

BOARD OF SUPERVISORS

Madison County, Mississippi

Emergency Management Agency

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Date: September 10, 2019

To: Madison County Board of Supervisors'

From: The Office of Emergency Management

Re: Addition to 2017 CEMP Plan

Our office is seeking approval to add the attached Hazard Materials Response Plan as an additional Annex in the 2017 CEMP Plan. Once approved, we will file changes with Chancery Clerk's Office in accordance to guidelines. We are required to update our five-year CEMP plan once a year, with additions, updates, or a review.

HAZARDOUS MATERIALS RESPONSE PLAN

An Annex to the Madison County Comprehensive Emergency Management Plan



September 1, 2019

This plan represents general guidelines and can be modified by emergency personnel as appropriate.

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I. INTRODUCTION

PURPOSE

This plan establishes policies and procedures under which Madison County will operate in the event of a hazardous material incident. This plan is designed to prepare Madison County and its political subdivisions for an incident response and to minimize the exposure to or damage from materials that could adversely impact human health and safety or the environment.

The plan provides guidance for hazardous materials incident planning, notification, and response as required by the Federal SuperFund Amendments and Reauthorization Act of 1986, SARA Title III, also known as the Emergency Planning and Community Right-To-Know Act. SARA Title III identifies this plan as the Comprehensive Emergency Response Plan, also known as the LEPC Plan.

SCOPE

The Madison County Hazardous Materials Response Plan is an annex to the Madison County Comprehensive Emergency Management Plan (CEMP).

This plan applies to all state local, and federal agencies and private organizations responding to a hazardous materials spill, release, or threat of release into the environment, accidental or intentional, from a fixed site facility or infrastructure involving one or more of the transportation modes within the County.

The plan is structured to quickly adapt to and meet the challenges of these situations by adopting the National Incident Management System (NIMS) consistent and flexible framework.

II. AUTHORITY

Emergency Planning and Community Right-To-Know Act of 1986 SARA Title III

Mississippi Emergency Management Act of 1995 Title 33

III. MISSION

The mission of this plan is to:

Establish a strategy to minimize the adverse effects of a hazardous materials incident on human life, animals and livestock, property, and the environment.

Identify community resources for planning, response, and recovery for and from a hazardous materials incident.

Coordinate a response to a hazardous materials incident.

Establish a community "Hazardous Materials Response Plan" for inclusion in the Madison County Comprehensive Emergency Response Plan.

IV. SITUATIONS AND ASSUMPTIONS

SITUATION

A hazardous materials incident can happen anywhere in Madison County and can involve any number of hazardous materials in varying quantities. With 50 plus fixed sites in the County and many miles of both state and federal highways the potential for a release or spill is evident. The Madison County LEPC supports County wide planning as well as site specific planning by business and industry.

History shows that the majority of hazardous materials incidents present little or no health hazard beyond the immediate site of the release. This limited hazard is due in part to the controls that are in place by industry at fixed sites. The Madison County Hazardous Materials Response Plan addresses the rare incident that may have an adverse health impact beyond the immediate site of the release.

For a plan to be successful it must be regularly reviewed and used in training exercises. The LEPC premise is that it should be used at all hazardous materials incidents, regardless of size, so that in the unlikely event the incident escalates to a major emergency, the plan has already been "activated".

ASSUMPTIONS

Madison County Fire Departments have limited hazardous materials response capabilities. The LEPC encourages regular "walk-through" visits and pre-planning activities by all fire departments for those facilities located within their jurisdiction. Madison County does not have a HazMat team and in the event of a major incident, Hinds County EOC will be notified and requested to respond with their HazMat team.

V. ORGANIZATION

The Madison County CEMP ESF-10 specifies the Fire Service as the lead agency for hazardous materials incidents. The senior fire officer on scene shall assume the role of Incident Commander.

A unified incident command will be established to facilitate and coordinate responding agencies.

The incident commander will determine the severity of the incident (or potential severity in the event of a pending release) and notify dispatch and request additional resources if needed.

The incident commander will designate a command post and have dispatch notify all responding agencies of the location of the command post.

The incident commander will designate a safety officer(s) as needed.

The incident commander will designate a Public Information Officer (PIO).

Law enforcement and EMS will support the operations as outlines in Mission Assignments.

VI. MISSION ASSIGNMENTS

Incident Commander

The senior official from the lead agency shall usually serve as the incident commander.

