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FA 2 – Human Services

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FA 2 Tasked Agencies	
Primary Agencies	City of McMinnville Administration
Supporting Agencies	American Red Cross Salvation Army McMinnville EMS Willamette Valley Medical Center Police Department Fire Department McMinnville School District Yamhill County Emergency Management Yamhill County Health Department

1 Purpose and Scope

The Human Services Annex provides information regarding the City’s response to the needs for **non-medical** mass care/sheltering and human services support for victims of natural and technological emergencies and disasters. For larger events where short-term or long-term housing for disaster victims may be needed, County Emergency Management would coordinate this need with the City Manager and the City Emergency Management Coordinator. Emergency shelter includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities or shelters, and use of other facilities outside the incident area, should evacuation be necessary.

Food is provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care/sheltering facilities. Bulk distribution of emergency relief items such as food, water, and ice is managed and coordinated via established sites within the City. If applicable to the situation, coordination and management of volunteer services and donated goods is necessary to maximize benefits without hindering response activities.

Emergency response agencies for the City will also identify and coordinate regarding individuals with special needs within the impacted area. Special needs may be characterized by age (children and elderly), physical and/or mental disabilities, language (non-English-speaking), existing disease/medical conditions, dependency on service animals, and any other condition or threat that could warrant special consideration under emergency circumstances.

2 Policies and Agreements

The following policies and agreements are currently in place to support emergency services for the City.

- Although a formal agreement has not been developed between the American Red Cross (ARC) and the City, Human Services will be primarily implemented by the ARC when activated by County request.

The agreement provides for shelter and mass care provisions if requested by the County.

3 Situation and Assumptions

3.1 Situation

Emergencies or disasters can necessitate evacuation of people from residences that are temporarily uninhabitable, damaged, or destroyed. Providing for these victims will consist of making facilities and services available and coordinating activities with government agencies and volunteer disaster assistance organizations. Emergency shelter or housing needs may be short- or long-term. When the need arises, it is the responsibility of the City to work with the various human service agencies to meet those needs.

3.2 Assumptions

- Although City government has primary responsibility for implementing and coordinating the resources and services included in this annex, the ARC will manage and coordinate sheltering and mass care operations to the extent of its capability. The Salvation Army will support these operations, and other professional and/or volunteer organizations (e.g., faith-based organizations) that normally respond to emergency/disaster situations will continue to do so.
- The ARC will have agreements in place for use of specific shelters that could be activated by calling the local ARC representative. These shelters may be used for specific events associated with the City and County as well as housing evacuees from neighboring counties when and if the need should arise.
- Permission to use ARC-approved facilities for disaster operations and sheltering will be obtained and agreed upon in writing. Pre-identified facilities intended for shelter and mass care will be available and operational at the time of need.
- City government and other available response agencies will manage and coordinate all shelter and mass care activities until the ARC has arrived on scene, assessed the situation, and activated procedures for preparing and operating shelters.
- Assistance will be available through mutual aid agreements with the County, other counties, regions, and State and Federal emergency agencies and organizations.
- Unique demands will be placed upon the delivery of human services, including crisis counseling, emergency assistance, and the care of

special needs groups. As a consequence, the clientele groups of both local and State human service organizations will increase.

- Under localized emergency conditions, a high percentage (50% or more) of evacuees will seek lodging with friends or relatives rather than go to established facilities.
- If the threat of an evacuation is due to a visible hazard, or has been discussed in the media, some spontaneous evacuation will occur prior to an implementing order. Therefore, mass care operations may have to commence early in any disaster period.

4 Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

4.1 City Manager (or designee)

- Coordinate emergency preparedness planning and exercise activities with the ARC.
- Identify local government's authority, responsibility, and role in providing long-term temporary emergency housing for disaster victims.
- Assess the situation and make appropriate notifications to activate and staff the Emergency Operations Center (EOC), including notification of the ARC, if it is determined that a representative is needed to coordinate emergency food and shelter.
- Establish a communications link with affected jurisdictions, volunteer agencies, and the public and ensure that they are kept informed of available shelters.
- Assist in coordinating logistics to support operations and ensure that the provisions of any memorandum of understanding (MOU) are implemented, as necessary.
- Coordinate with local, State, and Federal agencies in damage assessment and cost recovery activities; identify long-term temporary emergency housing options.
- Ensure that necessary communication activities are conducted to inform the public of disaster recovery activities, including information regarding long-term temporary emergency housing assistance.

