

Town of Plainfield, NH

Emergency Operations Plan

2015

Public Release Edition

EXECUTIVE SUMMARY

The publication of the Town of Plainfield Emergency Operations Plan (EOP) represents a concerted effort on the part of town government to provide a mechanism for effectively responding to and recovering from the impact of natural or human-caused disasters or emergencies.

The purpose of the Emergency Operations Plan is to facilitate the delivery of all types of emergency response and to help deal with the consequences of significant disasters. The Plan outlines the planning assumptions, policies, concept of operations, organizational structures and specific assignments of responsibility to the town departments and agencies involved in coordinating the local, state and federal response activities.

For security purposes the complete EOP is distributed to a select number of town officials and is not publicly available.

SCOPE

1. The *EOP* addresses the emergencies and disasters likely to occur as described in the *Hazard Specific Annex* as well as those natural disasters identified in the Plainfield Hazard Mitigation Plan.
2. The EOP includes those actions that support local and state government efforts to save lives, protect public health and safety, and protect property.
3. Comprises all local departments and agencies assigned one or more functions, activities, and/or tasks, to provide response and recovery activities in support of local operations during an emergency or disaster.
4. Provides for the integration and coordination between government, the private sector, and volunteer organizations involved in emergency response and recovery efforts.
5. Describes how state and federal resources will be coordinated to supplement local resources in response to a disaster.
6. Where possible, the **EOP** corresponds with the National Incident Management System (NIMS) of March 1, 2004. The Plainfield EOP establishes the basic elements of the NIMS, including the Incident Command System (ICS).

STRUCTURE

The Plainfield **EOP** is structured in the following format:

1. The format of the **EOP** is consistent with the State of New Hampshire Emergency Operations Plan as well as the Federal Response Plan (FRP) using the ESF concept and approach to providing assistance.
2. The **Basic Plan**, which describes the purpose, scope, situations and assumptions, hazard analysis, concept of operations, plan management, and authorities of the State departments and/or agencies in response to an emergency or disaster.
3. **Administrative Appendices** that include: a list of acronyms/abbreviations, terms and definitions, a compendium of emergency authorities and directives, and hazard analysis and assessment, which serve as points of reference and information for the users.
4. **Emergency Support Functions (ESFs)** that delineate primary and/or co-primary and support agencies and describe policies, situations, concept of operations, and responsibilities; necessary standard operating procedures/guides (SOPs/SOGs) to implement functions.
5. **Annexes**, which includes: Hazard Specific Annex and EOC Guideline Annex.

PLANNING ASSUMPTIONS

An emergency or disaster can occur in the town at any time, any place. It may create significant degrees of human suffering, property damage and economic hardship to individuals, local government, and the business community. The Town of Plainfield assumes that there are many emergency situations that may directly produce severe consequences and the varying degrees of impact will affect the response. Hence, the following assumptions are valid:

1. The town, in conjunction with the state, is primarily responsible for natural, manmade, and technological emergency preparedness and has shared responsibilities with the state and federal government for national security preparedness.
2. These responsibilities necessitate the development of a multi-hazard plan, with functional ESFs and detailed procedures.
3. That a disaster, producing a great number of casualties and wide spread damage, may occur with little or no warning.
4. Depending upon the severity of the situation, the Town of Plainfield may be quickly overwhelmed with the emergency.
5. Each level of government will respond to an incident using its available resources, to include the use of mutual aid, and may request assistance from the next higher level of government, if required (i.e., municipality to state and state to federal government).

6. The state will modify normal operations and redirect resources to assist and support our local government in saving lives, relieving human suffering, sustaining survivors, protecting property, and re-establishing essential services.
7. Private and volunteer organizations, (i.e., American Red Cross, Volunteer Organizations Active in Disasters (VOAD), etc.) will provide life-sustaining relief to individuals and families, not normally available from government resources. Local and/or state agencies will assist these organizations by providing information, guidance, and coordination of relief efforts.
8. The Incident Command System (ICS) will be used as the principal on-scene incident management system to direct and control response and initial relief actions and activities.
9. Local government will continue to function under all disaster and emergency conditions.
10. Citizens expect governments to keep them informed and to provide assistance in the event of an emergency or disaster. All levels of government share the responsibility for working together in mitigating, preparing for, responding to, and recovering from the effects of an emergency or disaster.
11. If the situation warrants, the Governor of New Hampshire may declare a STATE OF EMERGENCY and request immediate federal assistance to augment efforts in relieving major emergency or disaster related problems beyond the capabilities of state and local government.

