.

Organization

- The Commanding Officer of the VSP Seventh Division shall bear overall responsibility for the execution of this plan along the Limited Access Corridors. The Seventh Division Field Lieutenant will supervise this operation and will coordinate with the Division One and Division Two Field Lieutenants. Each affected VSP First Sergeant will be held accountable for operations within his/her area. For the purposes of communication, all essential information will be directed to the Division Seven Field Lieutenant for effective coordination of resources.
- Coordination between VSP and local law enforcement agencies will be the responsibility of each Area First Sergeant or his/her designee.
- Local jurisdictions shall bear the primary responsibility for execution of this plan along the Traffic Signal Evacuation Corridors, with VDOT assistance.

Assumptions

- Local transportation planning will recognize state and federal policies, regulations, and priorities used to control movement of relief personnel, equipment, and supplies.
- To facilitate the prompt and efficient deployment of resources, priorities of action are specified.
- A disaster may severely damage the transportation infrastructure and interrupt transportation services. Localized transportation activities might be hampered by lack of useable surface transportation infrastructure.
- The damage to the transportation infrastructure might influence the means and accessibility level for relief services and supplies.
- Disaster responses, which require usable transportation routes, will be difficult to coordinate effectively during the immediate post disaster period.
- Clearing access routes will permit a sustained flow of emergency relief, although localized distribution patterns might be disrupted for a significant period.
- All government transportation resources not being used for the emergency/disaster will be available for use.

- All requests for transportation support will be submitted to the local Emergency Operations Center for coordination, validation, and/or action in accordance with this Emergency Support Function.

Concept of Operations

General

This ESF #13 section used for evacuation and emergency response to the disaster must be easily communicated and understood, simple to execute, and designed to safely maximize outbound roadway capacity and, if necessary, inbound emergency response. To this end, Evacuation Corridors have been identified. Site specific traffic control enhancements will be implemented to enhance movement along the corridors. Contra-flow on the Limited Access Corridors will not be used.

The Law Enforcement/Traffic Control plan will be executed in three phases.

Phase I

Actions will maximize the outbound traffic flow as quickly as possible while reducing the traffic into the affected area. Phase I will be accomplished using the available resources of the VSP and VDOT at the time of the incident.

Phases II and III

Will be activated upon determination that all access inside on the primary corridors inside the Capital Beltway must be restricted. The posts will be manned in the priority specified in the separate VSP plan supporting this NoVA Evacuation Plan as resources become available. The National Park Service and United States Park Police will manage all operations in their jurisdictions. VSP and local law enforcement will provide assistance as requested.

Virginia National Guard resources, pursuant to an emergency declaration by the Governor, will be requested to provide assistance to VSP and VDOT with staffing of traffic control posts and logistical support.

Organization

VSP and VDOT are responsible for coordinating resources needed to restore and maintain control of the Limited Access Corridors. The localities, in conjunction with VDOT, are responsible for coordinating resources needed to restore and maintain the Traffic Signal Corridors and transportation routes necessary to protect lives and property during an emergency or disaster.

VSP will provide a supervisor as liaison to the unified command.

VDOT will provide a liaison and provide information on road closures, alternate routes, infrastructure damage, debris removal, rail and bus transit, and restoration activities.

VDOT, in conjunction with support agencies, will assess the condition of highways, bridges, signals, rail and bus transit, and other components of the transportation infrastructure and where appropriate:

- Close infrastructure determined to be unsafe;
- Post signing and barricades; and
- Maintain and restore critical transportation routes, facilities, and services.