- Continue to assist in restoring normal services and operations, as appropriate.
- Conduct an after action debriefing/evaluation on the overall effectiveness of the City's efforts in providing emergency food and shelter.

4.2 American Red Cross

- Develop and maintain plans, procedures, and policies for establishing, managing, and operating a feeding and sheltering system to meet the needs created by a major disaster.
- Develop and maintain MOUs with local governments to define and clarify roles and responsibilities in preparing for and responding to disasters.
- Participate in the annual training exercises conducted by the City Emergency Management Agency (EMA) to test the Emergency Operations Plan (EOP).
- Implement the response actions outlined in the MOU with the City, as necessary.
- Evaluate the direct or indirect effects of the hazard on available shelter resources.
- Provide specific resource requirements, including feeding support, clothing and bedding supplies, emergency registration of people, and trained shelter management volunteers.
- Coordinate activities with voluntary organizations active in disaster, faith-based organizations, other social service agencies, and local, State, and Federal government to provide emergency food and shelter.
- Assist the City in determining post-emergency needs for long-term emergency temporary housing, as requested.
- Prepare a report on the condition of shelter facilities and make arrangements for returning to normal use.
- Compile record of emergency expenditures.
- Critique the provision of shelters for people displaced from their residences and institute reforms, as required.

4.3 City Fire Department

- Provide personnel, supplies, materials, and facilities as available in support of this function;
- Assist with medical care and treatment, as appropriate.
- Provide fire and line safety inspections, as appropriate.

5 Concept of Operations

The City Council has overall responsibility for ensuring the welfare of citizens and visitors within the City during an emergency or disaster. In cooperation with available volunteer disaster assistance organizations, the City Manager will ensure that basic human services are provided. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the greatest extent possible, the City will assist and coordinate post-disaster housing needs of the homeless. While coordinated City/ARC decision-making is desirable, the ARC may independently initiate operations. The Salvation Army and other charitable groups (e.g., faith-based organizations) will provide additional support for disaster victims. Not all emergencies will require mass care assistance; however, a limited amount of emergency food and clothing may be needed and will be provided.

In any case where human services needs are not being met, the City Manager will make requests for assistance, via the EOC, to County Emergency Management.

Initial preparedness efforts will begin with identification of population groups requiring special assistance during an emergency (e.g., senior citizens and the handicapped). Needs should be matched to capabilities and resources, and any gaps should be addressed through planning, training, and exercises. When an incident occurs and evacuation is required, preparations will begin to receive evacuees at selected facilities. Essential personnel, including volunteers, will be alerted; pre-positioned material resources (cots, blankets, food, etc.) will be made ready; and medical facilities will be alerted to the possibility of receiving evacuee patients. Participating agencies will provide food and clothing as needed, assist with registration of evacuees/victims, and provide information to assist victims needing additional services. Once the incident transitions to the recovery phase, human needs of victims should be continually assessed and met as necessary via one or more Disaster Application Centers.

6 Direction and Control

The City will seek the assistance of the ARC and other similar agencies in implementing this section of the EOP. A liaison from the ARC will be requested to report to the City EOC to assist in coordinating emergency housing, sheltering, and feeding activities; however, depending upon the size and scope of the

disaster, this coordination may occur at the County EOC through the City EOC's liaison at that location.

It is not the intent of the City to supplant the ARC as the primary provider and coordinator of emergency housing, sheltering, and feeding services; however, the City is not relieved of its obligation for the welfare of its citizens in times of emergencies, as outlined in Chapter 401 of the Oregon Revised Statutes.

Shelter/lodging facility managers will be responsible for the operation of their individual facilities. The primary communications link between shelter facilities and the EOC will be landline and wireless telephone. If telephones cannot be used or are overloaded, law enforcement personnel or ARES will provide radio assistance. Shelter facility managers should arrange for persons in their facilities to monitor prescribed communication sources for guidance and announcements.

7 City of McMinnville Human Services Functions

7.1 Evacuation

Emergencies or disasters may require the evacuation of people from hazard areas to areas of lower risk. During such times, Incident Command may determine that the evacuation of all or part of the community is prudent to minimize loss of life. The definition of "evacuation" is to move out or withdraw from a threatened area or place.