ESF DESCRIPTIONS

ESF-1, Transportation – Provides for coordination, control and allocation of transportation assets in support of the movement of emergency resources including the evacuation of people, and the redistribution of food and fuel supplies.

ESF-2, Communications and Alerting – Provides the responsibilities and establishment of procedures to provide communications and alerting for the town. Consists of personnel and equipment, including local, state, federal, and volunteer resources essential to coordinate and disseminate information before, during, and after an impending or actual emergency.

ESF-3, Public Works & Engineering – Provides for debris clearance, roads, highways and bridge repairs, engineering, construction, repair and restoration of essential public works systems and services, and the safety inspection of damaged public buildings.

ESF-4, Fire Fighting – Provides for mobilization and deployment, and assists in coordinating structural fire fighting resources to combat urban incidents; provides incident management assistance for on-scene incident command and control operations.

ESF-5, Information and Planning – Provides for the overall management and coordination of the town's emergency operations in support of their government; collects, analyzes and disseminates critical information on emergency operations for decision making purposes; identifies the roles and responsibilities of local government in coordinating state and federal assistance to local government.

ESF-6, Mass Care & Shelter – Manages and coordinates sheltering, feeding and first aid for disaster victims; provides for temporary housing, food, clothing, and special populations needs in situations that do not warrant mass-care systems; manages the receipt and distribution of donated goods and services; provides assistance in coordinating and managing volunteer resources.

ESF-7, Resource Support – Secures resources through mutual aid agreements and procurement procedures for all ESFs, as needed; provides for coordination and documentation of personnel, equipment, supplies, facilities, and services used during disaster response and initial relief operations.

ESF-8, Health and Medical Services – Provides care and treatment for the ill and injured; mobilizes trained health and medical personnel and other emergency medical supplies, materials and facilities; provides public health and environmental sanitation services, disease and vector control, and the collection, identification, and protection of human remains.

ESF- 9, Search & Rescue – Provides resources for ground, water, and airborne activities to locate, identify, and remove from a stricken area, persons lost or trapped in buildings and other structures; provides for specialized emergency response and rescue operations.

ESF- 10, Hazardous Materials – Provides response, inspection, containment and cleanup of hazardous materials accidents or releases.

ESF –11, Food & Water – Identifies, secures, prepares, and/or arranges for transportation of safe food and water supplies for mass feeding to affected areas following a disaster.

ESF- 12, Energy – Coordinates with the private sector the emergency repair and restoration of critical public energy utilities, (i.e., gas, electricity, etc.); coordinates the rationing and distribution of emergency power and fuel.

ESF- 13, Law Enforcement & Security – Provides for the protection of life and property by enforcing laws, orders, and regulations, including the movement of persons from threatened or hazardous areas; provides for area security, traffic, and access control.

ESF- 14, Public Information – Provides for effective collection, control, and dissemination of public information to inform the general public adequately of emergency conditions and available assistance; coordinates a system to minimize rumors and misinformation during an emergency.

ESF- 15, Volunteers and Donations – Facilitates the delivery of donated goods and volunteer services to support response operations and relief efforts in a disaster.

ESF-16, Animal Health – Establish procedures to create an Animal Response Team, which will coordinate volunteer groups, mutual aid, emergency responders, and veterinary medical personnel to respond to the needs of animals affected by disasters.

Hazard Specific Annex

MULTIPLE VEHICLE ACCIDENT

SITUATION

As there are main east-west and north-south thoroughfares, substantial volumes of traffic utilize roadways within the town that could significantly impede town traffic should they become impassable.