- Direct on-scene operations
- Coordinate actions through support agency representatives
- Designate the hazard area and establish zones as needed
- Determine the need for public alerting, sheltering in place, and/or evacuation
- Establish the Incident Command System (ICS) structure and staff the command post

The ICS Unit responsibilities may include:

- Risk evaluation
- Securing the area
- Public alerting
- Evacuation/shelter in place
- Rescue
- Fire/leak control
- Diking /damming
- Re-entry and recovery

Fire Service

Fire department

The fire department responsibilities may include:

- product identification
- decontamination
- bringing fires under control
- containment/confinement of spills.

The fire department may also be called upon to stand-by during clean-up operations.

Fire Coordinator

The fire coordinator may be called upon to assist, in conjunction with the various fire department chiefs, coordinating additional fire fighting resources called to the scene while still providing coverage to the remainder of the county.

Law Enforcement

Law enforcement agencies shall be responsible for security, traffic, and any criminal activity functions.

Law enforcement duties may include:

- Perimeter security
- Re-routing traffic
- Public alerting
- Assisting in evacuation
- Providing escort security
- LE activities in the event of criminal activity

Emergency Medical Services

EMS will coordinate triage, on scene emergency medical care, and transport to hospitals. EMS will keep one (minimum) unit available for treatment of first responders. EMS will coordinate movement of patients to appropriate hospital(s).

EMS duties may include:

- Triage
- Treatment
- Transport
- Hospital coordination

Public Information Officer

The Incident Commander should designate a PIO to speak on his behalf. Both facilities and agencies should develop media relations plans. In the event that the incident escalate to a "declared" emergency by a government jurisdiction, the senior elected official of that jurisdiction should designate a PIO.

- The Public Information Officer duties may include:
- Designating a Joint Information Center (JIC) where the media may obtain information
- Work with all agencies, facilities representatives, and government jurisdictions concerned so that accurate, consistent, and timely information is delivered

VII. CONCEPT OF OPERATIONS

Actions taken by emergency responders shall be based on the need to protect life, health, property, and the environment.

Approaching the scene

Emergency responders should approach the scene from uphill and upwind if possible. Every precaution should be followed to prevent contamination.

Arriving on the scene

First arriving responders should meet with facility representative or driver if a transportation incident, to learn about the incident. **If hazardous materials are in fact involved and have been released or may be released be sure to notify your dispatch center of the situation.** Establish perimeter and deny entry, establish emergency decontamination, address any life threatening situations, begin triage operations.

Identifying the material involved

Attempt to accurately identify the product(s) before exposing personnel or taking any remedial actions.

At fixed site facilities use SDS information and site managers (if available) for identification.

With transportation incidents use: container shapes, placards, shipping papers, vehicle identification numbers, and driver information.

ONCE THE MATERIAL HAS BEEN IDENTIFIED AND THE MAXIMUM QUANTITY INVOLVED HAS BEEN DETERMINED, PUBLIC PROTECTION SHOULD BE ADDRESSED.

EVACUATION

SHELTER-IN-PLACE

IF THE MATERIAL CANNOT BE IDENTIFIED THEN WORSE CASE SCENARIO PLANNING SHOULD TAKE PLACE.

THE INCIDENT COMMANDER SHOULD DETERMINE THE PROBABLE AREA AND POPULATION EFFECTED BY THE RELEASE.

The area effected may be determined by using one of several computer programs, E-Plan, or by accessing pre-plans for a facility if a fixed site incident.

Depending on material involved and quantity, additional agencies and resources may need to be notified.

- Mutual aid fire departments

- MEMA

- Public works

- Utility providers

Once the product and quantity has been determined, mitigation operations (if within the scope of the agency) may begin.

- Confinement

- Containment

- Diking

- Damming

- Fire control

- Vapor suppression

APPENDIX A

REVISION

LOG

REVISION LOG

The plan should be reviewed annually and updated as needed.

Considerations for review and update:

Significant increase or reduction in a jurisdiction's risk

Significant increase or reduction in a jurisdiction's capabilities

After an exercise

Appendices that have dated information such as notification list, facility list, etc. should be reviewed and updated more often than the basic plan.

CHANGE	DATE	PAGE	SUMMARY
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APPENDIX B

