

Evacuation, Traffic Control, and Security

I. Purpose

To outline how evacuation, traffic control, and security will be carried out if required due to an emergency or disaster.

II. Responsibilities

The rationale for evacuation, whether for a large or small-scale emergency, is that moving the affected population to an area of lesser risk can best mitigate hazardous conditions or potentially hazardous conditions. Prior to recommending evacuation due to an actual/potential hazard threat, city officials will evaluate the benefit of sheltering in place. If sheltering is determined to be the most appropriate protective action, information and instructions will be provided to the affected citizens. (This may include, but is not limited to: closing doors [both internal and to the outside], windows, and fireplace dampers, sealing/closing all vents, fans, and other openings to the outside, turning off furnaces/air conditioners, covering and staying away from windows, and [in buildings] minimizing the use of elevators.)

- A. In the City of Jordan, the following official(s) will be responsible for recommending evacuation or to shelter in placed facility:

<u>Official</u>	<u>Type of Incident</u>
Fire Chief or designee:	HAZMAT, Fire, Structural Damage, Radiological
Police Chief or designee:	Law Enforcement Related
Incident Commander	Weather Related/all other types

- B. The Police Chief in cooperation with county officials, when appropriate, will be responsible for conducting and coordinating any large-scale or precautionary evacuation of the city. This coordination will include the evacuation activities of other participating agencies and jurisdictions. In the event of a large-scale and long-term evacuation, essential resources (critical supplies, equipment, personnel, etc.) will be relocated as necessary, using motor pool vehicles. Backup assistance would be available from Mutual Aid Police Departments/Sheriff, and Public Works Department. Relocation/Security for critical resources would be the responsibility of the city related department.
- C. The Police Chief / Police Department shall be responsible for direction and control of traffic during any emergency including evacuations and will coordinate all transportation resources used in an evacuation.
- D. The Police Department will provide security in the affected area in order to protect private and public property. The Police Department will allow residents from the affected area access to their homes when the area is determined to be safe. Non-residents will not be allowed access until the situation is resolved (residents back occupying their homes and the hazard removed). Repair/maintenance companies will be allowed access if confirmed with the victims, but they will be monitored.
- E. The Police Chief will designate an individual to coordinate all private and public transportation resources.

- F. The Ambulance Service Director or designee will work with the Scott County Department of Public Health and Environment to coordinate evacuation of special needs population.
- G. Under the Direction of the Police Department, any City Employee may be asked to assist with security of an area in order to protect both public and private properties.
- H. Critter Getter will provide for the evacuation and sheltering of pets. Depending upon the scope, they may be assisted by the Humane Society and/or MNVOAD.

III. Procedures

- A. Residents to be evacuated would be notified of the need to evacuate by outdoor warning sirens, County telephone notification system, radio, TV, door-to-door, and public address systems. Evacuation routes, assembly points, and assistance instructions will be announced.
- B. Law enforcement personnel would establish traffic control points (if necessary).
- C. Mobility-impaired individuals unable to evacuate themselves would receive assistance from the Ambulance Service or other Public Safety Departments as required.

IV. Resources Available

- A. EMS resources would be available, if needed, to evacuate non-ambulatory individuals. (See Annex E.)
- B. Benjamin Bus Company, ISD #717 School District, and the Metropolitan Transportation could provide buses if needed to assist in the evacuation process and transportation for essential workers to hazardous areas.
- C. Scott County Emergency Management Director will be requested to assist with Private and Public Transportation resources.

V. Supporting Documents

- A. The Evacuation, Traffic Control, and Security Standard Operating Procedure (SOP) to this plan contains detailed evacuation-related information.
- B. Listings of the congregate care facilities available in the city are listed in [Annex I](#)
- C. [Annex L](#)– SARA Vulnerability Zone charts.
- D. SARA Covered Facilities
- E. City Evacuation Map

VI. Authentication

_____	_____
Director of Emergency Management	Date
_____	_____
Mayor	Date

Standard Operating Procedures

This Standard Operating Procedure is intended to provide guidelines for evacuation of people due to an emergency/disaster.

I. General

Jordan Police are the main personnel responsible for performing evacuation. The Jordan Fire Department and Public Works Department as well as Minnesota State Patrol, Scott County Sheriff's Office, and Mutual Aid Departments will provide assistance.

II. Evacuation Routes/Procedures

Evacuation of people will depend on the type of disaster/hazard. The general evacuation routes are displayed on page 3 of Annex F. These routes can vary depending on where the disaster occurs, the extent of it, and the type. The Incident Commander will determine the safest/quickest route and convey it to the EOC. The Police Chief or designee will notify the press, EAS, Cable TV Warning System, and the Scott County Emergency Notification System to convey the route to the public. Signs may also be posted to show the routes.

City Staff – police, fire, public works, reserves, etc. will be posted at the main intersections of the evacuation routes to assist with evacuation. If necessary, other mutual-aid police, fire, and public works departments will be requested to assist in evacuation and security measures.

III. Security

Access to the disaster area will be restricted by law enforcement personnel. Personnel who live in the disaster area will be allowed access once the Police Chief or their designee determines it is safe to allow them back to their homes. Media personnel will be allowed access to appropriate areas. Assisting personnel from federal, state, county, mutual aid and volunteer organizations/personnel will be allowed access to certain areas as needed.

Security will be coordinated using the National Incident Management System to manage both local and mutual aid resources. It will also be responsible to maintain the scene as a Major Crime Scene for Investigation.

Police personnel will provide security to the disaster area until the area becomes safe for residents to return. Any homes/facilities that do not have residents/employees to be present will be put on the security list for police personnel to monitor until it is repaired and utilized.

In the case of a long-term event, this duty may be assigned to the National Guard or other security agencies to allow the Jordan Police personnel to attend to normal law enforcement activities.



City of Jordan

Evacuation Routes

Primary - USTH 169 Johnson Memorial Drive, MNTH 282 (Country Trail West), MNTH 21 (Helena Boulevard)

Secondary - CSAH 9 (Quaker Avenue), CSAH 66 (Old 169 Blvd), CSAH 59 (Delaware Avenue)

RETURN OF EVACUEES

Evacuees will be alerted by public announcements for notification of when it is safe to return to the area.

The Jordan Police Department will be responsible for coordinating the access and return of evacuees to a secure location. A system will be implemented to identify individuals authorized to move within the affected area.

Efforts shall be made by the on-scene personnel to insure that access/return to the area is obtained only by authorized personnel.