

MISSISSIPPI COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

Evacuation Support Annex

Coordinating and Primary Agency

Mississippi Emergency Management Agency (MEMA)

Support Agencies

Mississippi Department of Transportation (MDOT)

Mississippi Department of Human Services (MDHS)

Mississippi Department of Education (MDE)

Mississippi Department of Finance and Administration (DFA)

Mississippi State Department of Health (MSDH)

Mississippi Office of Homeland Security (MOHS)

Mississippi Department of Agriculture and Commerce (MDAC)

Mississippi Board of Animal Health (MBAH)

Mississippi Department of Public Safety (MDPS)

All other state Agencies, Departments, and Commissions

Non-Government Organizations

American Red Cross (ARC)

Salvation Army (SA)

Private Transportation Providers (Motorcoach Vendors)

Federal Coordinating Agency

Federal Emergency Management Agency (FEMA)

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MISSISSIPPI COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

Evacuation Support Annex

1. INTRODUCTION. Prior to or in the aftermath of a major incident, residents in impacted counties may evacuate the area using their means of transportation. This population group is referred to as self-evacuees. There will also be residents who do not have personal transportation. They may require government assistance to evacuate the area. This segment of the evacuating population is referred to as *critical transportation needs* (CTN) evacuees, which are the focus of this Annex. These evacuees may have other access and functional needs (e.g., physical, programmatic, medical, communication, and supervision) that could affect their ability to function independently.

A significant incident will undoubtedly strain a county's limited pool of resources. State resources may be required. These resources may include but are not limited to transportation resources, sheltering, and staffing. This Annex relies on a unified planning approach to efficiently utilize these resources and effectively coordinate an evacuation of multiple counties. This includes identifying common functions and operational procedures among the impacted counties and districts.

This Annex provides the key tools required to implement a ground-transportation evacuation for the segment of the population requiring government-provided transportation assistance. It is incumbent upon state leadership to identify which tools are necessary to support effective operations. This requires officials to modify this Annex based on the incident circumstances and affects the timing of critical actions and access to resources (e.g., transportation, staffing, facilities/structures, etc.).

a. Purpose. As an integral component of the State of Mississippi Comprehensive Emergency Management Plan (CEMP), this Evacuation Support Annex aims to outline the processes and procedures associated with a large-scale population evacuation that requires government-provided transportation assistance. The goal is to provide officials with the tools to develop internal plans and strategies and execute a successful evacuation in response to a natural, man-made, or technological hazard. This Annex includes general concepts, processes, and procedures associated with local, state, and federal evacuation operations.

b. Scope. This Annex provides structures for implementing state-level policy and operational coordination. It can be partially or fully implemented, anticipating a significant event or response to an incident. The selective implementation allows for a scaled response, delivery of the needed resources, and coordination appropriate to the incident. It is also used when Mississippi's capabilities are exceeded and a federal government response is requested.

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Specific operational policies, procedures, and guidelines developed by respective organizations to address the unique aspects of a particular incident or planning consideration will supplement this Annex and be intended to assist state, tribal, county, and municipal planners.

(1) This Annex *DOES*:

- (a)** Contain concepts designed around an all-hazards evacuation scenario.
- (b)** Account for the surge in population due to evacuees from other states.
- (c)** Provide a description and overview of the local, state, and federal process for transporting evacuees.
- (d)** Identify potential transportation resource requirements for transporting evacuees from at-risk areas to designated shelters.
- (e)** Describe the movement control system for managing and tracking evacuation transportation resources.
- (f)** Provide an overview of the potential types of federal support required (e.g., host-state sheltering, transportation resources, air assets);
- (g)** Include a description of the link between ground transportation and air operations.
- (h)** Outline the roles and responsibilities associated with key actions.

(2) This Annex *DOES NOT* account for the evacuation of:

- (a)** Self-evacuees (the population segment that can evacuate the at-risk area using their means of transportation).
- (b)** Individuals in healthcare facilities such as hospitals or long-term care facilities (i.e., nursing homes, assisted living facilities, and hospice centers) or other facilities that house critical needs residents. ESF-8 (Public Health and Medical Services) will coordinate all medical evacuations (see Mississippi State Department of Health Medical Surge Plan).
- (c)** Individuals in secure facilities such as jails, prisons, and juvenile detention centers.

2. SITUATION. The three significant events impacting Mississippi that could potentially require the evacuation of a large sector of the population are hurricanes/tsunamis, earthquakes, and an

incident at the Grand Gulf Nuclear Station (GGNS). Other evacuation events will generally be smaller in scale and localized but could still be managed using the planning concepts and considerations in this Annex. The specific evacuation planning efforts herein are not intended to modify or replace any evacuation policies and procedures in the Hurricane, Earthquake, or Nuclear/Radiological Incident Annexes. However, this Annex or portions thereof can be used to support or augment those incident evacuations.

3. KEY TERMINOLOGY AND DEFINITIONS. The following terminology and definitions are integral to this Annex and are provided to help the reader navigate this document. This information establishes the overall planning framework and helps ensure consistency with planning related to the CEMP and other applicable emergency plans.

Unless otherwise stipulated, all personnel positions identified in this Annex are "State-level."

a. Protective Measures.

(1) Evacuation. The movement of people away from an at-risk area to a safe location.

(2) Shelter-in-Place. Taking immediate shelter at a current location, provided it is in a safe area protected from hazardous elements.

b. Evacuee Types.

(1) Evacuee. An individual who relies on government-provided transportation assistance to evacuate. This may be necessary because:

(a) The individual:

- Is unable to drive.
- Does not own a vehicle.
- Has a vehicle, but it is damaged and undrivable.
- Cannot access their vehicle because of structural damage.
- Has limited financial resources to evacuate on their own.
- Is associated with the access and functional needs population.

(b) The road infrastructure is damaged or inaccessible.

(2) **Self-Evacuee.** An individual who can evacuate the at-risk area using their means of transportation.

(3) **Tourist.** A person traveling through or visiting the state for leisure or other purposes may require temporary sheltering or transportation assistance to an operational transportation hub.

c. Evacuee Support Sites.

(1) **Assembly Area.** Typically, a large outdoor area is used to stage evacuees who temporarily retreat from an at-risk area. This may be a pre-designated or spontaneous location. Most counties have a working list of shelters and saferooms identified in WebEOC that have flexible parking lots and open areas that allow for an assembly area, depending on the size and type of event.

(2) **Transfer Point.** An indoor facility co-located with a public shelter that temporarily stages and processes evacuees who require transportation to travel to a county shelter, state-identified shelter, host-state shelter, or transportation hub.

(3) **State Reception Center.** An indoor, stand-alone facility used to consolidate evacuees arriving from multiple locations to assign them to an appropriate state-provided evacuation vehicle.

d. Ground Transportation Field Sites.

(1) **Forward Staging Area.** A Forward Staging Area (FSA) is directly connected to or near the transfer point that can be used for staging evacuation vehicles and commodities, such as parking lots or streets. Counties/state may utilize properties such as fairgrounds, schools, and shelters as determined by the size and scope of the event.

(2) **Vehicle Staging Area.** A Vehicle Staging Area (VSA) is a central location for staging vehicles required to support a large-scale evacuation. Vehicles staged at the VSA are ultimately deployed to an FSA. Counties/state may utilize properties such as fairgrounds, schools, and shelters as determined by the size and scope of the event.

(3) **Vehicle Replenishment Point.** A Vehicle Replenishment Point (VRP) is a location for drivers to rest while staff clean, refuel (optional), replenish commodities (optional), and stage vehicles in preparation for another evacuation mission, an upcoming re-entry operation, and/or a demobilization operation.

e. Sheltering.

(1) Local Shelter. A facility within the affected area that serves as a safe haven for local evacuees. These shelters are managed and operated using local resources (i.e., staffing and logistical resources).

(2) State-Identified Shelter. A facility identified by the state that serves as a safe haven for evacuees. This facility is generally located in a distant and unaffected area of the state.

(3) Shelter Structural Capacity. The number of evacuees that a municipality, county, region, or state can shelter is solely based on the total square footage of the identified facilities.

(4) Shelter Operational Capacity. The number of evacuees a municipality, county, region, or state can operationally accommodate based on the shelter's structural capacity, staffing, and logistical requirements.

f. Movement Control.

(1) Movement Control System. A Movement Control System (MCS) is a management system that provides overall situational awareness and control of ground transportation evacuation by overseeing the deployment, employment, and tracking of evacuation-transportation resources.

(2) Ground Transportation Branch. The Ground Transportation Branch (GTB), under the Logistics Section in the State Emergency Operations Center (SEOC), solely manages and controls ground vehicle movement during an evacuation.

(3) Movement Control Officer. The Movement Control Officer (MCO) is the state's single point of contact for moving transportation resources during an evacuation operation.

(4) Assistant MCO. An individual who reports to and works for the State MCO.

(5) Field MCO. An individual who oversees staffing, operations, and the movement of transportation resources at a state reception center, lily pad, VSA, FSA, VRP, and transit facility. The Field MCO assigned to the site is also known as the site manager (e.g., VSA Manager, FSA Manager, etc.).

g. Transportation.

(1) Transportation Hub. An entry point for accessing a functioning transit system, such as an airport, bus station, or rail station, is used to evacuate residents and tourists.

(2) Transportation Provider Liaison. An individual assigned to an incident from an assisting or cooperating transportation provider who provides a communications link and information sharing on matters affecting that transportation provider's participation in the incident. This individual does not have tasking authority.

(3) Transportation Provider Representative. An individual assigned to an incident from an assisting or cooperating transportation provider who has been delegated the authority to make decisions and provide tasking authority on matters affecting that transportation provider's participation in the incident. Examples include:

(a) Transit Division Representative. A designee identified by the Mississippi Department of Transportation (MDOT) Transit Division working within the MCS to facilitate coordination and communications between the state and transit-provider buses/drivers.

