

# CHATHAM COUNTY EMERGENCY OPERATIONS PLAN

ESF – 1 ANNEX  
APPENDIX 1-1  
TAB C

## HOST COUNTY EVACUATION AND SHELTERING COORDINATION

JULY 2013





**THIS PAGE INTENTIONALLY BLANK**



## HOST COUNTY EVACUATION & SHELTERING COORDINATION SIGNATURE OF ADOPTION

This document was adopted in accordance with National, State, and local regulations regarding evacuation and re-entry planning, coordination, and operations practices. The document follows the National Incident Management System and meets the requirement for the Local Emergency Management Agency to develop and maintain an Evacuation Plan and the necessary components of that plan to ensure safe evacuation by the residents of Chatham County. By signature, the entities below accept this document as a standard practice for host county evacuation and sheltering coordination. This document was developed through CEMA, AEMA, Richmond County Board of Education, Savannah-Chatham Public School System, Savannah-Chatham Metropolitan Police Department, Chatham County Sheriffs Office, the American Red Cross, and local partners.

Chatham Emergency Management Agency	Date
Augusta Emergency Management Agency	Date
Richmond County Board of Education	Date
Savannah-Chatham County Public School System.	Date
Chatham Area Transit	Date
First Student	Date
American Red Cross	Date
Savannah-Chatham Metropolitan Police Department	Date
Chatham County Sheriffs Department	Date
Chatham County Public Health Department	Date
Augusta Animal Control	Date
Richmond County DFCS	Date
Exchange Club of Augusta	Date



**THIS PAGE INTENTIONALLY BLANK**



## **ACRONYMS**

AAS	Augusta Animal Services
AD	Assistant Director
AEMA	Augusta-Richmond County Emergency Management Agency
ARC	American Red Cross
CAT	Chatham Area Transit
CCSO	Chatham County Sheriff's Office
CEMA	Chatham Emergency Management Agency
DFCS	Department of Family and Children Services
DO	Duty Officer
DWI	Disaster Welfare Inquiry
EAA	Evacuation Assembly Area
ECA	Exchange Club of Augusta
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
LEO	Law Enforcement Officer
MOA	Memorandum of Agreement
RCBOE	Richmond County Board of Education
SA	Salvation Army
SCCPSS	Savannah Chatham County Public School System
VOAD(s)	Volunteer Organizations Active in Disasters



**THIS PAGE INTENTIONALLY BLANK**



## TABLE OF CONTENTS

Signature of Adoption.....	i
Acronyms .....	iii
Table of Contents .....	v
I. Introduction .....	1
II. Purpose.....	1
III. Scope .....	1
IV. Authorities .....	2
V. Assumptions.....	2
VI. Implementation.....	3
VII. Concept of Operations .....	4
A. Mass Transportation Assistance .....	4
B. Host Sheltering and Assistance .....	6
C. Pet Sheltering.....	8
D. Partner Organizations .....	8
VIII. Responsibilities .....	9
A. CEMA Director .....	9
B. CEMA Assistant Director .....	9
C. ESF-6 Mass Care Coordinator .....	9
D. ESF-8 Health and Medical Coordinator .....	10
E. ESF-11 Pets Coordinator .....	10
F. ESF-13 Law Enforcement Coordinator.....	10
IX. Tab Management and Maintenance.....	10
A. Executive Agent .....	10
B. Types and Changes .....	10
C. Coordination and Approval .....	10
D. Notice of Change.....	10
E. Distribution .....	11
 <b>EXHIBITS</b>	
Exhibit 1     Ingress / Egress Route .....	13
Exhibit 2     Destination Locations.....	15
Exhibit 3     Pet Shelter MOA .....	17



**THIS PAGE INTENTIONALLY**





## **I. Introduction**

- A. The County Emergency Operations Plan (EOP) outlines procedures intended to help manage and coordinate available resources to safeguard the County's population during an Incident of Critical Significance or any other major disaster posing an immediate or potential hazard and/or threat.
- B. The Chatham Emergency Management Agency (CEMA) has entered into agreement with the Augusta Emergency Management Agency (AEMA) and the Richmond County Board of Education (RCBOE) to develop this Host County Evacuation and Sheltering Coordination Plan for those evacuees who cannot self evacuate, and have no alternative means of sheltering during a mandatory evacuation.

## **II. PURPOSE**

- A. The purpose of this Tab is to outline the provisions of the Memorandum of Agreement (MOA) between Chatham and Richmond Counties for Host County Evacuation and Sheltering assistance to the citizens of Chatham County during a mandatory evacuation. This document is designed to assist only those residents who have no means of self-evacuation or sheltering alternatives. It does not include, nor should it be considered part of the "Special Needs", "Hospital", or "Nursing Home" evacuation planning efforts.
- B. This Tab also outlines planning and operational considerations; and assigns coordination and operational responsibilities to both government and non-government emergency service agencies and organizations supporting this plan once initiated.