Actions for VSP

- VDEM, VSP and the localities will develop, maintain, and update plans and procedures for use during an emergency;
- Assigned personnel will stay current with education and training that is required for a safe and efficient response to an incident;
- Alert local primary agency representative of possible incident, and begin preparations for mobilization of resources;
- Activate Phase I of this plan as outlined above to facilitate quick control of critical evacuation corridors upon order of the Governor, or the Commander of VSP Division Seven or his designee;
- If necessary, contact state or federal agencies and alert secondary agencies.
- Assess initial damage and work to decide on the priorities for reconstruction and restoration of critical transportation facilities;
- Keep record of all expenses throughout the duration of the emergency;
- Localities and state and federal agencies will communicate and inform the State EOC of actions and intentions; and
- Continue to provide support where needed.

Appendix 1 – National Park Service/U. S. Park Police

Primary Agencies

National Park Service (NPS)
U. S. Park Police (USPP)

Secondary Agencies

Local

Arlington County EOC
DC Metropolitan PD
Alexandria PD
Arlington PD
Fairfax PD
Metropolitan Washington Airports Authority (MWAA) PD

State

Virginia State Police (VSP)

Federal

Pentagon PD (FPFA)
CIA PD

Concept of Operations

Responsibilities

In the event that either or both the Northern Virginia (NoVA) or National Capitol Region (NCR) Evacuation Plans are to be implemented, the National Park Service will provide support within its jurisdiction.

Actions

Upon notification by the Virginia State Police or DC Government or by the implementation of this plan, the National Park Service/U.S. Park Police will execute the George Washington Memorial Parkway (GWMP) Emergency Evacuation Plan.

Traffic Control Points will be established in conjunction with other law enforcement agencies (attached plan) to block and control traffic across all bridges entering Virginia.

All pedestrians will be directed to Assembly Areas

Command and Control

The National Park Service Incident Commander will operate through the Arlington EOC in support of the Virginia Department of Emergency Management (VDEM.) Requests for resources or assistance will be made to Arlington EOC initially. If they cannot provide support, the request will be forwarded to the VEOC. Arlington will be provided copies of situational reports made by the U.S. National Park Service.

The National Park Service will also work closely with the state Multi-Agency Coordination Center (MACC) established to direct the evacuation.

ESF # 15 – EXTERNAL AFFAIRS

Primary Agency

Local Northern Virginia Jurisdictions

Public Affairs, Public Information and Communication divisions and offices in city and county governments – operating as a regional ESF # 15.

(Note: In some jurisdictions, if there is an event that would require an evacuation, it is the Fire/Rescue Department that is the primary agency and that agency would then take charge of information dissemination. In other jurisdictions, such as Fairfax County, even if the primary agency for an event is Fire/Rescue, the EOP states that Public Affairs takes the lead any time more than two county agencies are involved.)

Support Agencies

Local

Local elected officials and communications staff

State

Virginia Department of Emergency Management (VDEM)

Virginia Department of Transportation, public information

Virginia Department of Health, public information

Virginia State Police, public information

Elected officials and communications staff

Regional agencies: Metropolitan Washington Airports Authority, Washington Metropolitan Area Transit Authority, public information

Federal

U.S. Department of the Interior/National Park Service, public information

Nongovernmental

Non-profit and faith based communications staff

Introduction

Purpose

External Affairs will provide accurate, coordinated and timely information to all audiences, including governments, media, the private sector, and individuals.

Scope

ESF #15 coordinates actions to provide the required external affairs support to local government incident management operational elements. ESF #15 applies to all state and local agencies that might require public affairs support or whose public affairs assets might be employed during an incident.

Responsibilities

PIO duties in emergencies include:

- Collecting, verifying and disseminating information to the public that will help them make decisions about their health and safety;
- Maintaining communication with field personnel, policy makers and elected officials;
- Maintaining communication with other PIOs;

- Assuming responsibilities in the Local Emergency Operation Center(s) (EOC); and
- Operating as a team member in the Joint Information System (JIS) or Joint Information Center (JIC.)