(b) Department of Education Representative. A designee identified by the Mississippi Department of Education (MDE) working within the Movement Control System (MCS) to facilitate coordination and communications between the state and school buses/drivers from Mississippi independent school districts.

(c) Motorcoach Vendor Representative. An employee from a motorcoach vendor works within the MCS to facilitate coordination and communication between the state and vendor-provided transportation resources.

h. Other.

(1) Deployment of Vehicles. The movement of vehicles from a transportation provider's facility to a VSA.

(2) Employment of Vehicles. The movement of vehicles from a VSA or transportation provider's facility to an FSA or other operational location, such as a lily pad.

(3) Host State. A state that has agreed to receive evacuees from the State of Mississippi.

(4) Household Pet. A domesticated animal (i.e., dog, cat, bird, rabbit, rodent, turtle, etc.) traditionally kept in the home for pleasure rather than for commercial purposes that can travel in commercial carriers and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.

(5) H-Hour. The time at which the no-notice incident occurred. H-Hour is equivalent to H minus 0 (H-0). For example, at H plus 2 (H+2), two hours have elapsed since the incident occurred.

(6) Level 1 Evacuation Support. A county requires no outside support.

(7) Level 2 Evacuation Support. A county requires state sheltering and transportation support.

(8) Level 3 Evacuation Support. The state requires host-state sheltering support, and state-provided transportation is used to transport CTN evacuees to a host-state shelter.

(9) Lily Pad. A hastily-identified location where evacuees arrive via helicopter to access a ground transportation vehicle.

(10) Service Animal. Service animals are defined as any guide dog, signal dog, or other animals individually trained to assist an individual with a disability, including but not limited to:

- (a)** Guiding individuals with impaired vision.
- (b)** Alerting individuals with impaired hearing to intruders or sounds.
- (c)** Providing minimal protection or rescue work.
- (d)** Pulling a wheelchair.
- (e)** Fetching dropped items.
- (f)** Emotional/comfort/therapy support.
- (g)** Psychiatric service dog (PSD).

4. PLANNING CONSIDERATIONS. The following planning considerations include actions or circumstances relevant to all-hazard evacuation operations in the State of Mississippi:

a. General Planning Considerations.

(1) Primary and Supporting Agencies identified herein may implement all or parts of this Annex in the event of a large-scale evacuation.

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(2) Primary and Supporting Agencies will have supporting plans and SOPs to execute evacuation objectives.

(3) Whether or not an entity is identified in this Annex as a primary or supporting agency, it is understood that all Emergency Support Functions (ESFs) may have a role in supporting evacuation operations.

(4) Local authorities are responsible for ordering evacuations; however, the Governor also has this authority.

(5) Before or in the aftermath of a hazardous incident, a coordinated evacuation may be necessary to protect the public from the hazards of being in an impacted area.

(6) Before or in the aftermath of a hazardous incident, the Governor will declare a State of Emergency and authorize the implementation of this Annex.

(7) The Governor will request a Major Disaster Declaration from the President.

(8) Due to infrastructure damage, power outages, and overloading or impaired communications systems, communications may be significantly hampered after a hazardous incident.

(9) A hazardous incident may significantly impact the area's critical transportation infrastructure and hinder evacuation operations.

(10) A portion of the evacuating population needing transportation assistance may have their household pets.

(11) Some people will refuse to evacuate regardless of the threat.

(12) This Annex is adaptable and allows for an increase or decrease in the number of evacuees requiring government-provided transportation assistance.

(a) In support of a CTN evacuation operation, the state may acquire staffing from the following:

- State government agencies
- Disaster Reservists (DR)

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- Private contractors
- State Mutual Assistance Compact (SMAC)
- Emergency Management Assistance Compact (EMAC)
- Federal support

(b) This Annex will integrate with existing local and state emergency plans and Annexes to include those currently under development.

b. Evacuation Timeline. The following timeline is a practical guide for conducting a planned evacuation operation. "H hour" is defined as the estimated time the event takes place, or, for tropical weather, landfall.

Special Note: Preparatory activities for some incidents will require timeline modification. An example is a tropical storm. Activities prior to landfall of a tropical storm must cease at the onset of tropical-storm-force winds. The below-listed timeline may need to be adjusted depending on the location of the evacuation and staging points and the speed of the tropical storm.

(1) **H - 72 hours.** MEMA will alert evacuation partners to be on standby to support evacuation operations and provide a tentative timeline for the evacuation window.

(2) **H - 48 hours.** MEMA will issue the Mission Assignments (MAs) to participating entities.

(3) **H - 37 hours.** Transportation assets and law enforcement escorts arrive at the Staging Area for the convoy to the Evacuation Points.

(4) **H - 36 hours.** Local authorities begin evacuating citizens without transportation to their Assembly Areas.

(5) **H - 34 hours.** Transportation assets begin transporting citizens from all Assembly Areas to the Transfer Points.

(6) **H - 30 hours.** The last transportation asset leaves the Transfer Points for the Shelter destination.

c. At-Risk Population.

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(1) In the aftermath of a major incident, there may be an influx of displaced persons from surrounding states into Mississippi to obtain shelter, food, water, medical assistance, and other necessities.

(2) There may be non-residents (e.g., students attending universities/colleges, tourists, etc.) that require evacuation out of the impacted area.

(3) After a hazardous incident, impacted individuals generally fall into one of the following groups:

(a) Individuals who want to leave the affected area immediately.

(b) Individuals that stay in the impacted area for a short period (e.g., 3 to 7 days).

(c) Individuals who do not want to leave the area regardless of the circumstances.

d. Evacuation of People with Special Needs. The special needs populations should be clearly defined to ensure inclusion in all plan components. People with special needs are defined as:

(1) Persons who are elderly.

(2) Persons who are disabled.

(3) Persons with medical conditions.

(4) Persons with hearing and sight impairments.

(5) Persons who are in institutions.

(6) Persons with limited English proficiency.

(7) Transient populations.

(8) Persons without access to private vehicles.

Plans must also include people with special needs who live independently, assuming they may need evacuation assistance.

Appropriate planning, coordination, and resources should be provided to ensure special needs populations can access accommodations for a smooth evacuation process.

e. Emergency Medical Evacuations. During emergency medical evacuations, all state agencies necessary will support ESF-8's Patient Movement Plan and local medical facility Emergency Operations Plans (EOPs).

f. Care and Protection of Animals. ESF-11 (Animals, Agriculture, and Natural Resources) has an operational plan (Pet Evacuation and Transportation Contingency Plan) utilized during disasters. It is adaptable to an evacuation, managed by the Mississippi Board of Animal Health (MBAH).

g. Transportation-Related Planning Considerations.

(1) For a large-scale evacuation, the state may employ various modes of transportation (i.e., ground, rail, and air).

(2) A ground-transportation evacuation operation may require multiple types of vehicles (e.g., school buses, transit buses, motor coaches, minibuses, para-transit vehicles, vans, etc.).

(3) School buses primarily transport evacuees within a county or between local jurisdictions. Approximately 20% of school buses within the state have air conditioning; however, none have storage or restrooms.

(4) Transit buses are primarily used for the intra-state transport of evacuees; these vehicles are equipped with air conditioning but do not have storage or restrooms.

(5) Motorcoaches are primarily used for transporting evacuees to a host-state shelter; these vehicles have large fuel tanks, air conditioning, storage capacity, and restrooms.

(6) The estimated maximum travel range for each evacuation vehicle is as follows:

(a) 300 miles for a school bus.

(b) 400 miles for a transit bus.

(c) 600 miles for a motorcoach.

(7) Before initiating evacuation operations, the Governor is anticipated to request and receive a commercial transportation hours-of-service waiver from the U.S. Department of Transportation (DOT).

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(8) Commercial transportation providers will manage their fleet operation within the specified US DOT hours of service waiver guidelines.

(9) Evacuee site support staff will endeavor to assign evacuees with mobility limitations (e.g., individuals using a walker or wheelchair) to an Americans with Disabilities Act (ADA)-compliant vehicle. However, providing an appropriate ADA vehicle may not be possible during extreme circumstances and life-saving missions. Note: The evacuee's equipment (e.g., wheelchairs, walkers, scooters, etc.) will not be separated from the evacuee.

(10) State officials should consider transporting evacuees via air to a host-state shelter if it is more than 600 miles away.

(11) If there is significant damage to the ground transportation infrastructure, the state may require air transportation resources to facilitate evacuation. This may include, but is not limited to:

(a) Rotary-wing aircraft from the Mississippi Military Department (MMD).

(b) Rotary-wing aircraft obtained through EMAC.

(c) Department of Defense (DOD) Active Duty Title 10.

(12) Each participating host state is responsible for identifying VRP site(s) to stage evacuation vehicles to transport evacuees to designated host-state shelters.

(13) MEMA may submit a Resource Request Form (RRF) to the Federal Emergency Management Agency (FEMA) for federal support related to motorcoaches, staff to manage and control transportation resources, and field site staff to work at the VSA(s), FSA(s), state reception center(s), and VRP(s).

(14) Any evacuee experiencing life-sustaining/medical-support needs may be transported to a local hospital/medical facility or shelter, depending on the evacuee's needs.

(15) MDOT has pre-identified priority emergency routes that will be evaluated for damage and safety following a hazardous incident.

(16) If possible, MDOT will plan an initial inspection of pre-identified emergency routes within 24 hours following the initial incident. The priority routes are not designated as "official evacuation" routes but are the most likely for evacuation purposes. The affected local governments will be responsible for identifying alternate routes.

h. Contraflow Considerations. The Louisiana-Mississippi Contraflow Plan, managed by MDOT, could significantly impact planned evacuations from the Mississippi gulf coast. Planners should consider multiple contingencies when developing plans. Impacts include, but are not limited to:

(1) Evacuation routes will be congested if not impassable, causing significant delays and rerouting.