The basic approach to evacuation is the same regardless of the type of threat. It is necessary to determine the area of risk, then to compare the risks associated with evacuation with the risks of leaving the threatened population in place. Next, appropriate section chiefs must designate roads leading to appropriate low risk areas, arrange to transport those without their own transportation, open and staff buildings to house and feed evacuated population, and transmit or provide clear and understandable instructions to the public.

Experience shows that when advanced warning is available, more than one half of the residents in a threatened area will evacuate before ordered to do so. About 50% will seek shelter with relatives or friends rather than use designated public shelters. For the purpose of this plan, an evacuation is the removal of persons from the path of a threat. Removal of victims from an area impacted by a hazard is considered a rescue.

In Oregon, the responsibility for ordering an evacuation rests with local government or the Governor. In McMinnville, formal authority to order an evacuation lies with the City Council. However, the City Manager or the Incident Commander (IC) may, if conditions warrant, order an emergency evacuation. Such an order shall be reviewed by the City Council as soon as practically possible.

7.1.1 Evacuation Considerations

7.1.1.1 Identification of Need

Not all emergencies require evacuation. The City Manager and IC must weigh the risks of leaving the population unprotected against the risks of sheltering in place or evacuating.

Before an evacuation can be implemented, the following activities must take place:

- Identify high-hazard areas, including areas that may be impacted if the incident escalates or conditions change.
- Identify potential evacuation routes, their capacities, and vulnerability to the hazard. See Appendix D, Emergency Traffic Policy.
- Alert and warn the public at risk. Include specific information about the risk, protective actions that need to be taken, and the possible risks of non-compliance. See FA 1 for more information.

7.1.1.2 Determination of Time Needed for Evacuation

To determine evacuation time requirements, consider these factors:

- Time from response to decision to evacuate;
- Time needed to alert and instruct the public, usually estimated to be 15–60 minutes, depending upon the time of day, etc.;
- Time needed to mobilize the population once warned—under ideal circumstances, 2500 vehicles can pass a single point in one hour, and four persons per vehicle should be estimated; and
- Time required to leave the hazard area.

7.1.1.3 Sheltering in Place

If sufficient time is not available to evacuate and/or the nature of the incident makes evacuation unsafe, Incident Command may choose to direct those in the affected area to shelter in place. Sheltering in place restricts affected people to their current locations. Other restrictions may also be necessary (see Appendix B of this annex, Emergency Alert System Message Format).

7.1.2 Implementation Responsibilities

The City Council may order an evacuation after considering the legal and as sociological implications. If, however, for the health and safety of citizens, time does not permit access to the City Council, the City Manager or the IC may order an evacuation and notify the City Council as soon as practical. The City Council

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shall then review and, if appropriate, ratify the order. See the sample Evacuation Order, Appendix B. Overall evacuation operations fall under the direction of the Police Department. However, if the evacuation area is contaminated by hazardous materials, the evacuation will be conducted by the Fire Department. See Evacuation Protocols, Appendix C. Alert and Warning functions notify affected persons of impending evacuations. See FA 1 for more information on Alert and Warning. If reception or sheltering is needed, Logistics shall notify the ARC. See section 7.2, Shelters and Mass Care, below, for more information.

If a decision is made to shelter in place, the ARC can also assist in distributing food and other emergency supplies to affected persons.

Special consideration should be given to segments of the population considered to be “at risk”; that is, those who may require special assistance during evacuation and sheltering operations.

7.1.3 Temporary Reception Areas

Temporary reception areas are locations designated for evacuated persons to gather while waiting for ARC shelters to open. Any City- or publicly owned facility outside the hazard area may be designated a temporary reception area.

7.2 Shelters and Mass Care**7.2.1 Policy**

The City will not sanction or refer citizens to shelter and feeding operations that are not managed by the ARC. It is the City’s policy that only the ARC has the authority to activate a shelter.

In addition to sheltering and feeding, the ARC can perform a variety of other valuable emergency services, including support for disaster victims, disaster welfare inquiries, coordination of other volunteer organizations, and assistance to local governments in damage assessment.

ARC aid is an outright gift. It is provided by voluntary contributions from people who want to help. All ARC disaster help is free.

Although local government has the overall responsibility, the ARC will manage and coordinate sheltering and mass care operations to the best of its capability.

Until the ARC arrives on the scene of an emergency, local government will manage and coordinate all shelter and mass care activities.

In cooperation with available volunteer disaster assistance organizations, the City of McMinnville will make available shelter and lodging for people displaced from their residences.