RESPONSIBILITIES (may consist of but not limited to)

Police Department

- Initial response and assessment
- Interior and outer perimeter control
- Traffic rerouting
- Assist Plainfield/Meriden Fire Department
- Notifies and Coordinate state law enforcement agencies
- Investigation of collision and/or fatalities
- Notifies Emergency Management Director

Plainfield/Meriden Fire Department

- Initial response and assessment
- Command and control of scene
- Extrication and rescue
- Fire Control
- Hazardous Materials Response
- Notifies and Coordinate regional and state agencies regarding hazardous materials

Cornish Rescue

- Provide triage, treatment and coordinate transportation
- Implement Mass Casualty Plan

Road Agent

- Assist with equipment and personnel
- Assist police with road closure
- Provide containment materials for spills if requested
- Assist with post clean-up and opening of roadway if requested
- Coordinate with NH DOT as necessary

HAZARDOUS MATERIALS

SITUATION

Hazardous materials may be released in an uncontrolled fashion endangering either personnel or the environment. A hazard can be in the form of solid, liquid, or gaseous contaminants.

RESPONSIBILITIES (may consist of but not limited to)

Plainfield/Meriden Fire Department

- Initial response and assessment
- Command and control of the scene
- Implementation of department standard operating procedures
- Recommend protective actions to be taken
- Notify Emergency Management Director
- Coordination of mutual aid response and Hazardous Materials Teams
- Coordination of state and federal agencies in mitigating the release
- Initiate investigation of the release, in coordination with Police Department

Police Department

- Initial response and assessment with Plainfield/Meriden Fire Department
- Establish perimeter security
- Establish on scene security
- Coordination of mutual aid response of law enforcement agencies
- Conduct criminal investigation if appropriate

Cornish Rescue

- Provide triage, treatment and coordinate transportation
- Implement Mass Casualty Plan

Road Agent

- Assists fire and police as requested
- Assist with personnel and equipment
- Provide equipment and personnel as necessary
- Assist police with road closure if necessary
- Provide containment materials for spills if requested
- Coordinate with NH DOT as necessary

Town Administrator

- Initiate Emergency Public Information System

Emergency Management Director

- Staff EOC as necessary
- Notify State EOC
- Assist fire and police as requested
- Assist in long term planning strategies

EARTHQUAKE

SITUATION

The town is within an area prone to seismic activity. Most activity is of a minor nature yet the potential exists for a significant event.

RESPONSIBILITIES (may consist of but not limited to)

Plainfield/Meriden Fire Department

- Initial response and assessment
- Command and control of the scene
- Search and rescue of affected property
- Hazardous Materials Response
- Assist with evacuation

Cornish Rescue

- Provide triage, treatment and coordinate transportation
- Implement Mass Casualty Plan

Police Department

- Initial response and assessment
- Assist in providing emergency information to residents
- Establish perimeter control and security of affected areas

Road Agent

- Inspect and assess the municipal infrastructure
- Assist the Plainfield/Meriden Fire Department with equipment and personnel
- Inspect and assess structural stability of buildings, bridges and dams in conjunction with appropriate agencies or contractors.

Town Administrator

- Initiate Emergency Public Information System

Board of Selectmen

- Request and assist with state and federal agencies as required
- Authorizes public restrictions

Emergency Management Director

- Staff EOC as necessary
- Notify State EOC
- Track the deployment of personnel and equipment
- Coordinate state and federal agencies and resources

HURRICANES

SITUATION

As a community on the eastern seaboard, the town is susceptible to high winds and torrential rains associated with hurricanes. The nature of many structures (wooden, mobile homes) as well as the nature of flood plains creates the potential for severe damage.

RESPONSIBILITIES (may consist of but not limited to)

A. At a Hurricane “Advisory”

Emergency Management Director

- Assess the availability of department head personnel
- Discuss standby plans with department heads.
- Monitor WebEOC
- Activate Emergency Public Notification System and issues statement to the media on the town’s plans as needed

B. At a Hurricane “Watch”

Plainfield/Meriden Fire Department

- Review general operating guidelines and determine availability to recall additional personnel
- Review vehicle/equipment resource status (fuel, pumps, tarps, saws)

Police Department

- Review general operating guidelines and determine availability to recall additional personnel
- Review vehicle/equipment resource status (fuel, protective clothing)

Emergency Management Director

- Conduct EOC briefing, as necessary
- Monitor weather and hurricane behavior
- Monitor WebEOC

Road Agent

- Debris clearance
- Provide traffic control devices
- Coordinate with NH DOT as necessary

Town Administrator

- Review all departments personnel availability status
- Initiate Public Information System

C. At a Hurricane “Warning”

Plainfield/Meriden Fire Department

- Implement storm coverage standard operating procedure and deploy personnel
- Assemble available equipment
- Prepare department facilities for high winds and loss of power
- Assist the Road Agent as necessary
- Respond to emergencies
- Staff the EOC