(2) Timelines will need to be adjusted.

(3) Primary, Alternate, Contingency, and Emergency (P.A.C.E.) evacuation routes will need to be planned.

(4) Shelters in the lower half of Mississippi may become overwhelmed.

(5) Planners may consider using shelters north of Interstate 20 (I-20), causing additional coordination for such things as:

(a) Additional rest stops for drivers and evacuees.

(b) Providing meals and water.

(c) Providing for medical contingencies.

(d) Vehicle fueling.

(e) Increased vehicle maintenance.

For more information on Contraflow, see the State Emergency Operations Center (SEOC) Operations Section, Infrastructure Branch, or ESF-1 (Transportation).

i. Transfer Point-Related Planning Considerations.

(1) During the preparedness phase, the county, in coordination with municipalities, identifies which shelters can incorporate a transfer point.

(2) In the aftermath of the incident, county officials will determine which transfer point(s) to activate depending on a facility's structural integrity, road network accessibility, etc.

(3) The agency/organization responsible for shelter operations will assume responsibility for operating the co-located transfer point.

(4) The transfer point is earmarked solely for evacuees who require state-provided transportation assistance to relocate to a designated location (i.e., in-county shelter, state-identified shelter, host-state shelter, or transportation hub).

j. Sheltering-Related Planning Considerations.

(1) Local operational shelter capacity may not be adequate to meet the need for a major hazardous incident.

(2) Whenever possible, an evacuee should be assigned to a local shelter if they are:

(a) Limited in mobility.

(b) Electricity or oxygen-dependent.

(c) Frail or elderly.

(d) Traveling with young children and/or pets.

(e) They require personal care assistance from the local area.

(3) **State Medical Needs Shelter.** The State Medical Needs Shelter (SMNS) is utilized for:

(a) Evacuees with health or medical conditions that require professional observation or care.

(b) Evacuees with chronic conditions requiring assistance with daily living activities or skilled nursing care but do not require hospitalization.

(c) Evacuees who need supervised medication dispensing or vital signs monitored.

(d) Evacuees with physical, mental, or cognitive disabilities who cannot be sheltered in a general population shelter.

Only one caregiver may accompany the resident inside the shelter. All residents should bring any prescribed medication or equipment needed for care.

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ESF-8 will coordinate with ESF-11 and state agencies to support sheltering of pets for persons within State and Regional Medical Needs Shelters.

ESF-8 will coordinate with MEMA, Mississippi Department of Human Services (MDHS) Rehabilitation Services, Institutes of Higher Learning (IHL), the Mississippi Community College Board (MCCB), and the Mississippi State Fire Academy (MSFA) to identify additional SMNS throughout the state to accommodate event needs.

(4) Shelter personnel will register incoming evacuees using ARC registration forms or other applicable systems/forms to aid in evacuee tracking.

(5) After arrival at a shelter, some evacuees may identify another means of sheltering support (e.g., via family, friends, etc.) and may not remain at the general population shelter. Subsequent transportation to alternate self-identified sheltering is not government-provided.

(6) A local shelter is considered full when it reaches 75% operational capacity. This allows the remaining shelter capacity to accommodate evacuees who are frail, elderly, or traveling with young children or pets who are not well-suited for traveling to a more distant shelter.

(7) Designated county officials will notify state ESF-6 when they reach 50% of their operational shelter capacity to warn that they may exceed shelter capacity.

(8) Designated county officials will notify state ESF-6 when they reach 75% operational shelter capacity.

(9) **Contraflow.** Contraflow may require additional shelters that are not ordinarily open to accommodate the influx of out-of-state evacuees.

(10) **Sheltering Outside of the Originating County.** If county sheltering capability is overwhelmed, ESF-6 will be notified immediately. The originating county and ESF-6 will coordinate efforts to locate available shelters in other counties and direct the persons to those locations. The originating county, ESF-6, and ESF-15 (External Affairs), will coordinate to provide public messaging on the status of available shelters.

(11) If the state reaches 75% of operational shelter capacity or anticipates exceeding capacity, MEMA will submit an RRF to FEMA Region IV (RIV) requesting host-state sheltering support.

(12) If host-state sheltering support is required, evacuees will likely be transported via motorcoach or fixed-wing aircraft to one or more neighboring host states (e.g., Alabama or Florida).

5. CONCEPT OF OPERATIONS. Following a hazardous incident, numerous residents and tourists may require public sheltering. The primary reason for implementing this Annex is a lack of local shelter capacity within one or more evacuating counties. When this occurs, an affected county may request state sheltering support and transportation to move evacuees to a state-identified shelter.

As previously stated, local operational shelter capacity will not be adequate to meet the need for a hazardous incident. The intent is to utilize state-identified shelters in unaffected areas farthest away from the impact area. Others closer to the impacted area will open as these shelters fill up.

a. Local Evacuation Operation Overview. Evacuees who require government-provided transportation to evacuate will congregate at an assembly area after a hazardous incident. Local officials will coordinate with their school district to acquire school buses to pick up evacuees at designated assembly areas and transport them to a local shelter. If the county cannot obtain the required number of school buses for local operations, the county will submit a bus request to the SEOC.

When a local shelter reaches full capacity (75%), locally provided vehicles transport the overflow of evacuees to another local shelter within the county (if available). However, if a county reaches full shelter capacity, the county notifies the SEOC and requests state sheltering support. The county informs the state of the estimated number of evacuees requiring state shelter support and the number of evacuees requiring transportation support to relocate to a state-identified shelter. Authorized county officials will activate a transfer point at or near an existing local shelter to process evacuees and assign them to a state-provided vehicle.

b. State Evacuation Operation Overview. Upon determining that one or more counties require state sheltering and transportation support, state officials' immediate priorities include the following:

- Identifying available shelters (in response to a local request for shelter support or based on anticipated need).
- Acquiring and deploying evacuation transportation resources (vehicles/drivers).

(1) Ground Transportation Branch. The Ground Transportation Branch (GTB) coordinates the planning and operational requirements for transporting evacuees from a transfer

point to a designated shelter. The GTB will primarily dedicate transit and/or school buses for transporting evacuees to in-state shelters and contracted motorcoaches for transporting evacuees to host-state shelters (if necessary). Transit buses will typically deploy directly to an FSA from a local facility. Contracted motorcoaches will deploy directly to a designated VSA for check-in before deploying to an FSA. Upon request, vehicles deploy from an FSA to the nearby transfer point.

Transfer point and FSA staff regularly communicate and coordinate to ensure immediate access to vehicles when requested. When vehicles arrive at the transfer point, staff assign evacuees to a designated vehicle for transport to a specified shelter. After completing the mission, transit buses return to their respective transportation facility to await another transportation mission. Conversely, motorcoaches proceed to a VRP within the host state to either await another assignment or demobilize.

Because casinos operate in both northwest and southern coastal Mississippi and customarily have sizeable clientele, they may be used as independent reception centers and/or transfer points. Casinos will typically have a lower priority for evacuations due to their self-sustaining capability. However, if there is a need to evacuate tourists from a casino and the road network leading to the casino is intact, the casino and the local EMA will establish a transfer point to transport tourists to either a transportation hub or shelter. If the road network leading to the casino is not intact, the state will use rotary aircraft to lift evacuees to a lily pad and transport them to a safe location via ground transportation.

(2) Movement Control Team. The Movement Control Team (MCT) is a component of the GTB. Movement control is an essential subordinate function of transportation, ensuring that the right equipment and personnel arrive at the right location at the right time. Effective movement control has operational and strategic implications for the state's ability to identify and deploy assets and sustain evacuation operations rapidly.

The principles of movement control include centralized control and decentralized execution, fluid and flexible movements, effective use of assets and carrying capacity, and forward support. For movement control to successfully meet the incident commander's intent, movement control principles must be considered in the execution of operations.

The MMD will provide an MCT for Level 2 or 3 evacuation support operations. In coordination with the SEOC and GTB, MCT tasks include but are not limited to:

- (a) Manage and track transportation requests and movements.
- (b) Personnel and evacuee accountability.

- (c) Scheduling, timelines, and convoy clearance.
- (d) Route planning and synchronization.
- (e) Diverting and rerouting.
- (f) Transportation movement release.

The following subsections describe the key operational concepts, functions, and procedures associated with local and state evacuation operations.

c. Evacuation Types. An evacuation associated with a hazardous incident may include multiple evacuation types depending on the magnitude of the incident. For purposes of this Annex, we will focus on the following three types:

(1) Type 1. A spontaneous evacuation mission supported by local and/or state officials for individuals immediately evacuating the impacted area. Based on the incident, the individual may experience physical property damage and/or emotional distress and choose to evacuate immediately. Weather conditions may also compel residents to leave the impacted area immediately, depending on the time of year.

(2) Type 2. A coordinated evacuation mission supported by local and/or state officials for individuals evacuating the impacted area several days (e.g., 3 to 7 days) after the incident occurred. During this type of situation, individuals typically choose to evacuate because they perceive the recovery process to be long-term and are no longer physically able to sustain themselves.

(3) Type 3. A prolonged evacuation support mission supported by local and/or state officials for individuals evacuating several weeks after the initial incident. During this situation, individuals typically do not want to leave; however, local and state officials compel them to leave because of the logistical difficulties linked to supporting them.

Depending on the evacuation phase, there will be a direct correlation between the type of transportation resources acquired and the level of coordination associated with the evacuation transportation mission.

d. Evacuation Support Levels. State and local officials use a tiered system to determine the anticipated level of evacuation support necessary. The escalation to each subsequent level coincides with the extent of evacuation support required to shelter and transport the required population. In general terms, the levels are summarized as follows:

Evacuation Support Annex to MS CEMP

Level 1 – A county requires no outside support.

Level 2 – A county requires state sheltering and transportation support.

Level 3 – The state requires host-state sheltering support for an evacuation.