GLOSSARY

GLOSSARY

Command Post	the Incident Command Post (ICP) signifies the physical location of the tactical-level, on-scene incident command and management organization.
Decontamination	Decontamination is the process of removing or neutralizing contaminants that have accumulated on personnel and equipment - is critical to health and safety at hazardous waste sites.
Evacuation	Evacuation is the organized, phased, and supervised withdrawal, dispersal, or removal of people from dangerous or potentially dangerous areas, and their reception and care in safe areas.
Fixed site	A fixed site is a facility that is comprised of buildings such as offices, processing plants, manufacturing facilities, storage tanks/bins, etc. that has on site hazardous materials.
Hazardous material	A hazardous material is any item or agent (biological, chemical, radiological, and/or physical), which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.
Shelter-in-place	Shelter in place means finding a safe location indoors and staying there until you are given an "all clear" or told to evacuate. You may be asked to shelter in place because of an active shooter; tornado; or chemical, radiological, or other hazard.
SDS	A safety data sheet , or SDS , is a standardized document that contains occupational safety and health data . The International Hazard Communication Standard (HCS) mandates that chemical manufacturers must communicate a chemical's hazard information to chemical handlers by providing a Safety Data Sheet .
Unified Incident Command	In the Incident Command System , a Unified Command is an authority structure in which the role of incident commander is shared by two or more individuals, each already having authority in a different responding agency. ... A Unified Command may be needed for incidents involving multiple jurisdictions or agencies.

APPENDIX C

FACILITY LIST

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ATSDR Toxic Profile
WISER
E-Plan Online Training
E-Plan Online Filing (Tier2)
E-Plan News
E-Plan Facilities/State
OSHA Occupational Chemical Database
DisasterAssistance.gov
EPCRA Title III Consolidated List of Lists
Chemical Hazards Emergency Medical Management
NOAA Guide to Responder Tools
U.S. Fire Administration
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No.	Id	Facility Name	Company Name	Filing Type by Submitter	Filing Year (Type)	Street Address	City	County	State
1	6360516	APAC-Mississippi, Inc. Canton Asphalt Plant	APAC-Mississippi, Inc.	Tier2	2018 (Tier2)	117 Tyler Drive	Canton	Madison	MS
2	6368133	AT&T Mobility MTSO - 7003J	AT&T Communications	302 Tier2	2018 (Tier2)	293 MARKETRIDGE DR	RIDGELAND	Madison	MS
3	6368055	BellSouth - 72148	BellSouth Telecommunications, LLC/DBA AT&T Mississippi	302 Tier2	2018 (Tier2)	913 HWY 51	MADISON	Madison	MS
4	6368222	BellSouth - 72157	BellSouth Telecommunications, LLC/DBA AT&T Mississippi	Tier2	2018 (Tier2)	4861 MAIN ST	FLORA	Madison	MS
5	6368189	BellSouth - E CENTER ST - 72101	BellSouth Telecommunications, LLC/DBA AT&T Mississippi	302 Tier2	2018 (Tier2)	172 E CENTER ST	CANTON	Madison	MS
6	6407409	Blossman Gas, Inc-Flora Bulk Plant	Blossman Gas, Inc.	Tier2	2018 (Tier2)	Highway 49 North	Flora	Madison	MS
7	6368878	Calsonic Kansei North America (Madison)	Calsonic Kansei North America	Tier2	2018 (Tier2)	232 Old Jackson Road, Bldg 200	Madison	Madison	MS
8	6362844	Canton	Levi Strauss & Co	302 Tier2	2018 (Tier2)	501 Denim Way	Canton	Madison	MS
9	6407023	Cardinal Health, Inc.	Cardinal Health, Inc.	302 311 Tier2	2018 (Tier2)	1240 Gluckstadt Road	Madison	Madison	MS
10	6406792	co2 - Gluckstadt Dehy	co2 - Gluckstadt Dehy	Tier2	2018 (Tier2)	12 Oaks Rd.	Canton	Madison	MS
11	6406807		co2 - Trace Dehy	Tier2			Canton	Madison	MS