## **III. SCOPE**

- A. This Tab applies to the evacuation assistance agreement between CEMA, AEMA, and the RCBOE. Only those items outlined in this agreement will be considered agreed-upon, pre-disclosed needs and assistance for both Chatham County and Richmond County for the purposes of transporting, sheltering, and caring for Chatham County evacuees who have no means of self evacuation and/or inland shelter.
- B. Chatham County is vulnerable to a variety of natural and/or human caused disasters or emergency situations and as such, authorities must be prepared to evacuate a portion or the whole of Chatham County. Decisions to evacuate will be based on the specific situation, and will not treat this document as a blanket for all evacuation orders.



## **IV. AUTHORITIES**

- A. This Tab is developed under the authority of the Chairman of the Board of the County Commission, Chatham County, Georgia; the CEMA Director, the AEMA Director, and the RCBOE Superintendent. This Tab supersedes all similar and previous versions to date.
- B. Assignment and Responsibilities.
  - 1. CEMA has primary responsibility for compliance with provisions of the Chatham County EOP; and therefore has primary responsibility for ensuring execution of activities outlined in all supporting documents.
  - 2. Partners responsible for providing supporting actions will coordinate internal resources and personnel suitable to carrying the tasking defined in this document.

## **V. ASSUMPTIONS**

- A. Residents are responsible for providing their own Host County Evacuation and Sheltering during a mandatory evacuation. Those without their own resources should attempt to arrange support through family and friends. Using public transportation assistance during an evacuation should be utilized only as a means of last resort.
- B. Executive decision makers and policy groups will be well acquainted with the EOP and its supporting documents, the decision-making considerations, and will act decisively when circumstances warrant.
- C. All parties with roles and responsibilities for evacuation actions will maintain a state of readiness during hurricane season, will actively participate in evacuation procedures, and will work collectively in a spirit of teamwork.
- D. Residents being evacuated will take personal responsibility to follow instructions from evacuation and shelter officials.
- E. State and Federal assistance will neither be expected nor requested until local resources and capabilities are known or anticipated to be insufficient to satisfy the evacuation needs.
- F. Every effort will be taken to provide as much advance warning as possible to affected residents and listed partners so that they may prepare for an evacuation.



- G. Buses will be provided through Chatham Area Transit (CAT), the Savannah-Chatham County Public School System (SCCPSS) and their contracted bus service, and those buses will be maintained in such condition that safe arrival at a designated host shelter is predictable and expected.
- H. The RCBOE will provide a sufficient number of licensed, qualified, bus drivers to augment available drivers from Chatham County.
- I. Bus drivers will transport only manifested passengers to designated host shelters. Drivers and passengers will follow procedures established by the host shelter.
- J. The AEMA will coordinate shelter openings based on the number of evacuees leaving Chatham County (up to 5,000), and will work directly with the Augusta Chapter of the American Red Cross (ARC) on shelter openings. Shelter openings and their locations will be coordinated between the AEMA and the designated Evacuation Coordinator in Chatham County.
- K. Host shelters will provide climate-controlled environments and restroom facilities for manifested evacuees to meet ARC requirements for congregate care shelters.

## **VI. IMPLEMENTATION**

- A. The provisions of this Tab are implemented upon the recommendation of the CEMA Director, with approval by: the Chairman, Chatham County Board of Commissioners, the AEMA Director, and the RCBOE Superintendent; and with concurrence from the Chatham County Command Policy Group.
- B. Management of this Tab is accomplished through CEMA and AEMA, with the assistance from the primary coordinators of established Emergency Support Function (ESF) Groups. These ESF coordinators make decisions and arrange for resources necessary to support this plan. ESF Groups with identified support responsibilities in this Tab include:
  - 1. ESF-1, Transportation
  - 2. ESF-2, Communications
  - 3. ESF-5, Emergency Management
  - 4. ESF-6, Mass Care, Housing, and Human Services
  - 5. ESF-8, Public Health and Medical Services



6. ESF-11, Animals
7. ESF-13, Public Safety & Security
8. ESF-14, Long Term Recovery and Mitigation
9. ESF-15, External Affairs.