Consequently, the state will implement this Annex when conditions reach Level 2 or 3. All three levels (see Summary of Evacuation Support Levels table below) may operate concurrently in a hazardous incident.

(1) Level 1 Evacuation Support: In-County Shelter Operations.

(a) In-county shelters can include county-run and shelters run by other organizations such as the American Red Cross (ARC) or faith-based organizations,

(b) In-county shelter capacity is available to accommodate the anticipated evacuees.

(c) Local transportation resources are typically available to transport CTN evacuees to in-county shelters; however, a county may sometimes require state transportation support.

(d) Transit or school buses are the primary transportation mode for moving CTN evacuees to in-county shelters.

(2) Level 2 Evacuation Support: In-State Shelter Operations.

(a) A county exceeds its in-county shelter capacity and requires state shelter support.

(b) A county exceeds its in-county transportation resources and requires state-provided transportation to transport CTN evacuees to in-state shelters.

(c) County officials establish transfer point operations.

(d) Transit or school buses are the primary transportation mode for moving CTN evacuees to in-state shelters.

(e) State officials establish an MCS to coordinate transportation missions.

(3) Level 3 Evacuation Support: Host-State Shelter Operations.

(a) The state exceeds its in-state shelter capacity and requires host-state shelter support.

Evacuation Support Annex to MS CEMP

(b) The federal government has a significant role in coordinating host-state operations.

(c) State-provided transportation is required to transport CTN evacuees to host-state shelters.

(d) County officials establish transfer point operations.

(e) Motorcoaches are the primary transportation mode for moving CTN evacuees to host-state shelters.

(f) State officials continue using the MCS to coordinate transportation missions.

Summary of Evacuation Support Levels			
	Level 1	Level 2	Level 3
In-county sheltering capability is available.	X		
In-county transportation resources (e.g., school buses) are available to transport CTN evacuees to a designated shelter.	X		
County requires state shelter support.		X	
County requires state-provided transportation to transport CTN evacuees to in-state shelters.		X	
County establishes transfer point operations.		X	X
State establishes a Movement Control System.		X	X
State requires host-state shelter support.			X
State-provided transportation is required to transport CTN evacuees to host-state shelters.			X

Figure 1: Summary of Evacuation Support Levels

e. Evacuee Support Site Operations. The three evacuee support sites forming this Annex's foundation include the assembly area, transfer point, and state reception center. This section outlines the primary functions and characteristics of each site. Furthermore, each site will accommodate the general public and the access and functional needs community.

(1) Assembly Area Operations. The primary function of the assembly area is to provide an initial and temporary gathering location for evacuees. It will also serve as a place for evacuees to receive information regarding response actions, transportation assistance, and shelter/transfer point locations. Assembly areas may include pre-designated locations (identified by the County EMA) and spontaneous locations (identified by an on-scene first responder).

Evacuation Support Annex to MS CEMP

(a) Characteristics of an assembly area include:

- Temporary location for evacuees to gather (the goal is to move evacuees to a local shelter or transfer point as quickly as possible and prevent an overnight stay at the assembly area).
- A large, open outdoor area (e.g., neighborhood park, sports field, large parking lot, etc.) in a safe location.
- A nearby location within a reasonable walking distance for evacuees.
- An accessible ingress/egress road network.
- An area where a rotary aircraft can land and transport evacuees if necessary.

(b) Given the temporary nature of an assembly area, there are minimal on-site local staffing requirements and virtually no logistical resource requirements.

(c) Initially, local officials will provide overall coordination at an assembly area. Coordination tasks may include:

- Informing their respective dispatch center of the assembly area locations.
- Dispatching law enforcement officer(s) to assembly areas as needed.
- Communicating vital information to evacuees regarding response actions.
- Obtaining situational awareness and relaying information back to their home agency.
- Providing security and traffic control.

• Providing the following information to the local Emergency Operations Center (EOC):

- Medical support needs (in coordination with Emergency Medical Services (EMS) personnel).
- Sheltering support needs.
- Government-provided transportation needs.

(2) Transfer Point Operations.

(a) A transfer point is a site that temporarily stages and processes evacuees who require state-provided transportation to travel to a designated location (i.e., an in-county shelter, state-identified shelter, host-state shelter, or transportation hub).

(b) Establishing a transfer point becomes necessary when local or state-identified shelters reach 75% operational capacity.

(c) A transfer point is co-located with an activated shelter.

- This enhances efficiency since existing shelter resources (i.e., staffing, equipment, supplies, etc.) may temporarily support transfer point operations.

- Although co-located, the two areas should remain separate and distinct.

Note: There may be other support stations co-located with the shelter/transfer point, such as first aid, commercial transportation (e.g., rideshare services, taxis, etc.), and family reunification.

(d) If a county exceeds its operational shelter capacity and Level 2 evacuation support is necessary, county officials will specify which activated shelter(s) will serve as the local transfer point(s).

(e) State ESF-6 will designate up to three state-identified shelters to serve as transfer points if Level 3 evacuation support is necessary.

(f) Officials are advised to select the transfer point location(s) based on specific physical and geographical criteria.

(g) The agency responsible for local shelter operations also assumes responsibility for establishing and managing a transfer point; however, additional staff may be acquired from one or more of the following entities:

- Local government agencies.
- Non-Governmental Organizations (NGOs).
- Volunteer groups (e.g., Community Emergency Response Team [CERT] members).
- State government agencies (including the MEMA Disaster Reservist Program).

(h) Transfer point functional areas include:

- Sorting Area
- Queuing and Manifesting Area
- Departure Area

(i) Transfer point process (see Figure 2):

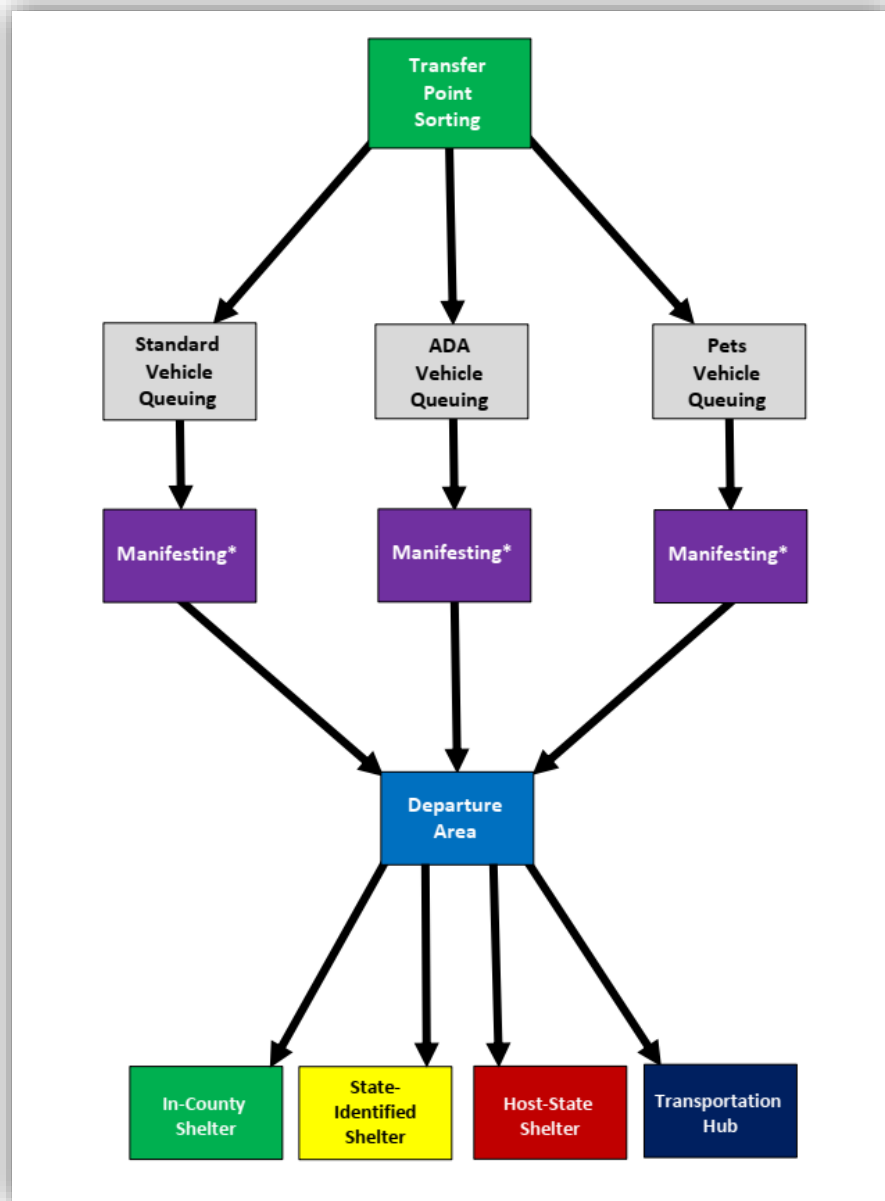
- Transfer point personnel will initially sort evacuees into groups based on the transportation support required (i.e., standard, ADA, or pet vehicle)
- Personnel will direct groups of evacuees to the queuing/manifesting area, where staff members perform the following functions:
 - Obtain shelter destination from ESF-6.
 - Queue the appropriate number of evacuees based on the number of seats in the vehicle.
 - Prepare a manifest of the queue of evacuees assigned to a specific vehicle.

Note: While manifesting is an essential function and should be a high priority, it may not always be feasible to carry out the manifesting process, depending on the evacuation circumstances and existing time constraints.

- The manifest should include pertinent identifying information (i.e., name, phone number, and whether the individual is traveling with other family members). *Note:* State officials are advised to develop Standard Operating Procedures (SOPs) that document how the state will safeguard Personally Identifiable Information (PII) related to the manifesting process and the collection of evacuee information.

- Include the shelter destination/address at the top of each manifest.

- Personnel typically create a handwritten manifest and produce a copy using a copy machine or smartphone camera.