		co2 - Trace Dehy			2018 (Tier2)	509 Old Natchez Trace			
12	6356283	Comcast of LA/MS/TX, LLC-201 I-55 Trace Dr.	Comcast of LA/MS/TX, LLC	311 Tier2	2018 (Tier2)	201 I-55 Trace Dr.	Ridgeland	Madison	MS
13	6381220	Conduent - 2847 Virillia Road, Flora, MS	Conduent Incorporated	Tier2	2018 (Tier2)	2847 Virillia Road	Flora	Madison	MS
14	6381219	Conduent - 384 Galleria Parkway, Madison, MS	Conduent Incorporated	Tier2	2018 (Tier2)	384 Galleria Parkway	Madison	Madison	MS
15	6381221	Conduent - 385-B Highland Colony Parkway, Ridgeland, MS	Conduent Incorporated	Tier2	2018 (Tier2)	385-B Highland Colony Parkway	Ridgeland	Madison	MS
16	6371345	Delta industries, Inc Jackson Ready Mix-Canton	Delta Industries, Inc.	Tier2	2018 (Tier2)	109 Marrietta Way	Canton	Madison	MS
17	6389502	Helena Agri Enterprises, LLC - Canton, MS	Helena Agri Enterprises, LLC	Tier2	2018 (Tier2)	1831 W Peace St	Canton	Madison	MS
18	6358295	Hunt Process Corp. - Southern	Hunt Process Corp. - Southern	302 Tier2	2018 (Tier2)	138 N. Wheatley St	Ridgeland	Madison	MS
19	6402059	Kasai North America, Inc. - Madison Plant	Kasai North America, Inc. - Madison Plant	Tier2	2018 (Tier2)	435 Church Road	Madison	Madison	MS
20	6360090	Lampton-Love Gas Co. Inc. - Canton	Lampton-Love Gas Co. Inc.	302 Tier2	2018 (Tier2)	Corner of Hwy 16 and Green Acres Drive	Canton	Madison	MS
21	6396209	Little Dixie Landfill	BFI Waste Services of Mississippi, LLC	Tier2	2018 (Tier2)	1716 N. County Line Road	Ridgeland	Madison	MS
22	6387680	LOWE'S OF MADISON, MS (Store #2620)	Lowe's Home Centers, LLC	Tier2	2018 (Tier2)	128 GRANDVIEW BOULEVARD	MADISON	Madison	MS
23	6387693	LOWE'S OF RIDGELAND, MS (Store #2622)	Lowe's Home Centers, LLC	Tier2	2018 (Tier2)	910 EAST COUNTY LINE	RIDGELAND	Madison	MS
24	6405381	Madison Service Center	Entergy Mississippi Inc.	Tier2	2018 (Tier2)	1165 Highway 51 N	Madison	Madison	MS
25	6408440	Mar Cor Purification	Mar Cor Purification	Tier2	2018 (Tier2)	207A Park Ct.	Ridgeland	Madison	MS

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No.	Id	Facility Name	Company Name	Filing Type by Submitter	Filing Year (Type)	Street Address	City	County	State
26	6382555	Matheson - Madison ASU	Matheson Tri-Gas., Inc	Tier2	2018 (Tier2)	114 Cardox Drive	Madison	Madison	MS
27	6356217	MCI- RDGEMS (VZB-MSRDGEMS)	MCI dba Verizon Business	302 Tier2	2018 (Tier2)	108 BUSINESS PARK DR	RIDGELAND	Madison	MS
28	6380904	McKesson Corporation DC#35/EJ Med Surg	McKesson Corporation	302 Tier2	2018 (Tier2)	173 E. Market Ridge Drive	Ridgeland	Madison	MS
29	6381418	Merit Health Madison	Merit Health Madison	Tier2	2018 (Tier2)	161 River Oaks Dr.	Canton	Madison	MS
30	6410942	MMC Materials, Inc. Gluckstadt - 30105	MMC Materials, Inc. Gluckstadt - 30105	Tier2	2018 (Tier2)	2161 Highway 51 North	Madison	Madison	MS
31	6384147	Neill Gas Inc - Flora Bulk Plant	Neill Gas Inc	302 311 Tier2	2018 (Tier2)	636 Hwy 49	Flora	Madison	MS
32	6407808	Nissan North America, Inc. Canton	Nissan North America, Inc.	Tier2	2018 (Tier2)	300 Nissan Drive	Canton	Madison	MS
33	6401837	Nucor Grating - Jackson	Nucor Grating - Fisher & Ludlow Inc.	311 Tier2 TRI	2018 (Tier2)	211 Industrial Dr N	Madison	Madison	MS
34	6404755	Parker Hannifin Fluid Control Division	Parker Hannifin Corporation	302 Tier2	2018 (Tier2)	147 W Hoy Rd	Madison	Madison	MS
35	6366876	Peco Foods - Canton Feather Lane	Peco Foods, Inc.	302 311 Tier2 TRI RMP	2018 (Tier2)	180 Commercial Parkway	Canton	Madison	MS
36	6366877	Peco Foods - Canton Fulton Street	Peco Foods, Inc.	302 311 Tier2 TRI RMP	2018 (Tier2)	1039 West Fulton Street	Canton	Madison	MS