Policies

To be added

Concept of Operations

The public needs timely, accurate information that will save lives and protect property. It is the responsibility of local government public information officials to use all communication tools necessary to provide the information and instruction needed for the safety of the public. A Joint Information Center (JIC) can be activated which uses a network of PIOs working together to deliver accurate, timely information the public needs and wants. The JIC can be as simple as two to three PIOs on the scene of a crisis or “connected” by phone, or it can be as complex as 100 or more PIOs working a major disaster, some in different locations including on site, in EOCs or at a physical JIC.

General

Organization

The Joint Information System/Center is a cooperative effort and mirrors the Incident Command System (ICS.) The JIS/JIC is a network of PIOs from various agencies and jurisdictions. The primary responding agency/jurisdiction will take the lead in releasing information.

Actions

ESF #15 will communicate information to the public using all necessary tools including but not limited to:

- “Mass” commercial media such as radio, television and newspapers as well as publicly owned media such as cable television and highway advisory radio;
- Government Web sites, e-mail list-servs, e-mail newsletters;
- Emergency Alert Systems (EAS)
- Information will be shared and disseminated using WebEOC, the RICCS paging system and conference calls;
- EMnet, social media and satellite radio; and
- Emergency information lines, hotlines and call centers

Evacuation Communication

Effective communication with the public is one of the most important elements of an evacuation. This includes both communicating information to prepare citizens to evacuate and communicating with evacuees during the course of an evacuation. Effective communications before a catastrophic incident can play an important role in convincing residents that they should evacuate. During an evacuation, effective communications will enhance the efficiency of the system and also reduce the associated mental and physical strains.

Message Content

- I. In preparation for an evacuation, information for residents should include:
 - a. When to evacuate;
 - b. What to take when evacuating;
 - c. The location of designated evacuation routes; and
 - d. The location of Assembly Areas, Transfer Point, and shelters.
- II. During an evacuation, information should include:
 - a. The location and availability of hotels, shelters, food, fuel, medical and other essential services along evacuation routes;
 - b. Traffic conditions on designated and alternate evacuation routes; and
 - c. The location of shelters that will accept pets and/or that are equipped to handle people with various special needs.

Communication tools

- I. Mass media and other broadcast outlets:
 - a. Commercial radio, television and newspapers;
 - b. Cable television;
 - c. Government TV and radio (including highway advisory radio);
 - d. Government Web sites, e-mail list-serves, e-mail newsletters;
 - e. Emergency Alert Systems (EAS);
 - f. EMnet, social media, satellite radio; and
 - g. Emergency information lines, hot lines, call centers.
- II. Along the route:
 - a. Place dynamic message signs (variable message boards) along evacuation routes;
 - b. Assign personnel to provide information at rest areas, truck weigh stations, welcome centers, and service plazas to provide information to evacuees en route; and
 - c. Motorist information services provided by VDOT.