*Manifesting will occur if time permits during the evacuation

Figure 2: Transfer Point Process/Flow

- At the departure area, staff members perform the following duties:
 - Request appropriate vehicles from the FSA based on the shelter destination and other pertinent requirements (e.g., standard vehicle, ADA, or pets' vehicle):
 - Assist with loading CTN evacuees, luggage, and pets (if applicable) onto vehicles.

Evacuation Support Annex to MS CEMP

- Provide a copy of the manifest to the driver and transfer point manager.
- Evacuees embark on a designated vehicle to transport them to an appropriate destination.

(j) In coordination with the transfer point manager, the county Office of Emergency Management (OEM) will coordinate the demobilization of transfer point operations.

(3) State Reception Center Operations.

(a) A state reception center is an indoor, stand-alone facility that consolidates evacuees arriving from multiple locations and assigns them to an appropriate evacuation vehicle. The vehicle transports evacuees from the reception center to a state-identified host-state shelter or transportation hub.

(b) Consolidation of CTN evacuees at a state reception center may become necessary under various circumstances that may include, but are not limited to, the following:

- Evacuees are inbound from a lily pad in a lightly loaded bus (below passenger capacity).
- The incoming vehicle cannot travel the distance required to reach the shelter destination.

(c) ESF-6 officials are advised to select the state reception center location(s) based on specific physical and geographical criteria.

(d) State reception center functional areas include:

- Sorting Area.
- Queuing and Manifesting Area.
- Departure Area.

(e) The state is responsible for staffing the state reception center; as such, personnel may be acquired from one of the following entities:

- State government agencies.
- NGOs.

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- Volunteer groups.

(f) Reception Center Process (see Figure 3):

- Reception center personnel will initially sort evacuees into groups based on the transportation support required (i.e., standard, ADA, or pet vehicle)

- Personnel will direct groups of evacuees to the queuing/manifesting area, where staff members perform the following functions:

- Obtain shelter destination from State ESF-6.

- Assign evacuees to the appropriate evacuation vehicle depending on the assigned shelter destination:

- School bus—for in-state shelter destinations.
- Transit bus—for in-state shelter destinations.
- Motorcoach—for in-state and/or host-state shelter destinations.

- Queue the appropriate number of evacuees based on the number of seats on the vehicle.

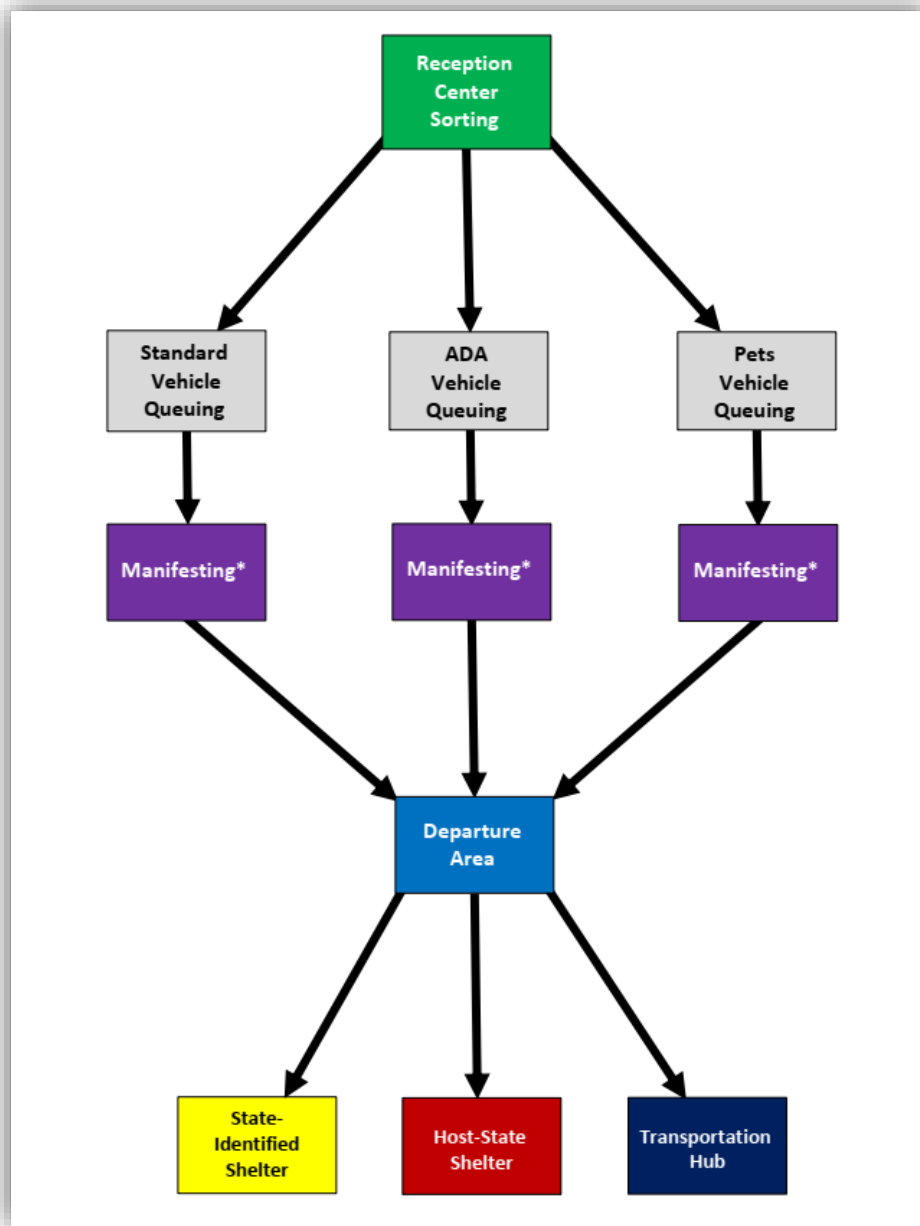
- Prepare a manifest of the queue of evacuees assigned to a specific vehicle.

Note: While manifesting is an essential function and should be a high priority, it may not always be feasible to carry out the manifesting process, depending on the evacuation circumstances and existing time constraints.

- The manifest should include pertinent identifying information (i.e., name, phone number, and whether the individual is traveling with other family members). *Note:* State officials are advised to develop SOPs documenting how the state will safeguard PII related to the manifesting process and collecting evacuee information.

- Include the shelter destination/address at the top of each manifest.

- Personnel typically create a handwritten manifest and produce a copy using a copy machine or smartphone camera.



*Manifesting will occur if time permits during the evacuation

Figure 3: State Reception Center Process/Flow

- When time permits, send a copy of the manifest to County OEM and State
- ESF-6.
- At the departure area, staff members perform the following duties:
 - Request vehicles from the FSA.

- Assist with loading CTN evacuees, luggage, and pets (if applicable) onto vehicles.
- Provide a copy of the manifest to the driver and reception center manager.
- CTN evacuees embark on a designated vehicle to transport them to an appropriate destination.

(g) The SEOC, in coordination with the reception center manager, will coordinate the demobilization of reception center operations.

f. Evacuee and Transportation Process/Flow. This section describes and illustrates the evacuee and transportation process/flow based on the three evacuation support levels outlined in section 6.d. Local officials are responsible for identifying the evacuees within their jurisdiction that require government-provided transportation assistance to evacuate and must have a plan for transporting evacuees to a local shelter.

(1) Level 1 Evacuation Support.

(a) Planning Assumptions:

- Evacuees require transportation to a local shelter.
- The local road network is open, and air operations are not required.

(b) Steps:

- **Step 1:** Evacuees proceed to the nearest assembly area.
- **Step 2:** A government-provided vehicle (school bus is the primary option/transit bus is the secondary option) transports evacuees from an assembly area to a local shelter.

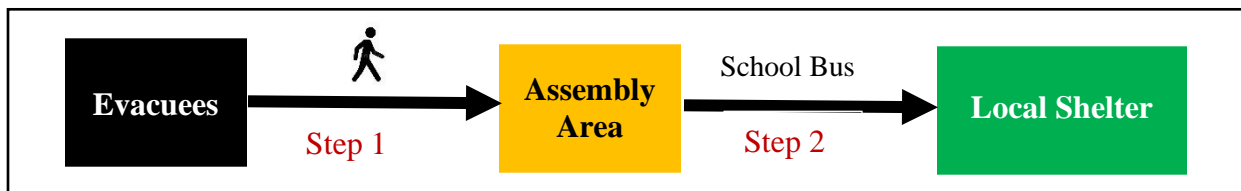


Figure 4: Sample Evacuee Flow for Level 1 Evacuation Support

(2) Level 2 Evacuation Support.

(a) Planning Assumptions:

- A county exceeds its shelter capacity, and evacuees require transportation to a state-identified shelter.
- The local road network is open, and air operations are not required.

(b) Steps:

- **Step 1:** Evacuees proceed to the nearest assembly area.
- **Step 2:** A government-provided vehicle (school bus is the primary option/transit bus is the secondary option) transports evacuees from an assembly area to a local transfer point (co-located with a designated local shelter).
- **Step 3:** A state-provided vehicle (transit bus is the primary option/contracted motorcoach is the secondary option) transports evacuees from the local transfer point to a state-identified shelter.

Note: Some evacuees may only require state-provided transportation to a Mississippi transportation hub (if available).