37	6397434	PICKENS FIELD	PETRO HARVESTER OPERATING COMPANY, LLC	Tier2	2018 (Tier2)	HWY 51	PICKENS	Madison	MS
38	6368080	RIDGELAND - USID64151	New Cingular Wireless PCS, LLC	302 Tier2	2018 (Tier2)	1 HIGHWAY 51 NORTH	RIDGELAND	Madison	MS
39	6368063	ROBINSON SPRINGS - USID64174	New Cingular Wireless PCS, LLC	Tier2	2018 (Tier2)	876A ROBINSON SPRINGS ROAD	MADISON	Madison	MS
40	6385077	Sam's Club #8271	Sam's East, Inc.	302 311 Tier2	2018 (Tier2)	257 Grandview Boulevard	Madison	Madison	MS
41	6359625	Sanders-Canton	Pinnacle Agriculture Distribution, Inc.	302 Tier2	2018 (Tier2)	300 soldier colony rd	canton	Madison	MS
42	6356521	SCOTT PETROLEUM CORPORATION 4	SCOTT PETROLEUM CORPORATION	302 Tier2	2018 (Tier2)	2494 S. LIBERTY STREET	CANTON	Madison	MS
43	6382207	Steel Technologies Madison	Steel Technologies LLC	Tier2 TRI	2018 (Tier2)	576 Church Road	Madison	Madison	MS
44	6381610	Suburban Propane 1834 Hwy 16 East, Canton, MS	Suburban Propane 240 Route 10 West, Whippany, NJ 07981	Tier2	2018 (Tier2)	1834 Hwy 16 East	Canton	Madison	MS
45	6361064	THE HOME DEPOT STORE #2912	THE HOME DEPOT U.S.A., INC.	Tier2	2018 (Tier2)	211 COLONY WAY	MADISON	Madison	MS
46	6386309	Tower International Madison, MS	Tower Automotive Operations USA 1	302 Tier2	2018 (Tier2)	440 Church Rd	Madison	Madison	MS

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APPENDIX D

NOTIFICATION PROCEDURES AND LIST

NOTIFICATION PROCEDURES AND NOTIFICATION LIST

The first arriving emergency responder at the scene of a hazardous material incident should relay to the dispatcher the information that a hazardous material incident or potential incident is present.

The dispatcher should make sure all subsequent responders (fire, police, EMS, etc.) are made aware of the incident. Any and all available information about the incident should be relayed to these follow on responders.

Mississippi Emergency Management Agency is the state's 24 hour answering point. By calling 800-222-6362 you will get the State EOC who can notify any state agencies as well as contact other local emergency response agencies to provide assistance.

The County EMA office/on call person should be notified as soon as possible.

The County EMS provider should be notified as soon as possible.

Each hazardous material incident will present numerous and varying challenges and a one size fits all notification procedure is not realistic.

Depending on the actual or potential impact considerations must be given to the following:

- Making public announcements through TV and radio outlets

- Making announcements on public media platforms

- Notifying schools and day cares

- Notifying retirement and nursing homes

- Notifying local elected officials

Jennifer Knight

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APPENDIX E

RESOURCE

LIST

FIRE DEPARTMENT RESOURCE LIST

PUMPERS (with water tanks less than 1500 gallons)

Ridgeland	3
Madison	2
Gluckstadt	3
Flora	2
Canton	3
Valley View	1
Camden	1
Farmhaven	2
Southwest	2
Kearny Park	1

TENDERS (with water tanks more than 1500 gallons) (3000)

Madison

1

Flora	1 (2000)
Valley View	1 (2100)
Kearny Park	1 (2100)
Southwest	1 (2100)
Farmhaven	1 (2100)

Aerials

Ridgeland	2
Madison	1
Canton	1

Rescues

Ridgeland	2
Gluckstadt	1
Madison	1
Kearny Park	1
Canton	1
Flora	1
Southwest	1
Farmhaven	1