The ARC and other private disaster assistance organizations will be called upon to provide management and support of shelters for the displaced population and to

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care for their needs by organizing shelter teams, providing services necessary to support the sheltered population, registration, and other life support assistance.

7.2.2 Sheltering and Feeding**7.2.2.1 American Red Cross Contracted Shelters**

Updated written agreements with shelter locations such as churches and schools are maintained by the ARC.

7.2.2.2 Emergency Response Personnel

The Logistics Section is responsible for making arrangements to feed and shelter EOC. As space allows, EOC staff will sleep and eat at the EOC. Sleeping areas may also be set up in other City-owned facilities.

Response personnel will be released to their homes or stations to sleep. If necessary, space for them may be arranged in a shelter.

The ARC or Salvation Army will feed disaster workers in their feeding and shelter operations, as well as provide coffee and snacks to on-scene personnel.

Families of response personnel may be sheltered together in the event of an extended incident involving a major shelter operation. This will facilitate keeping families informed, and improve the morale of response personnel. The McMinnville Fire Department has provisions for sheltering the families of response personnel.

7.2.2.3 Procurement of Food and Other Supplies

Purchase agreements for food and other supplies necessary for sheltering the EOC staff and response personnel, may be established to ensure that adequate supplies are available when needed.

The ARC maintains agreements for food purchases during a disaster with a variety of retail, wholesale, and fast food companies.

7.3 Emergency Medical Services

The following agencies and entities can provide support for emergency first aid and referral to appropriate medical personnel and facilities:

- City Fire Department;
- Area hospitals;
- Area ambulance services; and
- Licensed emergency medical technician staff and medical professionals.

7.4 Disaster Welfare Information

Disaster Welfare Information collects and provides information regarding individuals residing within the affected area to immediate family members outside the affected area. The system also aids in reunifying family members within the affected area. The ARC will establish a Disaster Welfare Inquiry Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. Welfare inquiry listings, along with registration listings, will be coordinated with the EOC and law enforcement agencies for comparison with missing persons lists. County Amateur Radio Emergency Services provides support to the ARC and City Emergency Management in gathering, disseminating, and managing disaster welfare information.

7.5 Disaster Application Center

Upon a Presidential disaster declaration, Disaster Application Centers may be established. See FA 4 for more information.

7.6 Bulk Distribution

Emergency relief items to meet urgent needs are distributed via established sites within the affected area. Distribution of food, water, and ice requirements through Federal, State, and local governmental entities and non-governmental organizations is coordinated at these sites. The ARC will coordinate all bulk distribution activities needed within the City's jurisdiction with the City Manager (or designee) via the City EOC.

Agencies and organizations involved in supporting and managing bulk distribution include:

- City Manager's Office;
- City Fire Department;
- American Red Cross;
- Salvation Army;
- Private sector partners; and
- Disaster assistance personnel, paid and volunteer staff.

7.7 Long-Term Housing

All housing needs identified during and following emergency incidents or disasters impacting the City will be coordinated through the County Management Coordinator via the County EOC. In some disaster situations, the Federal government may be requested to provide emergency housing. Disaster victims

will be encouraged to obtain housing with family and friends or in commercial facilities. To the greatest extent possible, local and County government will coordinate post-disaster housing needs for the homeless population.

7.8 Crisis Counseling and Mental Health Providers

Agencies and organizations involved with providing crisis counseling and mental health support to victims and families, the first responder community, and special needs populations include:

- Area hospitals;
- County and regional volunteer organizations; and
- Local nursing homes and care facilities.

7.9 Special Needs Populations

Disaster victims and special needs populations may require assistance to meet their necessary expenses and needs (food, clothing, housing, medical, and financial). Local and State human service organizations will identify any special needs groups (e.g., elderly, handicapped, and non-English-speaking) and, in the event of a disaster, ensure that their needs are met. The City will seek the assistance of the County Health Department and other human service agencies or organizations to assist in coordinating the emergency housing, sheltering, and feeding of special needs populations.

Coordinating for and identifying individuals with special needs within the impacted area is a critical element of emergency response and recovery operations for the City. Special needs may be characterized by age (children and elderly), physical and/or mental disabilities, language (non-English-speaking), disease/medical conditions, service animals, and any other conditions or traits that could warrant special considerations under emergency circumstances.