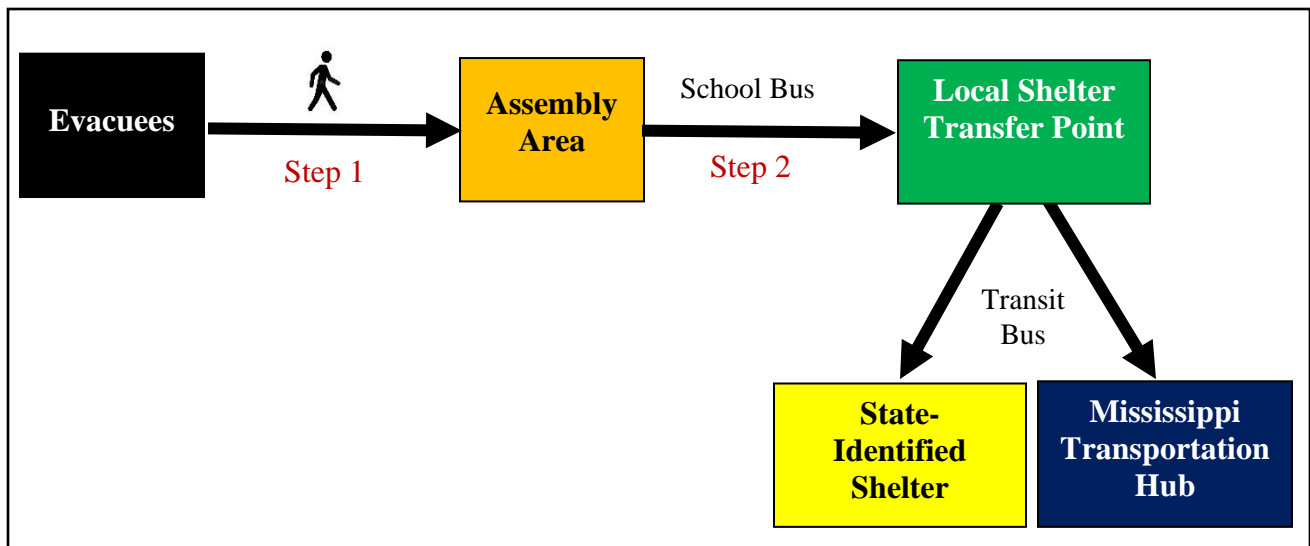


Figure 5: Sample Evacuee Flow for Level 2 Evacuation Support

(3) Level 3 Evacuation Support.

(a) Planning Assumptions:

- The state exceeds its shelter capacity and requires host-state shelter support.
- The local road network is open, and air operations are not required.

(b) Option 1: A government-provided vehicle (contracted motorcoach is the primary option/transit bus is the secondary option) transports evacuees directly from a local transfer point to a host-state shelter.

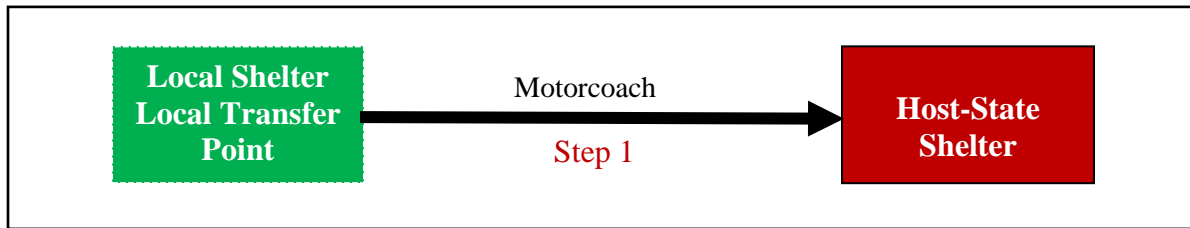


Figure 6: Sample Evacuee Flow for Level 3 Evacuation Support – Option 1

(c) Option 2:

- **Step 1:** A government-provided vehicle (contracted motorcoach is the primary option/transit bus is the secondary option) transports evacuees from a local transfer point to a state reception center.

- **Step 2:** A government-provided vehicle transports evacuees from a state reception center to a host-state shelter.

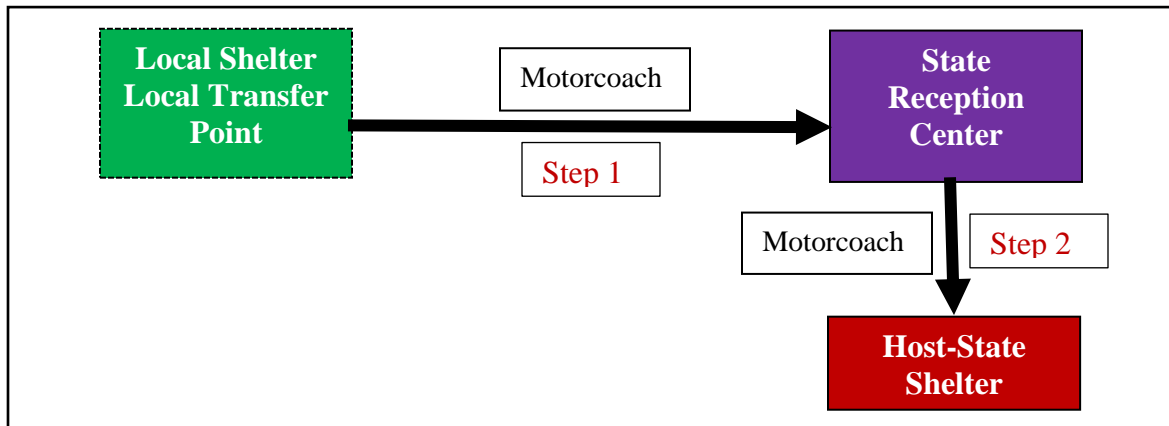


Figure 7: Sample Evacuee Flow for Level 3 Evacuation Support – Option 2

Note: For Level 2 and Level 3 evacuation support, there may be a requirement to transport evacuees from a local transfer point to a state reception center before transporting evacuees to a designated shelter. This may be necessary to consolidate evacuees arriving from multiple locations/lightly loaded vehicles.

g. Ground Transportation Field Sites.

(1) Vehicle Staging Area Operations. State officials may implement VSA operations to support a Level 2 or 3 evacuation. This section outlines the primary characteristics and functions associated with a VSA.

(a) A VSA is a location where personnel process and stage state-provided transportation resources that are later employed to support a large-scale evacuation. The VSA primarily includes motorcoaches but could also have some school and transit buses.

(b) A VSA may also be a demobilization location if designated transportation resources are no longer required for evacuation or re-entry.

(c) VSA personnel will send the appropriate number of vehicles from the VSA to an FSA supporting a transfer point or state reception center.

(d) ESF-1 officials are responsible for identifying and coordinating the use of VSA locations that include, but are not limited to, the following:

- Identifying a field site to support VSA operations in Mississippi.
- Negotiating an agreement to use the identified site/facility in the event of a mass evacuation.
- Coordinating security and other required logistics.

(e) Site-selection criteria:

- Roadway access includes:
- Roadway width allows for a turning radius of a bus or motorcoach.
- Hard surface roadway for ingress and egress.

(f) Staging-area access includes:

- Large open area for parking motorcoaches or other transportation resources.
- Hard-stand surface (asphalt or concrete).

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- Adequate lighting.

(g) The VSA will typically include the following functional areas:

- Check-in. VSA personnel obtain specific information from each driver and record the data using a pre-established form.
- Fuel (optional). The area where fuel is dispensed to evacuation vehicles.
- Parking. VSA personnel stage/park incoming vehicles prepared to support the evacuation mission.
- Commodities (optional). VSA staff may include food and water on vehicles anticipated to travel long distances (typically greater than 4 hours).
- Vehicle Ready Line and Driver Briefing. The area where a driver positions his vehicle immediately before being employed for a mission and where VSA personnel provide a cursory mission briefing.
- Dispatching. The area where VSA personnel conduct dispatching duties, including processing requests for vehicles and dispatching vehicles to designated locations.

(h) The SEOC Operations Section Chief (OSC), in coordination with the GTB Director, will determine when it is necessary to implement VSA operations.

(i) State ESF-1 is responsible for establishing and staffing the VSA.

(j) The number of staff members required at the VSA is commensurate with the number of incoming vehicles (for example, every 100 vehicles may require approximately five VSA staff members).

(k) State ESF-1 may acquire VSA staff via support from the following:

- State government agencies.
- EMAC agencies.
- Federal support.

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(l) A State ESF-7 Logistics representative is required at the VSA to provide oversight of evacuation support vehicles for financial/accounting purposes.

(m) Contracted evacuation support vehicles will generally begin arriving at the VSA within 24 hours after implementing a contract/agreement to acquire vehicles.

(n) VSA staff will check in and process the incoming vehicles before directing them to a designated FSA.

(o) The VSA Field MCO will coordinate with the State MCO regarding vehicle destinations.

(p) The VSA Field MCO will coordinate with VSA support staff regarding vehicle destinations.

(q) The VSA will maintain 24-hour operations until the GTB Director deems it necessary to demobilize the VSA.

(2) Forward Staging Area.

(a) The FSA aims to stage vehicles arriving from the VSA to facilitate a timely response to the transfer point.

(b) The FSA is an extension of the transfer point and state reception center for staffing and management purposes; however, the FSA will also establish and maintain communications with the VSA to ensure the timely response of evacuation vehicles.

(c) Key FSA characteristics include:

- A location near the transfer point.
- Minimal staffing requirements (typically one person per shift) depending on the number of vehicles at the FSA

(d) Local officials will:

- Identify the FSA location.
- Establish and staff the FSA.

- Coordinate with the SEOC to implement FSA operations.

(e) FSA staffing may be acquired from one of the following:

- Local government agencies.
- State government agencies.
- Federal support.

(f) FSA staff receive requests from transfer point personnel when additional vehicles are required at the transfer point (departure area).

- The FSA manager must create a direct communications link to the VSA manager to ensure the timely movement of vehicles from the VSA to the FSA.

(g) Ideally, activation of the FSA will occur before the transfer point to move vehicles from the VSA and pre-position them at an FSA. While this may be difficult for a spontaneous evacuation, it is feasible during a coordinated or prolonged evacuation mission.

(h) The FSA will maintain 24/7 hours operations until the associated transfer point is officially deactivated.

(3) Vehicle Replenishment Point.