Appendix 1 –
Message Board Evacuation-Related Messages

- “AN INCIDENT HAS OCCURRED AT (*SPECIFY TIME*), AT (*SPECIFY LOCATION*) REQUIRING AN EVACUATION OF THE AFFECTED AREA OF (*PROVIDE AREA BOUNDARIES*). (*PROVIDE A DESCRIPTION OF THE INCIDENT*).”
- “THE NoVA OR NCR EVACUATION PLAN IS BEING IMPLEMENTED AT THIS TIME PER THE GOVERNOR OF THE COMMONWEALTH.”
- “DETAILED INSTRUCTIONS WILL BE BROADCAST ON ALL MEDIA/COMMUNICATIONS MEANS (alert systems, Roam/Secure, etc.). PLEASE FOLLOW THE INSTRUCTIONS PROVIDED.”
- “ASSEMBLY AREAS FOR THOSE REQUIRING TRANSPORTATION ASSISTANCE HAVE BEEN IDENTIFIED AS FOLLOWS (*PROVIDE LOCATIONS OF DESIGNATED ASSEMBLY AREAS*).”
- “IF YOU NEED TRANSPORTATION ASSISTANCE, GO TO THE DESIGNATED ASSEMBLY AREA FOR YOUR AREA. WITHIN SEVERAL HOURS, BUSES WILL ARRIVE TO TRANSPORT YOU TO EITHER THE VICINITY OF YOUR HOME OR TO A TRANSFER POINT FOR FURTHER MOVEMENT TO A SHELTER. ALTHOUGH YOU MAY BE IN AN ASSEMBLY AREA FOR SOME TIME, YOU **WILL** GET TRANSPORTATION ASSISTANCE AS SOON AS FEASIBLE.”
- “CURRENTLY, THE FOLLOWING CONDITIONS EXIST FOR MASS TRANSIT MOVEMENT:
 - *STATIONS CLOSED*
 - *NORMAL BUS SERVICE IS WORKING/NOT WORKING*
 - *RAIL TRANSPORTATION IS TEMPORARILY DISRUPTED (provide lines affected and those operating)*
 - *TIME EXPECTED FOR RAIL TRANSPORTATION TO RESUME*”
- HOV RESTRICTIONS ARE LIFTED AS ARE TOLLS. THESE CORRIDORS ARE OPEN/WILL BE OPEN BY (*SPECIFY TIME*).
 - ALL OTHER ROADS IN NoVA ARE TRAFFIC SIGNAL CORRIDORS AND LIGHTS ARE BEING HELD ON GREEN TO SPEED MOVEMENT SOUTH/WEST.
 - OBEY DIRECTIONS AND BE PATIENT.
 - YIELD RIGHT OF WAY TO EMERGENCY RESPONDERS IMMEDIATELY.
 - IF YOUR VEHICLE BECOMES DISABLED, MOVE IT OFF THE ROADWAY AS QUICKLY AS POSSIBLE.”
- IF POSSIBLE, AVOID ENTERING THIS GEOGRAPHICAL AREA TO FURTHER REDUCE CONGESTION.”
- “IF YOU DO NOT HAVE A REASON TO BE ON ROADWAYS, STAY OFF TO IMPROVE ROAD CONDITIONS.”
- “SCHOOL INFORMATION. DETAILED INFORMATION WILL BE PROVIDED ON INDIVIDUAL SCHOOLS/SCHOOL SYSTEMS VIA LOCAL MEDIA. THE FOLLOWING

COMMON TERMS WILL BE USED IN NoVA TO DESCRIBE SCHOOL CONDITIONS/STATUS:

“Lockdown” – enhanced security measures taken to protect against potentially violent intruders.

“Secure the Building” – terms used if the danger is outside the building. Outside activities cancelled; all exterior doors secured while staff and students are free to move about the inside of the building.

“Shelter-in-Place” – Used to temporarily separate people from a hazardous outdoor atmosphere, such as a hazmat incident. Building is secured and measures taken to shut down the intake of outside air. No one is allowed to enter the school until public safety officials give the “all clear.”

“Stay Put, Stay Tuned” – Implemented at the request of public safety officials to limit the impact on the transportation infrastructure. This response may be used during large scale events that require limitations on movement and transportation. Normal, end-of-day release will not occur until authorized by public safety officials. Parents are allowed to “check out” their children from school.

- “WALKERS, STAY OFF BRIDGES AND OBEY DIRECTIONS OF LAW ENFORCEMENT OFFICERS. THEY WILL DIRECT YOU TO ASSEMBLY AREAS FOR YOUR PROTECTION AND ASSISTANCE.”
- “MEDICAL SUPPORT WILL BE LOCATED AT BOTH ASSEMBLY AREAS, TRANSFER POINTS, AND, OF COURSE, LOCAL HOSPITALS.”

