This is a model for a generic evacuation plan from the Town of Chittenden. While not mandatory for every LEMP, municipalities with a high risk of having to evacuate should have an evacuation annex and may use this document (or any other format that suits their planning requirements) as a base. This document contains two template versions: the first is a spontaneous evacuation plan, suitable for conducting an immediate, unplanned evacuation (such as for a HAZMAT spill); the second is a deliberate evacuation plan, suitable for conducting a less time-intensive or more practices plan (such as for a dam bursting or projected flooding). Municipalities may use either (or both). Plans should be tailored for local conditions, resources, and processes, but are often not used as-is - they are frameworks that can be quickly adjusted during an emergency to provide a usable incident action plan for the actual situation. Delete this paragraph in the final version of this document!

**Spontaneous Evacuation Plan**

1. Determine the hazard area that must be evacuated.

2. Contact the State Watch Officer or State Emergency Operations Center (800-347-0488) to report the evacuation order and issue a VT-Alert message to people in the evacuation zone (plus a buffer area) telling them to evacuate and what area to avoid.

3. Coordinate the evacuation of any vulnerable populations (such as a nursing home) and responders (including the Emergency Operations Center, if necessary) within the evacuation zone.

4. Coordinate traffic control to prevent people from reentering the evacuation zone.

**Deliberate Evacuation Plan**

**1. Initiation**

 a. Get briefing from Incident Commander

**2. Activation**

 a**.** Activate EOC in a safe location

 b. Notify State Watch Officer or State Emergency Operations Center (800-347-0488) to provide situational report

 c. Consider Disaster Declaration

 d. Notify EOC Response Team-EMC, PIO, Town Health Officer, 911 Coordinator, Road Commissioner or designee, Select board rep, law enforcement, fire department, other\_\_\_\_\_\_

 e. Organize ICS

**3. Develop plan to address evacuation needs**

 a. What area is at risk?

 b. Where are the vulnerable populations?

 c. What critical infrastructure will be affected-bridges, roads, town buildings, transfer station, local store, gas station etc.?

 d. Are there Haz Mat facilities?

 e. What is the evacuation route(s)?

**4. Notification**

 a. Activate early warning siren, if available

 b. Develop press release-where to go, what to bring, assembly point

 c. Contact receiving neighboring towns/locations, if local consider sending resources there to help coordinate

 d. Issue communications-VT Alert, radio, TV, NWS

**5. Resources-based on local support functions**

 a. Transportation-school buses, ATVs, Pickup trucks

 b. Communication-designate PIO to monitor messages and social media

 c. Public Works-safety cones, road closed signs, sandbags, highway equipment

 d. Firefighting-IC liaison

 e. Emergency Management-local, regional, state, federal resource coordination, FEMA damage assessment-take lots of pictures if can be done safely

 f. Mass Care, Food, Water-activate shelter management team, notify SEOC to contact ARC

 g. Health and Medical-coordinate with local rescue and town health officer

 h. Search and Rescue-coordinate resources and share 911 data info with fire department

 i. Haz Mat-remind fire department of Tier 2 reporting facilities

 j. Agriculture/Natural Resources-contact local animal rescue team

 k. Energy-work with Green Mountain Power, consider bringing in cell tower on wheels, consider fuel availability

 l. Law enforcement-area security and traffic control

 m. Public Information-set up help line for families to seek family info, coordinate press conferences with IC, maintain regular communication, post info where it can be seen

**6. Begin Recovery Planning**