(a) A VRP is a staging location where drivers report after completing an extended mission. This allows drivers to rest and await additional mission assignments while staff clean and refuel (optional) the vehicles. A VRP may also serve as the location for:

- Replenishing commodities (e.g., food and water) if vehicles are assigned to a re-entry mission (i.e., returning evacuees to Mississippi).
- Staging a pre-identified number of vehicles assigned to convenience-run missions transporting evacuees from a shelter to designated locations (e.g., pet shelters, grocery stores, pharmacies, etc.).
- Demobilizing designated transportation resources that are no longer required for the evacuation mission.

(b) State ESF-1 officials are responsible for identifying and coordinating the use of an appropriate VRP field site.

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- A VRP may be located within Mississippi and/or a host state, ideally in the same general area as the designated state-identified shelters or host-state shelter(s).

- State ESF-1 will negotiate an agreement to use the identified site/facility in the event of a mass evacuation.

(c) Site-selection criteria:

- Roadway access includes:

- Roadway width allows for a turning radius of a bus or motorcoach.
- Hard surface roadway for ingress and egress.

- Staging-area access includes:

- Large open area for parking motorcoaches or other transportation resources.
- Hard-stand surface (asphalt or concrete).
- Adequate lighting.

(d) The VRP functional areas typically include:

- Check-In.
- Cleaning.
- Communications Kit/Global Positioning System (GPS) Unit Check/Exchange (if applicable).
- Fuel (optional).
- Waste Disposal.
- Ready Line and Mission Briefing.
- Commodities (if assigned to a re-entry mission).
- Demobilization of GPS Units (if applicable).

- Parking/Driver Rest Area.

(e) The SEOC OSC, in coordination with State ESF-1/GTU, will determine when it is necessary to implement VRP operations.

(f) State ESF-1 is responsible for establishing and staffing the VRP.

(g) The number of staff members required at the VRP is commensurate with the number of incoming vehicles (for example, every 100 vehicles may require approximately five VRP staff members).

(h) The State may acquire VRP staff via support from the following:

- State government agencies.
- EMAC agencies.
- Federal support.

(i) At an in-state VRP, a State ESF-7 representative is required at the VRP to provide oversight of evacuation support vehicles for financial/accounting purposes.

(j) At a host-state VRP, a host-state emergency management representative is required at the VRP to coordinate vehicle movement for re-entry and demobilization operations.

(k) The VRP will remain operational 24 hours daily until state officials issue the demobilization order.

6. TRANSPORTATION SUPPORT.

a. Potential Ground Transportation Resources. Various transportation providers will require multiple transportation resources in a large-scale evacuation. These resources may be acquired from one or more of the following entities:

(1) School District.

(a) School buses are a local resource that could transport evacuees relatively short distances within a small geographical area (e.g., from an assembly area to a local shelter or between local shelters).

(b) There are 152 school districts in Mississippi.

(c) The average fuel tank capacity for the most common school bus in the fleet ranges between 60 – 100 gallons.

(2) Mississippi Department of Transportation, Transit Division.

(a) The Transit Division of the Mississippi Department of Transportation is the lead agency coordinating with 60 independent transit agencies to acquire transportation resources.

(b) The state will rely primarily on transit buses for the intra-state movement of evacuees to a designated state-identified shelter or transportation hub.

(c) Approximately 80% of transit buses have ADA capability.

(3) Contracted Motorcoach Vendor.

(a) The state will rely primarily on contracted motorcoaches to move evacuees to a designated host-state shelter.

(b) A contracted motorcoach vendor may supply the state with one or more of the following vehicles:

- Motorcoaches.
- Minibuses.
- 15-passenger vans.

b. Acquisition and Deployment of Ground Transportation Resources. If a county exceeds its local sheltering capacity, the state may need transportation resources to transport evacuees from an at-risk area to a more distant state-identified shelter. State ESF-1 is responsible for obtaining transportation resources for a state-supported evacuation.

State ESF-1 may acquire transportation resources for an evacuation based on the following situations:

- An evacuating county submits a request for transportation assistance to move evacuees within the county.

Evacuation Support Annex to MS CEMP

- An evacuating county submits a request for shelter support that requires transportation to a state-identified shelter.
- The state anticipates local sheltering and transportation needs.

Listed below is the process for acquiring and deploying a blended fleet of vehicles for a state-supported evacuation:

(1) School Buses.

(a) The Ground Transportation Unit (GTU) Leader notifies the MDE Emergency Point of Contact (POC) by phone (with a follow-up e-mail) to request school buses for evacuation operations. (Note: the MDE has a seat in the SEOC, so communication between the GTU and the MDE may be face to face).

(b) The MDE POC will contact the Safe and Orderly Schools Director to request school buses.

(c) MDE reaches out directly to applicable school districts and/or public safety answering points (PSAPs) to obtain emergency contact information for those with authority to dispatch school buses.

(d) The priority is to acquire school buses from school districts in unaffected counties; however, as necessary, MDE may request school buses from affected counties if the school district agrees to release their buses for evacuation purposes outside the district.

(e) In response to the GTU Leader's request for transportation resources, MDE shall:

- Provide a deployment schedule of school buses (i.e., Incident +6 hours, +12 hours, +18 hours, etc.) for the evacuation mission.
- Send a transportation provider representative to the SEOC to support the GTU and coordinate the acquisition and deployment of school district buses.

(f) School buses may initially deploy to a VSA for check-in and staging before being employed for a mission. However, school buses may sometimes stage at their transportation facility, and the GTU may direct these vehicles to an FSA (see Figure 12 below).

(g) Upon being allocated to the evacuation mission, all school buses/drivers fall under the management and control of the GTU.

(h) Logistical support for school buses may remain the responsibility of the respective school district.

(2) Transit Buses.

(a) The GTU Leader notifies the MDOT Transit Division Emergency POC by phone (with a follow-up e-mail) to request transit buses for evacuation operations.

(b) The MDOT Transit Division will contact local transit agencies for resources.

(c) When the state is in Level 2 Evacuation Support operations, all transit buses become a state-provided resource; therefore, all local requests for transit resources must funnel through the SEOC.

(d) In response to the GTU Leader's request for transportation resources, the Transit Division shall:

- Send a transportation provider representative to the SEOC to support the GTU and coordinate the acquisition and deployment of transit buses.
- Provide a deployment schedule of transit buses (i.e., Incident +6 hours, +12 hours, +18 hours, etc.) for the evacuation mission.
- Coordinate with local transit agencies using one of the following approaches:
 - **Option A:** If a local transit agency is providing a large fleet of buses to support the evacuation mission, it may be helpful for the transit agency to send a representative to the SEOC for enhanced communication and coordination. The transit agency representative would coordinate with the MDOT Transit Division representative, the dispatcher, and/or drivers from their respective transit agencies.
 - **Option B:** The MDOT Transit Division representative would remotely communicate and coordinate with local transit agency representatives to support the evacuation mission. The transit agency representatives would coordinate with drivers from their respective transit agencies. Option B may be used if numerous transit agencies support the evacuation mission, and it's impractical to have every transit agency send a representative to the SEOC.
 - **Option C:** A combination of Option A and B.

Evacuation Support Annex to MS CEMP

(e) Transit buses may initially deploy to a VSA for check-in and staging before being employed for a mission. However, transit buses may sometimes stage at their transportation facility, and the GTU may direct these vehicles to an FSA (see Figure 12 below).

(f) Upon being allocated to the evacuation mission, transit buses/drivers fall under the management and control of the GTU.

(g) Logistical support for transit buses may remain the responsibility of the local transit agency.

(3) Contracted Motorcoaches.

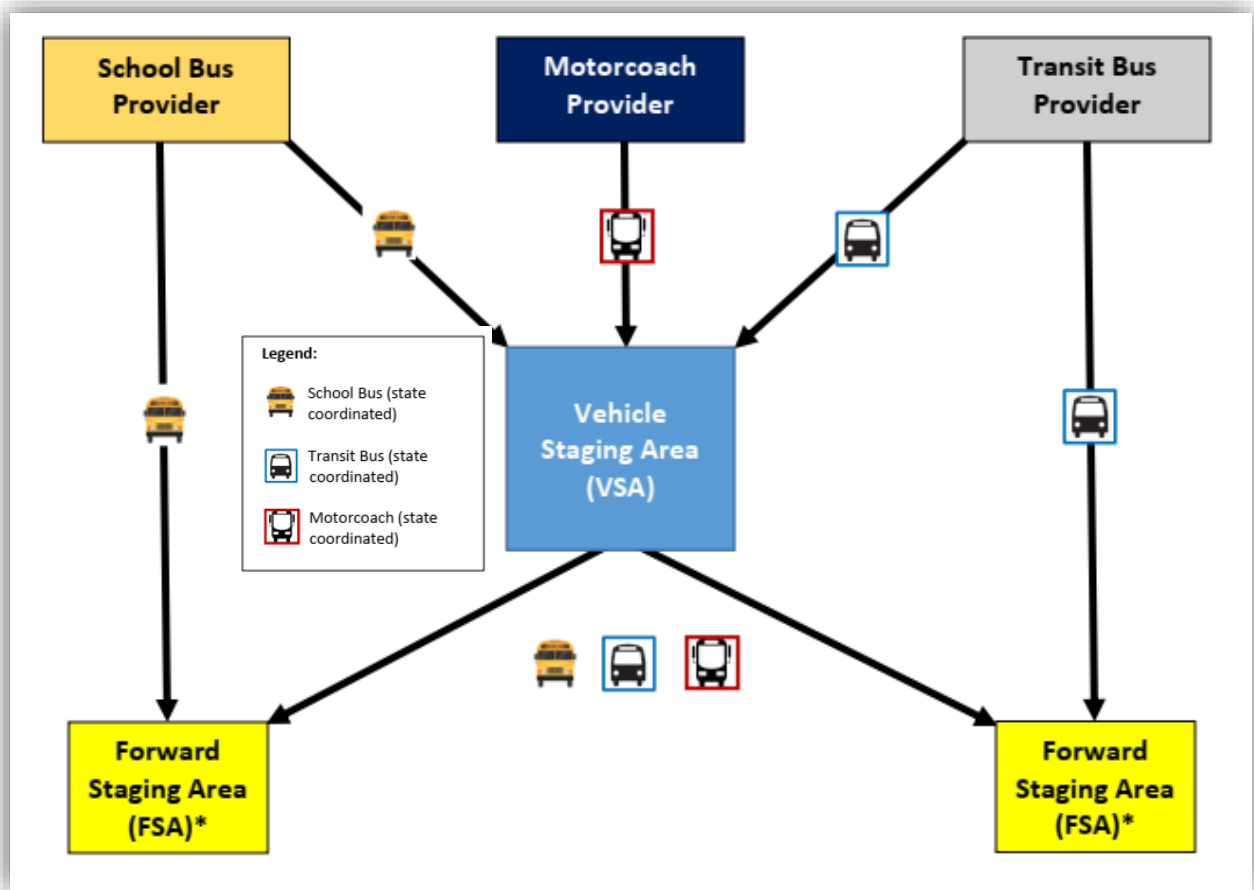
(a) In support of a Level 3 evacuation (host-state mission), State ESF-1 coordinates with the Logistics Section Chief (LSC) and ESF-7 (Department of Finance and Administrative [DFA]) to acquire motorcoaches and operational support staff by entering into an emergency contract.