## VII. CONCEPT OF OPERATIONS

A. Mass Transportation Assistance. Under mandatory evacuation declarations as outlined in the Chatham County EOP, CEMA and its partners will activate the Evacuation Assembly Area (EAA). See Tab A of this Appendix (EAA Operations). CEMA will coordinate with Chatham County Fleet Operations, CAT and SCCPSS to assemble the EAA management team and coordinate the general evacuation activities to move residents from Chatham County to host shelters in Richmond County. As part of this agreement, the following assistance shall apply in a spirit of teamwork:

1. Transportation Resources
  - a. Buses. Pursuant to the approved Appendix 1-1, Evacuation and Re-entry Coordination, CAT, SCCPSS and their contracted bus service will provide buses as required to support the evacuation. Buses will be fueled and ready to transport passengers to the host shelters in Richmond County.
  - b. Drivers.
    - 1) Primary Source. CAT and SCCPSS (the designated transportation contractor) are the primary sources in Chatham County for the bus drivers used to operate public transportation assets during evacuation operations. To encourage driver participation, drivers may:
      - a) Reserve seating on their bus for immediate family members for whom they are responsible for.
      - b) Sheltered with their family members at the host inland destination shelter.



- 2) Augmentation. To ensure there will be enough trained and licensed bus drivers available to operate the number of buses required to safely evacuate residents from Chatham County, the RCBOE has agreed to recruit licensed, qualified, bus drivers from the Richmond County area to augment the number of drivers available in Chatham County.
  - a) AEMA and RCBOE will assemble the available drivers and arrange transportation for them to the Chatham County EAA.
  - b) Upon arrival at the EAA, for purposes of Credentialing and liability purposes, drivers from Richmond County will be required to provide SCCPSS with positive identification including a valid proper class driver's license and school employee, or other approved entity identification.
2. Evacuation Procedures. Tab B (EAA Operations) of this Appendix outline the overall evacuation procedures required to support this plan. Additional considerations required for this plan include:
  - a. Buses designated to accommodate passengers with pets will stop at a designated pet shelter in Richmond County, allow for pet drop-off, and then continue with passengers to a designated host shelter. A shuttle service will provide transportation for evacuees to visit, exercise, and feed pets as required. See Section IX of this Tab for Pet Shelter Details.
  - b. After the evacuees have been delivered to the designated shelter location(s) in Richmond County, the buses and drivers will remain in Richmond County at the host shelters to aid in establishing a local shuttle services for the evacuees, and to prepare for the eventual return of the evacuees Chatham County. Buses not being utilized as a shuttle will be stored and secured at a RCBOE facility. Keys for each Chatham County Bus will be labeled and collected by a designated Chatham County LEO for safe keeping. Additional information pertaining to transportation considerations specific to this Plan can be found in the Exhibits to this Tab that include Exhibit 1 (Ingress/Egress Routes), Exhibit 2 (Destination Locations), and Exhibit 3 (Pet Shelter MOA).



3. Bus Breakdown Procedures:

- a. First Student, Inc. (along with other companies providing school bus transportation in Georgia), has “mutual aid” agreements in place throughout Georgia allowing for any given county to provide support to buses of any other jurisdiction that suffer mechanical failures.
- b. In the case where a First Student bus would experience mechanical failure while transporting evacuees from Chatham County to designated inland shelters; either the Sheriff’s Deputy escorting the bus convoy or the designated lead bus driver would contact either the EOC or First Student directly to make arrangements with the jurisdiction where the bus broke to provide either repairs to the bus or a replacement bus.

B. Host Sheltering and Assistance

1. The provisions for sheltering outlined in this Plan were developed and approved by CEMA, AEMA, and the RCBOE. They are intended to provide reasonable accommodation and sustenance for evacuees from Chatham County being sheltered at the designated locations in Richmond County following a mandatory evacuation of the coastal area.
2. The plan will be reviewed prior to the start of hurricane season each year and will serve to maintain a state of readiness by parties involved to ensure common understandings if a mandatory evacuation is declared. Components of the Host County Evacuation and Sheltering Coordination plan include:
  - a. Addresses and designated facilities (school gyms, cafeterias, etc) for each school or other building that will be utilized as a host shelter.
  - b. Route identification within the plan designating the primary route from the EAA to Augusta, and with Richmond County Sheriff’s Office escorts from the Richmond County line to the host shelters.
3. Coordinated through the Chatham County Sheriff’s Office (CCSO) and ESF-13, Chatham County will coordinate at least one certified Law Enforcement Officer (LEO) per shift as designated by the American Red Cross (ARC) at each host shelter location during shelter operations for security and law enforcement matters.



Richmond County, Georgia Department of Defense and other Georgia State law enforcement agencies may provide assistance as required.