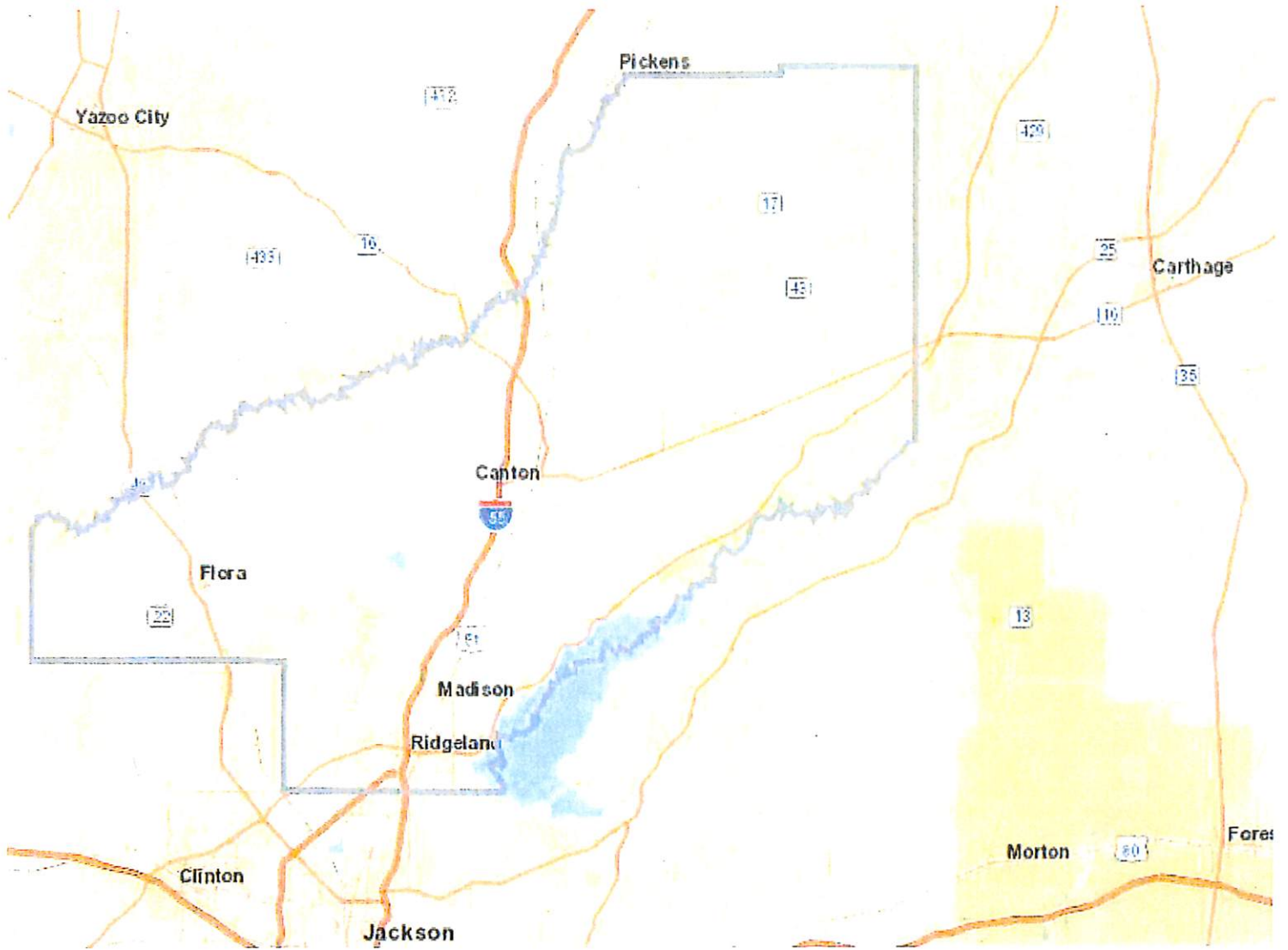
Woodland units

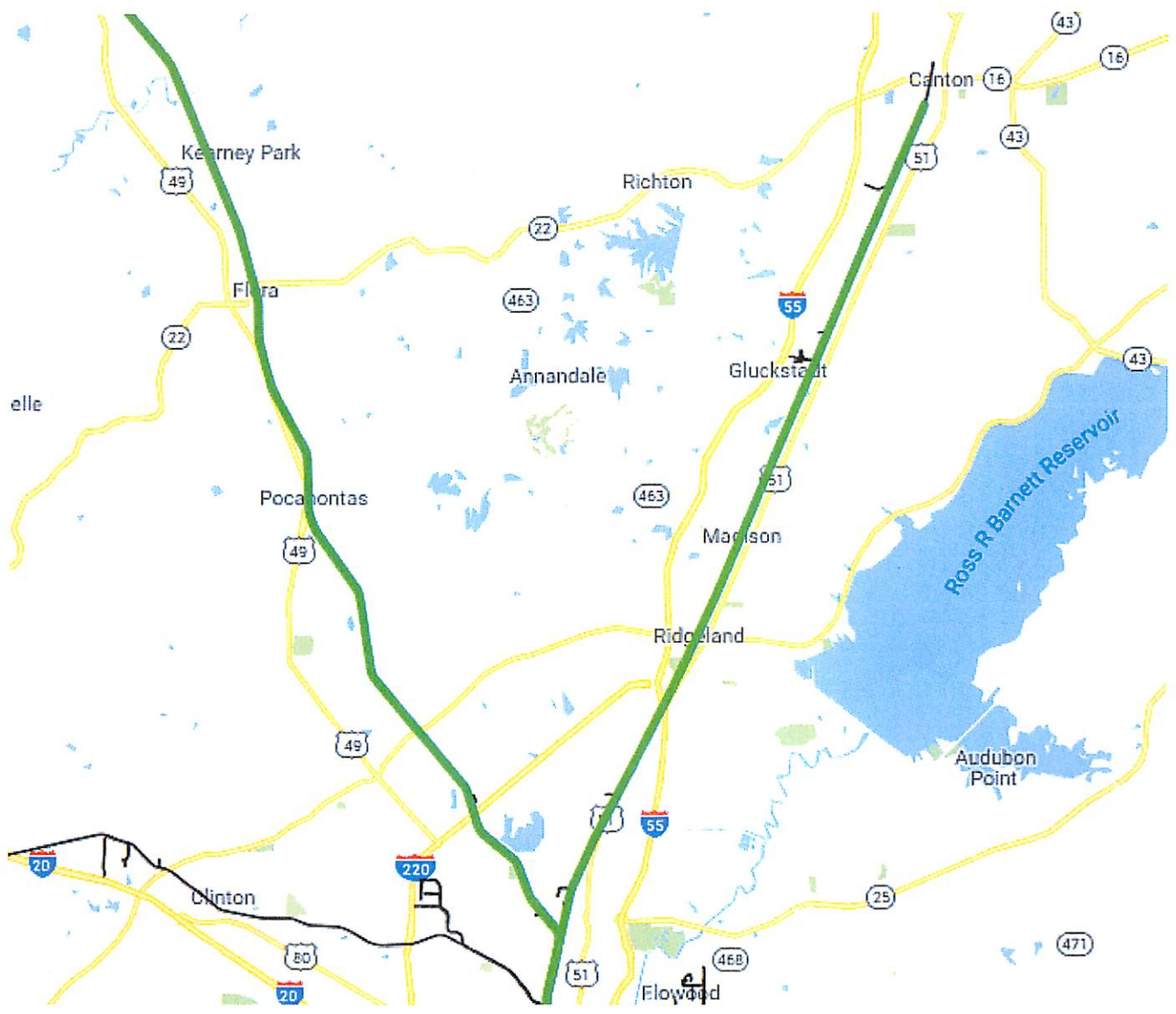
Flora	1
Gluckstadt	1
Farmhaven	2
Valley View	1
Southwest	1
Kearny Park	1