Agencies and organizations involved in managing, transporting, and communicating with special needs populations during an emergency and pertaining to mass care include:

- City Administration;
- Area hospitals;
- Private clinics and care facilities;
- American Red Cross and other volunteer agencies;
- McMinnville School District;
- Local radio stations serving the City.

Nursing Homes and Residential Care Facilities are required to have disaster and emergency plans in place that ensure the transfer of clients to appropriate facilities.

Special needs populations can be broken down into the three categories of sheltering outlined below.

Category 1: Hospitalization

Category 1 comprises persons who require recurring professional medical care, special medical equipment, and/or continual medical surveillance. Examples include persons who are dependant upon ventilators, IVs, or oxygen supplementation; those with chest pain or shortness of breath; and others requiring the intensity of services provided at a hospital or skilled nursing facility.

Category 2: Special Needs Shelter

Category 2 includes persons who require some medical surveillance and/or special assistance. These are individuals whose age, frailty, mobility, or functional or medical disabilities make them particularly vulnerable in disaster situations. They may have medical impairments but have been able to maintain some independence prior to the disaster or emergency situation. Examples are those with mental illness, severely reduced mobility, or medical impairment that does not preclude activities with some assistance.

Category 3: General Shelter

Category 3 includes persons who are independent prior to the disaster or special emergency or who may have pre-existing health problems that do not impede activities of daily living. Examples are persons with prostheses or hearing or speech impediments, wheelchair users with no medical needs, or those with controlled diseases such as diabetes, muscular dystrophy, and epilepsy.

7.10 Sheltering Service and Companion Animals

The City, the ARC, and other organizations or groups providing sheltering and mass care will comply with Americans with Disabilities Act requirements for service animals, with the facility owners' limitations, and with County and State of Oregon Health Code requirements.

7.11 Volunteer Services and Donated Goods

The City Manager will coordinate and manage volunteer services and donated goods through appropriate liaisons assigned at the City EOC, with support from the ARC, Salvation Army, and other volunteer organizations. These activities seek to maximize benefits without hindering emergency response operations. Procedures for accessing and managing these services during an emergency will follow Incident Command System (ICS)/National Incident Management System (NIMS) standards.

7.12 Public Health and Medical Services

Available emergency medical resources for the City consist of Willamette Valley Medical Center, Providence Newberg Medical Center, and McMinnville Fire Department's Emergency Medical Services service.

The County Health Department will direct the County response to medical and health emergency issues. Specific information regarding the County's response is available in ESF 8 of the County EOP.

8 Appendices

Appendix A Emergency Alert System Message Format

Appendix B Evacuation Order

Appendix C Evacuation Protocols

Appendix D Emergency Traffic Policy

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Appendix A – Example Emergency Alert System Messages**EVACUATION:**

The City of City of McMinnville is managing a(n) _____ emergency. A State of Emergency has been declared. The Incident Command and McMinnville City Council are requesting the immediate evacuation of the area between _____ on the east, _____ on the west, _____ on the north, and _____ on the south due to _____. Please take medications, and personal hygiene supplies with you and evacuate to (a point) _____ by traveling _____. Failure to evacuate may result in life endangerment. The American Red Cross is opening shelters for those affected by the evacuation at _____. If you need help evacuating your home, please signal emergency workers by placing a white cloth on your front door or calling the City at _____.

SHELTER IN PLACE:

The Incident Command and McMinnville City Council are urging citizens in the area between _____ on the east, _____ on the west, _____ on the north, and _____ on the south to take the following protective actions due to _____. Stay indoors with all windows closed. If you must go outdoors for any reason, _____. Failure to follow these instructions may result in damage to _____. Please stay tuned to this station for further details.

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Appendix B – Evacuation Order

1. An emergency condition, as a result of _____, exists in the City of McMinnville, and the City has declared a State of Emergency.
2. The City has determined that there is a need to evacuate portions of the City.
3. Such evacuation is needed to ensure the safety of the public. Therefore:

4. The City of McMinnville is requesting the immediate evacuation of:

5. The City of McMinnville requests that those needing special assistance call _____ or place a white flag, (towel, rag, paper, etc.) on the front door knob or in the front window. The above number has been established to respond to evacuation assistance requests.
6. The City of McMinnville is restricting all entry into the hazard area. No one will be allowed to re-enter the area after _____ am/pm.
7. Information and instructions from the City of McMinnville will be transmitted by broadcast radio. Public information will also be available from American Red Cross representatives at shelters now being opened to the public for emergency housing.
8. As resources allow, a reception area or American Red Cross shelter is located at:

9. The City of McMinnville will advise the public of the lifting of this order when public safety is assured.

Date _____ Signed _____
Mayor

Date _____ Signed _____
Incident Commander

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Appendix C – Evacuation Protocols

I. GENERAL

No law enforcement officer or other public safety official has the legal right to impose a mandatory evacuation order on citizens in their own homes. Citizens should be informed of the need to leave a hazardous area and the possible consequences of not leaving. However, once a person voluntarily leaves his or her property, the IC may restrict further access. Citizens who obstruct the evacuation process may be arrested.