4. The AEMA, Augusta ARC, and RCBOE will define the areas and facilities within each school that will be available to the evacuees and support staff. Areas may include gymnasiums, cafeterias, locker rooms and shower facilities, restroom and facilities to meet ARC shelter requirements.
5. The Richmond County Department of Family and Children's Services (DFCS) office and the ARC will provide shelter management, operations, and manifest services for evacuees. Chatham County and Augusta ESF-6 partners working through local Emergency Management Agencies will communicate departure and arrival information for each serial leaving the EAA to Augusta.
6. Lead serial drivers will report safe arrival at the host shelter to the Chatham County Emergency Operations Center (EOC) Evacuation/Re-entry Branch Director then provide their phone to the host shelter manager for communications with the EOC.
7. Personal necessities for evacuees may be provided under separate agreement with the ARC and other partner Volunteer Organizations Active in Disasters (VOAD) agencies.
8. Care of evacuees for any protracted period of time will require the assistance of multiple entities. Care services include:
  - a. Food: The Salvation Army (SA) of Augusta, the Augusta ARC and other local VOADs may provide canteen services to evacuees and shelter workers.
  - b. Medical Care: The Richmond County Health Department, nurses may provide immediate care services within the shelters as coordinated through the Augusta ARC.
  - c. Other care services will be provided through available emergency medical services and hospital services as required. Counseling services may be requested or required for certain evacuees. SCCPSS and RCBOE licensed counselors may be available to assist with counseling needs and may work in conjunction with counselors provided through local VOADs and the ARC.





- d. Where available and based on the host shelter facility, the RCBOE will provide shower and locker-room access to evacuees for personal hygiene needs.
  - e. At host shelters not equipped with showers and/or restrooms to meet ARC requirements, CEMA will arrange these services with a local vendor.
9. Facility maintenance, sanitation services, and post sheltering cleaning at RCBOE host shelters will be provided through the RCBOE regular services. Similar services at other shelters will be coordinated through shelter managers and the AEMA. Every effort will be made by shelter workers to supervise evacuees and maintain general cleanliness of the facility. Extra trash receptacles and additional dumpsters may be required to maintain the shelter facility in a state of cleanliness.

C. Pet Sheltering

- 1. The Richmond County host shelter facilities are not designed for pet accommodations. Those manifested evacuees with pets will be routed to the designated Augusta area pet evacuation shelter for pet registration and drop-off before proceeding to the host shelter. Prior to re-entry to Chatham County, manifested evacuees with pets will be transported via bus serial to the designated pets shelter to collect their pets. Those serials will then continue along the designated re-entry route to Chatham County for debarking.
- 2. For the purposes of this document, the designated pet shelter in Augusta will be the Exchange Club Fairgrounds located at 308 Hale Street, Augusta, Georgia, 30901. Pets will be housed at this facility, but will be the responsibility of the individual owner for care and maintenance. Volunteers and veterinary services will support the pet shelter through Augusta Animal Services. Rabies vaccinations will be available on-site for all animals that do not have a current rabies tag.
- 3. Specific agreements with pet sheltering partners can be found in Exhibit 3 (Pet Shelter MOA) of this document. This document and related agreements shall work in through ESF-11 partners in conjunction with the AEMA and CEMA.

D. Partner Organizations:

- 1. ARC. The ARC is mandated by Congress to provide mass care and Disaster Welfare Inquiry (DWI) assistance for victims of natural





disasters. DWI is a victim locator system which provides information about disaster victims to family members outside the disaster area. Shelter needs and spaces are supplied by the ARC as required to accommodate the evacuees.

2. DFCS. The Augusta area DFCS office manages the host shelters. Shelter openings, management, and operations are coordinated through AEMA, the Augusta ARC, and ESF-6.
3. SA of Augusta. The SA provides meals to evacuees, shelter workers at the host shelters. The SA will also provide meals to Shelter Security LEO workers and their families at the designated LEO shelter located at the Law Enforcement Training Center, 4330 Deans Bridge Road, Blythe, Georgia, 30805.
4. Augusta Animal Services. Augusta Animal Services will provide volunteers, veterinary assistance and resources, and assistance to the designated pet shelter of manifested evacuees.
5. Augusta Exchange Club. The Augusta Exchange Club will provide their fair grounds and on-site facilities to host the pet shelter.