Police Department

- Assemble available personnel and equipment
- Provide security to severely damaged areas
- Monitor traffic conditions and determine alternative routes where required

Cornish Rescue

- Provide triage, treatment and coordinate transportation
- Implement Mass Casualty Plan

Community Resource Director

- Coordinate shelter operations
- Coordinate with EMD on shelter needs

Singing Hills/KUA

- Coordinate with the Community Resource Director on shelter needs
- Open facility for shelter
- Identify availability of food, water and sanitation services
- Identify available personnel to assist with shelter operations

Health Officer

- Monitor safety of food, water and sanitation services

Road Agent

- Debris clearance
- Provide traffic control devices
- Coordinate with NH DOT as necessary

Town Administrator

- Initiate Public Information System

Emergency Management Director

- Staff EOC as necessary
- Coordinate sheltering
- Assemble all available equipment and personnel lists and track deployment of equipment
- Monitor hurricane movement and storm status
- Review special needs facilities and personnel lists for distinct considerations
- Monitor utility services and Coordinate activities
- Coordinate emergency transportation with bus companies
- Maintain contact with State EOC

TORNADO

SITUATION

Shifting weather patterns could result in severe weather affecting the town through a “watch” issued by the National Weather Service or a “warning” involving and actual sighting in the area. Destruction from a tornado could be severe as several higher populated areas are dominated by wooden structures.

RESPONSIBILITIES (may consist of but not limited to)

Plainfield/Meriden Fire Department

- Initial response and assessment
- Search and rescue
- Monitor weather and advise Emergency Management Director of Tornado Watch

Cornish Rescue

- Provide triage, treatment and coordinate transportation
- Implement Mass Casualty Plan

Police Department

- Provide security to severely damaged areas
- Provide traffic control
- Monitor weather and advise Emergency Management Director of Tornado Watch

Road Agent

- Prepare personnel and equipment upon notification of a tornado “warning”
- Maintain roadway passage
- Inspect and assess structural stability of buildings, bridges and dams in conjunction with appropriate agencies or contractors.
- Assist Police Department in traffic control

Community Resource Director

- Coordinate shelter operations
- Coordinate with EMD on shelter needs

Town Administrator

- Initiate Public Notification System

Emergency Management Director

- Activate the EOC upon notification of a tornado warning
- Coordinate with emergency shelters
- Assemble all available equipment and personnel lists and track deployment of equipment
- Monitors tornado movement and storm status
- Review special needs facilities and personnel lists for distinct considerations
- Monitor utility services and Coordinate activities
- Notify State EOC
- Coordinate emergency transportation with bus companies

DOWNED AIRCRAFT

SITUATION

The town has experienced very few aircraft accidents over the years. With local and surrounding airports, the potential exists for general aviation aircraft to affect the town in an accident as a result of an in-flight emergency.

RESPONSIBILITIES (may consist of but not limited to)

Plainfield/Meriden Fire Department

- Initial response and assessment
- Command and control of the scene
- Fire control
- Rescue operations
- Hazardous materials response
- Coordinate outside agencies

Cornish Rescue

- Provide triage, treatment and coordinate transportation
- Implement Mass Casualty Plan

Police Department

- Initial response and assessment
- Perimeter control
- Assist Plainfield/Meriden Fire Department
- Provide scene security
- Assist in any evacuations
- Coordinate investigation with state and federal agencies

Town Administrator

- Initiate Public Information System if required

Road Agent

- Assist fire and police as requested
- Provide equipment and personnel as necessary

Emergency Management Director

- Staff EOC if required
- Notify State EOC
- Prepare information for release by PIO
- Coordinate the needs of the emergency responders
- Establish temporary morgues in cooperation with Health Officer
- Activate shelter operations, if required
- Coordinate the needs for the un-injured
- Coordinate the needs of the families of the injured

FLOODING

SITUATION

With pre-identified flood plain areas, the town is vulnerable to flooding resulting in restricted travel ways and possible evacuation.