ESF # 16 – MILITARY AFFAIRS

Primary Agency

Joint Force Headquarters-Virginia National Guard

Support Agencies

Local

Local jurisdictions
Metropolitan Washington Airports Authority
Washington Metropolitan Area Transit Authority

State

Virginia State Police
Department of Emergency Management
Virginia Department of Rail and Public Transportation
Virginia Department of Aviation
Virginia Railway Express (VRE)

Federal

Joint Force Headquarters-Maryland
Joint Task Force NCR
Headquarters, 29th Infantry Division, Fort Belvoir, VA
National Park Service (NPS)
U.S. Park Police (USPP)
U.S. Department of the Interior/National Park Service, public information

Nongovernmental

Private Sector Transportation Organizations (Rail/Bus/Air)

Introduction

Purpose

To describe the Virginia National Guard's role and responsibilities when called upon to assist state and local authority in efforts to move evacuees out of the affected areas immediately following a large-scale incident in a safe, effective and efficient manner. Establish a timeline for the introduction of National Guard resources and support into the affected area after the incident. This annex provides a basic framework and guidance for the National Guard to prepare necessary plans to coordinate and integrate resources in support of local, state, federal and private organization plans.

Scope

This plan is intended to support evacuation due to single or multiple incidents primarily occurring within VDEM Region VII (NoVA). It is also intended to support and compliment a NCR evacuation. It is not meant to duplicate or supersede plans of local jurisdictions. Instead, it is designed to complement regional plans for supporting local jurisdictions.

Policies

- This plan will be implemented in accordance with the Incident Command System (ICS), the National Response Framework (NRF), and the Commonwealth of Virginia Emergency Operations Plan (COVEOP).
- The Virginia EOC (VEOC) will serve as the state coordinating entity for requesting and tasking National Guard resources in support of this plan.

Concept of Operations

General:

- Once the decision is made to execute the Northern Virginia Evacuation Plan, the Joint Force Headquarters-Virginia National Guard will immediately mobilize National Guard resources in support of the evacuation effort. The establishment of the following functions are expressed in terms of hours (H) upon evacuation plan implementation:
- TRANSFER POINT(S). The purpose of the National Guard support at the state transfer point(s) is to augment and assist the staff in the operation of a 24 hour EOC and support the safe operation of transfer point(s) by assisting local authorities in securing the transfer point and facilities, traffic control for safe traffic flow of trucks and busses in and out of the transfer point, assist local authority in providing clear and concise instructions and accommodations for evacuees including handicapped or special needs evacuees and pets, process and track status reports and requests for additional resources to the operational EOCs and/or the VEOC, distribute food water, and medical supplies.
- LIAISON. Liaison Officers will be tasked to assist the VDEM Region VII Coordinator, 29th ID Commander, as well as the Joint Force Headquarters-Virginia in gaining and maintaining situational awareness. Liaison Officers will assist in preparing status reports and recommendations for preeminent application of National Guard forces and assets in support of local incident commander(s).

Organization:

- The local incident commander/EOC will direct evacuation efforts, plans, and transportation resources.
- Joint Force Headquarters-Virginia will establish a Joint Operations Center in VDEM Region VII in order to coordinate employment of all National Guard and other Defense Support to Civil Authorities operations as tasked from the VEOC. This Headquarters will be part of the State Multi-Agency Coordination Center (MACC).
- Joint Force Headquarters will provide additional Military resources upon request from the VEOC.

Actions

- Incident Commander(s) takes control of the incident site(s) and identifies suitable Assembly Areas.
- State / Local EOC(s) are activated.
- Decision is made to execute the NoVA Evacuation Plan by the Office of the Governor.
- VSP and VDOT implement the road movement plan (HOV, Traffic Signal Plan and Traffic Control Points).

- U.S. Park Service executes the GWMP Emergency Evacuation Plan (if appropriate).
- Local jurisdictions provide support resources to Assembly Areas and Transfer Points within their area.
- Joint Force Headquarter-Virginia alerts and assembles military forces and personnel and begins movement to Transfer Points to assist in local efforts. 29th ID receives deploying forces, equipment and supplies.
- The State Transfer Points are activated and prepared to receive, support, process Displaced Persons for further movement.