These protocols cover door-to-door and mobile public address processes. These methods may be conducted individually, in combination, or in conjunction with the Emergency Alert System.

II. DOOR TO DOOR

Door-to-door contact is an effective but time- and labor-intensive method of alerting, warning, and evacuating an area. It allows more detailed information to be shared with the population and ensures positive confirmation that the individual received the warning, understood the instructions, and knew the consequences of his or her actions.

- A. Receive assignment from officer supervising the evacuation. This should include a prepared statement that states:
 - 1) Type of incident, expected duration, and available time to evacuate;
 - 2) Recommended actions to be taken by the public;
 - 3) Implications of not following recommended actions;
 - 4) Evacuation route;
 - 5) Reception/shelter location;
 - 6) Neighborhood congregation point for those needing transportation; and
 - 7) Telephone number to call for more information.
- B. Conduct Door to Door Evacuation
 - 1) Knock, ring bell, etc. Allow at least one minute for response, more at night.
 - 2) If no answer, document time and address, and move to the next facility.

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- 3) If answered, read the prepared statement, and perform the following tasks.
 - a. Determine how many persons are in the building.
 - b. Determine whether they intend to leave, have a place to go, and have transportation. If yes to all, document the time and address. Using appropriate and clearly visible flagging, mark the building in a conspicuous place to indicate that contact has been made. Go to the next facility.
 - c. If the residents do not intend to leave, ask if they understand the possible dangers if they stay, and document the time, address, and number of people remaining. Using a different color of flagging that indicates that a person is present, mark the building in a conspicuous place to indicate that contact has been made. Move to next facility.
 - d. If the residents intend to leave but do not have transportation, document the number of people needing assistance, the time and address, and special transportation requirements (ambulance, handicapped van, etc.) and report this information immediately to your supervisor. Advise citizens who are able to walk to proceed to the designated congregation point. Do not stop your activities to remove them from the area.
 - e. If they intend to leave but do not have a place to go, refer them to the shelter or reception point. Document the time and action taken. Using appropriate and clearly visible flagging, mark the building in a conspicuous place to indicate that contact has been made. Move to the next facility.

C. Reporting

After clearing a portion of your assigned area, report information collected to your supervisor. Because of the extra time needed to arrange transportation, information on people needing evacuation assistance should be transmitted at the time of receipt of such information.

III. MOBILE PUBLIC ADDRESS

Mobile public address is more time-efficient than door-to-door contact but is able to convey only a limited amount of information. It is most effective when used in combination with the Emergency Alert System and door to-door-contact. It may

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be used to alert and warn the public prior to the request to evacuate, or to advise of protective actions short of evacuation.

- A. Receive assignment from the officer supervising the evacuation. This should include a prepared statement that provides the same information as door-to-door contact, plus the radio station where more detailed information can be found.
- B. Conduct alert by repeating message at each intersection and at least once mid-block. Do not stop to give information, etc.

Once the assigned area has been covered, note date and time, and report completion to your supervisor.

Appendix D - Emergency Traffic Policy

In the event of an evacuation in McMinnville:

1. All flagger certified City employees not directly involved in the incident shall be available for traffic control and direction;
2. The City has the authority to close local roads and to restrict access to and from all areas of the City;
3. Roads under the jurisdiction of the Oregon Department of Transportation (ODOT) (Highway 99 and Highway 18) would be authorized for closure by the ODOT District Manager, or in the case of a crime or fire, the authority includes the Oregon State Police.
4. The McMinnville Police Department has the authority to remove stalled and parked vehicles that impede the flow of traffic;
5. Traffic flow direction may be altered, reversed, etc. at the direction of the Incident Commander when the situation warrants; and
6. Changes in traffic flow will be coordinated with the County Sheriff, Oregon State Police, Oregon Department of Transportation, and City of McMinnville Public Works.