RESPONSIBILITIES (may consist of but not limited to)

Plainfield/Meriden Fire Department

- Initial response and assessment
- Command and control of the scene
- Water rescue
- Evacuation of flooded areas
- Assist with damaged buildings
- Assist with notification of residents
- Oversee the evacuation of residents

Cornish Rescue

- Provide triage, treatment and coordinate transportation
- Implement Mass Casualty Plan

Police Department

- Initial response and assessment
- Establish perimeter security of evacuated or flooded areas
- Evacuation of flooded areas
- Establish traffic rerouting
- Provide scene security
- Blockade roadways

Road Agent

- Assess road and bridge conditions
- Monitor river elevations and dams
- Maintain storm drain system
- Assist with heavy equipment
- Fill/disperse sandbags
- Monitor erosion to roads and culvert damage
- Provide traffic control devices for flooded roads
- Coordinate with NH DOT as necessary

Community Resource Director

- Coordinate shelter operations
- Coordinate with EMD on shelter needs

Emergency Management Director

- Consider activating EOC
- Assemble all available equipment lists and track deployment of equipment
- Track the deployment of personnel working the emergency
- Coordinate the need for emergency transportation/evacuation
- Coordinate regional shelter operations
- Coordinate emergency transportation
- Oversee the evacuation of residents

EXPLOSIONS

SITUATION

A detonation of any origin resulting in personal injuries, structural damage or the interruption of services.

RESPONSIBILITIES (may consist of but not limited to)

Plainfield/Meriden Fire Department

- Initial response and assessment
- Command and control of the scene
- Provide Fire control
- Conduct search and rescue
- Stabilize structures
- Coordinate outside agency response
- Coordinate investigation of the incident with cooperation of Police Department and State Fire Marshal's office if intentional

Cornish Rescue

- Provide triage, treatment and coordinate transportation
- Implement Mass Casualty Plan

Police Department

- Initial response and assessment
- Interior and outer perimeter control
- Traffic rerouting
- Assist with evacuation
- Assist Plainfield/Meriden Fire Department
- Provide scene security
- Coordinate investigation of the incident with cooperation of the Plainfield/Meriden Fire Department and State Fire Marshal's office if intentional

Road Agent

- Assists fire and police as requested
- Provide equipment and personnel as necessary

Town Administrator

- Initiate Emergency Public Information System

Community Resource Director

- Coordinate shelter operations
- Coordinate with EMD on shelter needs

Emergency Management Director

- Staff EOC if required
- Notify State EOC
- Activate regional shelter operations if required

SNOW/ICE STORM

SITUATION

The town may experience an unusually severe storm for which the residents are prohibited from travel for essentials such as food or medical care or experience prolonged services outages resulting in the need for coordinated assistance.

RESPONSIBILITIES (may consist of but not limited to)

Road Agent

- Monitor weather conditions
- Debris Clearance
- Maintain clear/sanded roadways for emergency vehicle access
- Provide traffic control devices
- Assist with barricading roadways in coordination with Police Department
- Provide situation reports to the Emergency Management Director
- Prepare personnel and equipment

Cornish Rescue

- Provide triage, treatment and coordinate transportation
- Implement Mass Casualty Plan

Plainfield/Meriden Fire Department

- Monitor weather conditions
- Implement storm coverage standard operating procedures
- Assemble available equipment and check operation.
- Prepare generators for use
- Ensure all vehicles are fueled prior to the storm
- Place 4WD units into service, if available

Police Department

- Monitor weather conditions
- Patrol and search for abandoned vehicles/hazards

Town Administrator

- Initiate Emergency Public Information System

Community Resource Director

- Coordinate shelter operations
- Coordinate with EMD on shelter needs

Emergency Management Director

- Staff EOC as necessary
- Notify State EOC
- Assist Fire, Police Department and Road Agent as necessary
- Coordinate shelter
- Track deployment of personnel and equipment
- Determine assistance needed for special needs populations
- Request/coordinate state and federal assistance
- Assess the requirements for fuel, food, and water

PROLONGED SERVICE OUTAGE

SITUATION

The potential exists for essential services to be interrupted for long periods of time. Essential services are defined as: electric, potable water, natural gas, vehicle fuel shortages.