## **VIII. Responsibilities**

- A. CEMA Director. The CEMA Director serves as the primary advisor to the County Commissioners and the County Manager to make an evacuation decision. His role is to collect incident-related forecasts and/or information and relay information, along with his professional recommendations, to the local policy group for decisions and declarations. The Director also has signature authority and responsibility to issues and/or requests through the County and GEMA.
- B. CEMA Assistant Director (AD). The CEMA AD provides the leadership role in CEMA Operations. He takes recommendations from the CEMA Duty Officer (DO) and determines the need for response actions, EOC activations, and other CEMA functions through consultation with the CEMA Director. In the event activation of the EOC is ordered, the AD will make notifications to CEMA Staff and the GEMA Area V Field Coordinator. The AD's primary role is to serve as the EOC Operations Section Chief. He will take the responsibilities of the CEMA Director when required.
- C. ESF-6 Mass Care Coordinator. The Chatham County ESF-6 Mass Care Coordinator will work with ESF-6 partners through the AEMA to ensure safe arrival, boarding, and care of manifested evacuees as outlined in this plan.



- D. ESF-8 Health and Medical Coordinator. The Chatham County ESF-8 Health and Medical Coordinator is responsible for working with ESF-8 partners in Augusta to assist with human health and medical needs at inland shelters as prescribed in this plan.
- E. ESF-11 Pets Coordinator. The Chatham County ESF-11 Pets Coordinator is responsible for coordinating the Memorandum of Agreement with the Augusta area ESF-11 partners for pet sheltering as provided in this document.
- F. ESF-13 Law Enforcement Coordinator. The Chatham County ESF-13 Law Enforcement Coordinator is responsible for coordinating escort and security services for the transportation serials and inland shelters as described in this plan.

## **IX. Tab Management and Maintenance**

- A. Executive Agent: CEMA is the executive agent for Tab management and maintenance. The Tab and supporting documents will be updated periodically as required to incorporate new directives and changes based on lessons learned from exercises and actual events. This section establishes procedures for interim changes and full updates of the Appendix.
- B. Types and Changes: Changes include additions of new or supplementary material and deletions. No proposed change should contradict or override authorities or other plans contained in statute, order, or regulation.
- C. Coordination and Approval: Any department or agency with assigned responsibilities within this document may propose a change. CEMA is responsible for coordinating all proposed changes with primary agencies, support agencies and other stakeholders. CEMA will coordinate review and approval for proposed modifications as required.
- D. Notice of Change: After coordination has been accomplished, including receipt of the necessary signed approval supporting the final change language, CEMA will issue an official Notice of Change. The notice will specify the date, number, subject, purpose, background, and action required, and provide the change language on one or more numbered and dated insert pages that will replace the modified pages in the appropriate document. Once published, the modifications will be considered part of the EOP for operational purposes pending a formal revision and re-issuance of the entire document. Interim changes can be further modified or updated using the above process.



- E. Distribution: CEMA will distribute the Notice of Change to all participating agencies. Notice of Change to other organizations will be provided upon request. Re-issuance of the individual document or the entire EOP will take place as required. Working toward continuous improvement, CEMA is responsible for an annual review and update of the EOP to include related Appendices, and a complete revision every four years (or more frequently if the County Commission or GEMA deem necessary). The review and update will consider lessons learned and best practices identified during exercises and responses to actual events, and incorporate new information technologies. CEMA will distribute revised EOP documents for the purpose of interagency review and concurrence.



**THIS PAGE INTENTIONALLY BLANK**



## **INGRESS/EGRESS ROUTE**

From the EAA Parking Lot:

- Turn LEFT on W OGLETHORPE AVE.
- Turn LEFT on GA-25 CONN/W BROAD ST/MARTIN LUTHER KING JR BLVD. Continue to follow W BROAD ST/MARTIN LUTHER KING JR BLVD.
- Merge onto I-16 W/GA-404 W.
- Take the US-25/US-301 exit, EXIT 116, toward STATESBORO/CLAXTON.
- Turn RIGHT on US-301 N/US-25 N/GA-73 N/JONES LANE MEMORIAL HWY.
- Turn LEFT on US-25 BYP N/VETERANS MEMORIAL PKWY/GA-67 BYP
- Turn LEFT on US-80 N/US-25 N/GA-26 N/GA-67 N. Continue US-25 N.
- Turn LEFT on US-25 BYP N/VETERANS MEMORIAL PKWY/GA-67 BYP N.
- Stay RIGHT on US-25/GA-121/GA-24. Continue to follow US-25 N.

RCSO will rendezvous with each serial at the county line and escort them to the appropriate shelters.

Figure 1-1.b1





## **DESTINATION LOCATIONS**

**THIS EXHIBIT IS UNDER DEVELOPMENT PENDING INSPECTION DATA FROM  
THE AUGUSTA ARC AND AEMA.**



**THIS PAGE INTENTIONALLY BLANK**





**PLACE HOLDER FOR PET SHELTER MOA**



**THIS PAGE INTENTIONALLY BLANK**