Madison Police	601-856-6811
Ridgeland Police	601-856-2121
Canton Police	601-859-2121
Flora Police	601-879-8871
Madison County SO	601-355-0379
Madison County Dispatch	601-859-2345
Madison Fire Department	601-856-8894
Ridgeland Fire Department	601-856-7004
Canton Fire Department	601-859-3004
Flora Fire Department	601-879-9262
Hinds County EOC	601-960-1476
Rankin County EOC	601-825-1499
Yazoo County EOC	662-746-1569
DEQ	601-961-5171
MEMA	601-933-6362
Canadian National Railroad	800-645-9239
MDOT	601-359-1993/1999
Denbury Pipeline	888-651-7647
Colonial Pipeline	800-926-2728
MedCom	888-862-2345
Merrit Health Canton	601-855-4000
Madison Public Works	601-856-8958
Canton Public Works	601-859-3245/769-798-3795
Ridgeland Public Works	601-853-2027
Flora Public Works	601-879-8686
Pafford dispatch	769-572-6560
Brian Maske	601-447-7086

APPENDIX F

HIGHWAY/RAILROAD MAP





APPENDIX G

PIPELINE

MAP

OIL & GAS MAP OF MISSISSIPPI

PREPARED BY
STATE OIL & GAS BOARD

LISA IVSHIN
Executive Director

Board Members

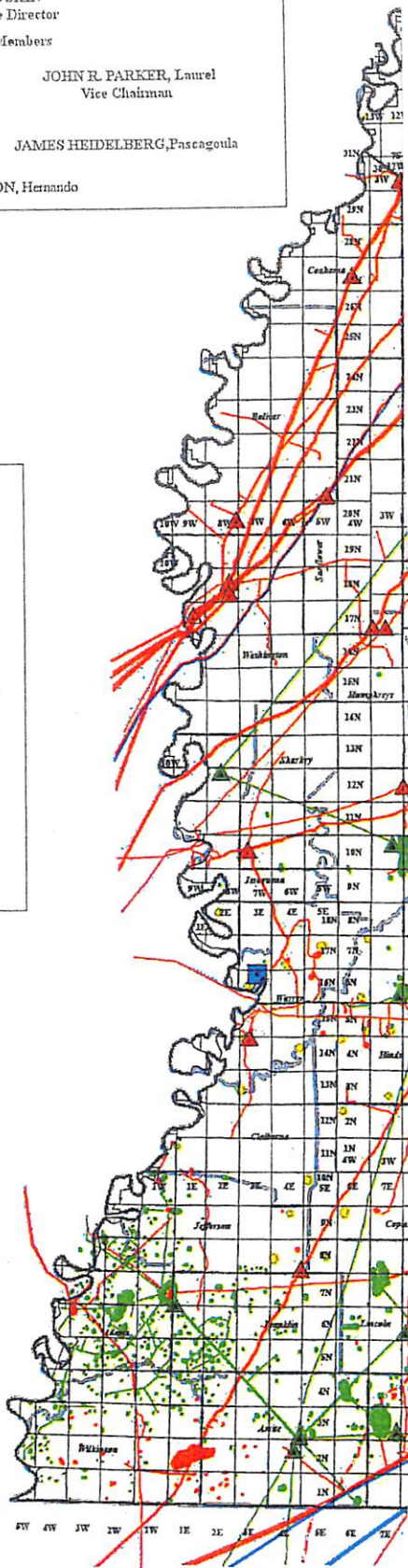
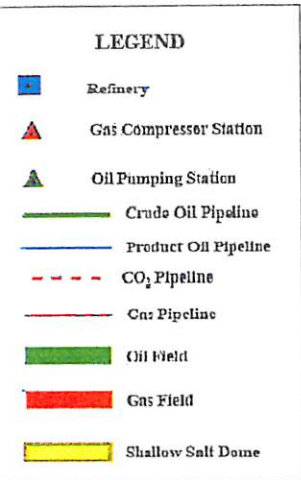
CARROLL V. HOOD, Hazellhurst
Chairman

JOHN R. PARKER, Laurel
Vice Chairman

DAVID A. SCOTT, Jackson

JAMES HEIDELBERG, Pascagoula

OWEN EMERSON, Hernando



APPENDIX H

EVACUATION

EVACUATION

This annex provides guidelines to conduct an evacuation of citizens in a geographic area during an emergency event. One important factor in a successful evacuation is to develop an incident management system early and to initiate a plan early with continuous updates. Evacuations must be organized and managed effectively and efficiently.

A plan for evacuation should address the following factors:

- A command structure
- Need for evacuation vs shelter-in-place
- Early notification of law enforcement
- Identify area to be evacuated
- Resources needed
- Time frames for completion
- Shelter sites and preparation time for these shelters
- Estimate duration of evacuation
- Planning for reentry
- Security of evacuation area
- Info and follow up to evacuees concerning hazards

AREA OF EVACUATION

The area to be evacuated should be identified by the Incident Commander and plans should be created in conjunction with law enforcement. Evacuation boundaries should follow natural boundaries such as streets, rivers, etc.

LEVELS OF EVACUATION

Evacuations are generally:

- Site evacuation-facility and very limited number of adjacent structures
- Intermediate evacuation-facility plus structures around facility involving small number of evacuees (30-40) for a short duration.
- Large scale evacuation-an evacuation involving a large area and number of persons (50 plus) for an extended period of time.

There are no exact parameters to differentiate between the levels of evacuation and each jurisdiction may assign a different level depending on resources available. The principal factors are how many people and for how long.

DURATION OF EVACUATION

The evacuation should be sustained for as long as risk is present in the evacuated area. Definitive plans need to be in place for the reentry and repopulation of the evacuated area before allowing evacuees back in. A premature reentry could result in the need to re-evacuate. People are generally not agreeable to a re-evacuation and may refuse to cooperate. Evacuees need to be continuously updated on the situation in and around their homes and should be provided with accurate information.

SHELTERS

Shelters need to be identified before an incident occurs. As soon as an evacuation is anticipated and/or ordered, the shelters must be notified.

WHO SHOULD BE EVACUATED

All persons living/working in the area identified should be evacuated. If a person refuses to evacuate, they should be clearly and specifically informed of the hazard and the risk it poses. If they still refuse they should be left to stay and command notified as to the location of that person.

EVACUATION NOTIFICATION

Door to door notification is time consuming and resource heavy, however, it is usually the most thorough method. Driving through an area in emergency vehicles with lights and siren and making notification with public address systems on the vehicle should be considered. All media and social platforms need to be provided the evacuation information as soon as possible as most people will attempt to "verify" the information through these outlets themselves. Persons should be given information about the situation, direction of travel to evacuate, and where the shelter(s) is to go to.

COMMAND STRUCTURE

As soon as an evacuation is anticipated the IC should designate an Evacuation Officer to monitor/control the evacuation. The responsibilities of the Evacuation Officer are generally:

- Obtain necessary resources

- Liaison with Law Enforcement

- Locate and notify shelters

- Plan the evacuation

 - Who goes first

 - What route to take

Where the shelter is

Locate transportation for those without transportation

Document all activities as to time of notice to specific areas, refusals, etc. so as to prevent duplication or missed areas.