RESPONSIBILITIES (may consist of but not limited to)

Plainfield/Meriden Fire Department

- Assist the Emergency Management Director with personnel and equipment
- Call back off-duty personnel if required
- Assist special populations with backup power

Police Department

- Increase patrol services and visibility
- Traffic control

Cornish Rescue

- Provide triage, treatment and coordinate transportation
- Implement Mass Casualty Plan

Road Agent

- Assist the Emergency Management Director with personnel and equipment
- Monitor utility services repair

Town Administrator

- Initiate Emergency Public Information System

Health Officer

- Monitor safety of food, water and sanitation services provided at shelters

Community Resource Director

- Coordinate shelter operations
- Coordinate with EMD on shelter needs

Emergency Management Director

- Determine the extent of the emergency
- Activate regional shelter operations, if required
- Assist special needs populations
- Develop a restoration priorities plan
- Track progress of restoration
- Coordinate state/federal resources

CONFLAGRATION (Fire)

SITUATION

The community has numerous large structures, tracts of woodlands and property which could affect normal operations of the community and tax its resources should they become involved in fire of significant size.

RESPONSIBILITIES (may consist of but not limited to)

Plainfield/Meriden Fire Department

- Initial response and assessment
- Command and control of the incident
- Rescue trapped occupants
- Coordinate utility service requirements
- Protect exposures
- Control the fire
- Determine severity of fire threat
- Establish perimeters for forest fires
- Conduct fire investigations
- Assess evacuation needs if necessary

Cornish Rescue

- Provide triage, treatment and coordinate transportation
- Implement Mass Casualty Plan

Police Department

- Initial response and assessment
- Establish and maintain a security perimeter control
- Assist the Plainfield/Meriden Fire Department in evacuations
- Conduct criminal investigations in coordination with the Plainfield/Meriden Fire Department

Community Resource Director

- Coordinate shelter operations
- Coordinate with EMD on shelter needs

Road Agent

- Support Plainfield/Meriden Fire Department with equipment and supplies
- Conduct post incident clean-up for return to public use

Emergency Management Director

- Activate EOC if necessary
- Notify State EOC

CIVIL DISTURBANCE

SITUATION

A public gathering of people at one location could result in civil disorder or riot over a multitude of issues and could become well organized in a matter of a few hours or spontaneously.

RESPONSIBILITIES (may consist of but not limited to)

Police Department

- Initial response and assessment
- Command and control of the incident
- Notify the Emergency Management Director
- Initiate criminal investigation
- Determine suitable facility for mass confinement if necessary
- Coordinate mutual aid law enforcement agencies

Plainfield/Meriden Fire Department

- Initial response and assessment in coordination with the Police Department
- Call back off duty personnel as needed
- Extinguish fires under the protection of the Police Department
- Provide medical assistance to the injured with Police Department
- Assist the Police Department as requested

Cornish Rescue

- Provide triage, treatment and coordinate transportation
- Implement Mass Casualty Plan

Road Agent

- Assist with road closures
- Assists fire and Police Department as requested
- Provide equipment and personnel as necessary

Town Administrator

- Contact the Town Attorney if necessary
- Advise the affected businesses of anticipated events and response actions
- Authorize public restrictions

Emergency Management Director

- Staff the EOC as required
- Notify State EOC
- Prepare and release informational bulletins for the public
- Assist in notifying the public of authorized restrictions
- Coordinate state/federal agencies
- Track deployment of personnel and equipment

TERRORIST ACTIVITY

SITUATION

The deliberate destruction or damage to services, facilities, roadways, railways, or functions could occur at any time with or without notice and may take place in phases with the potential for additional targets.

RESPONSIBILITIES (may consist of but not limited to)

Plainfield/Meriden Fire Department

- Initial response and assessment
- Command and control of the incident/unified with Police Department
- Control fires
- Search and rescue operations
- Hazardous materials response
- Evacuate area if required

Police Department

- Initial response and assessment
- Command and control of the incident/unified with the Plainfield/Meriden Fire Department
- Evaluate other potential targets
- Assist in evacuation if required
- Coordinate mutual aid law enforcement agencies
- Conduct criminal investigations

Cornish Rescue

- Provide triage, treatment and coordinate transportation
- Implement Mass Casualty Plan

Road Agent

- Maintain roadway passage
- Monitor town services
- Assist departments with personnel and equipment

Community Resource Director

- Coordinate shelter operations
- Coordinate with EMD on shelter needs

Emergency Management Director

- Staff the EOC as required
- Notify State EOC
- Request/coordinate state and federal agencies
- Track the deployment of personnel and equipment
- Coordinate evacuation process as required