Special Note: FEMA **DOES NOT** have access to or provide transportation assets, only transportation planning assistance.

(b) Upon execution of the emergency state contract, the motorcoach vendor shall:

- Provide a deployment schedule of motorcoaches (i.e., Incident +6 hours, +12 hours, +18 hours, etc.) for the evacuation mission.
- Deploy the contracted number of vehicles to a designated VSA before receiving mission assignments (see Figure 8 below).
- Send a transportation provider representative to the SEOC to support the GTU and coordinate the acquisition and deployment of transportation resources.

(c) Upon being allocated to the evacuation mission, the motorcoaches/drivers fall under the management and control of the GTU.



*An FSA could be associated with a transfer point (collocated with a local shelter) or a state reception center.

Figure 8: Sample Deployment/Employment Flow for State-Provided Vehicles

c. Mission Request Process for Sheltering and Transportation. This Annex is predicated on Level 2 evacuation support. Transportation support is also required when a county requires state shelter support. The mission request process is represented in Figure 9 on the next page:

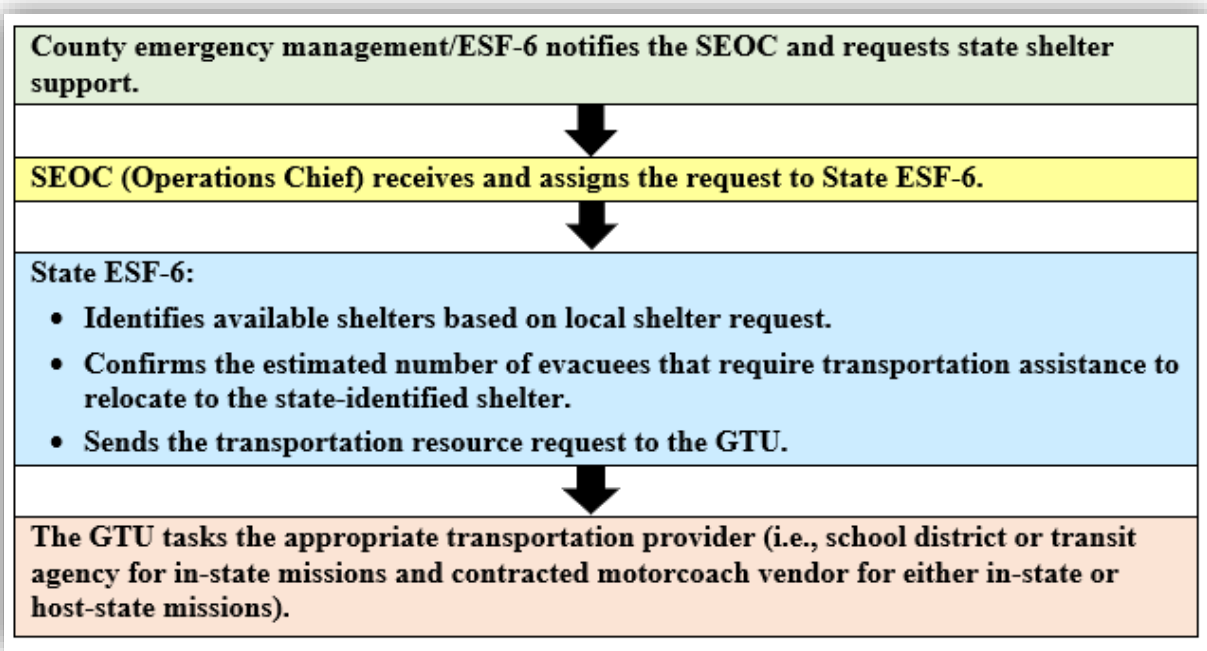


Figure 9: Mission Request Process for Sheltering/Transportation

d. Management and Control. MEMA will activate the SEOC in the event of a no-notice, large-scale evacuation to coordinate the state's overall emergency response. In addition to coordinating with county officials in response to local requests for resources, state officials will coordinate with FEMA RIV for any state requests for federal resources. If necessary, federal officials will activate the FEMA RIV Regional Response Coordination Center (RRCC) in Atlanta and the FEMA National Response Coordination Center (NRCC) in Washington, D.C.

All evacuation transportation resources acquired by ESF-1 shall fall under the command and control of the GTU. All transportation providers who have accepted a State mission assignment via a mission request from ESF-1 shall operate under the authority of the State and integrate into the overall state command structure. The State of Mississippi shall direct all decisions related to the mission (including setting priorities).

(1) Transportation Movement Control Systems. The Transportation MCS (see Figure 15) is a point-to-point coordination and communication system associated with evacuation-transportation resources. The MCS is a management system that provides overall situational awareness related to ground transportation evacuation by overseeing the deployment, employment, and tracking of evacuation-transportation resources. The MCS supports strategic decision-making regarding the number of vehicles at key locations throughout the evacuation. Moreover, the MCS tactically controls the movement of evacuation-transportation resources from the point of mobilization through demobilization.

Evacuation Support Annex to MS CEMP

(a) Primary MCS locations include:

- SEOC.
- FSA.
- State Reception Center (if applicable).
- VSA.
- VRP.

(b) State ESF-1 coordinates all transportation requirements to support the evacuation, including overseeing the MCS and identifying personnel to serve as the GTU Leader, State MCO, and Field MCO positions.

(c) The MCS is comprised of the following key personnel who will assist in the coordination and/or movement of vehicles at primary MCS locations during a large-scale evacuation:

- **Ground Transportation Unit Leader.** The individual working for ESF-1 executes the MCS, coordinates the acquisition of transportation resources, and oversees the evacuation transportation mission.

- This position must be skilled in managing transportation assets during an evacuation.

- There shall be one GTU Leader per shift assigned to the SEOC.

- ESF-1 may fill the GTU Leader position using personnel from a state agency or other identified organization.

- The GTU Leader reports to ESF-1.

- **State MCO.** The State's single point of contact for moving transportation resources during an evacuation operation.

- Regardless of which organization provides the transportation resources, the MCO initiates the tactical employment of vehicles and is responsible for delivering the appropriate vehicle to a specified location at the proper time.

Evacuation Support Annex to MS CEMP

- There shall be one MCO per shift assigned to the SEOC.
- ESF-1 may fill the MCO position using personnel from MDOT or a transportation contractor skilled in managing transportation assets during an evacuation.
- The MCO reports to the GTU Leader.
- **Field MCO.** An individual who oversees staffing, operations, and the movement of transportation resources at an FSA, VSA, and VRP (if required).
 - There shall be one Field MCO per shift assigned to each designated location.
 - ESF-1 may fill the Field MCO positions using personnel from MDOT or a transportation contractor skilled in managing transportation assets during an evacuation.
 - Each Field MCO reports to the GTU Leader.
- **Transportation Provider Representative.** An individual assigned to the SEOC has the authority to make decisions and provide tasking authority on matters affecting the transportation provider's participation in the evacuation operation.
 - Each transportation provider shall provide one representative per shift to the SEOC.
 - The transportation provider representative reports to the GTU Leader.

See Figure 10 on the next page for a summary of the key MCS roles and responsibilities for the GTU Leader, MCO, Field MCO, and Transportation Provider Representative.

Key MCS Roles & Responsibilities			
GTU Leader	MCO	Field MCO	Trans Provider Rep
<ul style="list-style-type: none"> • Establish communications with SEOC, ESF-1, MCO, Field MCO, and transportation provider representative(s). • Execute the MCS • Strategically oversee the acquisition, deployment, and tracking of evacuation transportation resources. • Oversee the staff with the GTU. • Execute priorities as directed by state leadership. • Provide ongoing situational awareness to SEOC, ESF-1, and other entities/staff as necessary regarding the transportation mission. 	<ul style="list-style-type: none"> • Establish communications with the GTU Leader, Field MCO, and transportation provider representative(s). • Tactically manage the allocation and status of state evacuation transportation resources. • Maintain operational control of state-provided vehicles for the duration of the evacuation. • Provide ongoing situational awareness to SEOC officials and Field MCOs related to the coordination and movement of vehicles. • Coordinate with transportation provider representative(s). • Dispatch and track all evacuation vehicles. <i>Note: Assistant MCO(s) may be required to support the MCO with this task.</i> • Obtain shelter destinations from ESF-6 and relay the information to the appropriate transportation provider representative. • Provide direction to all Assistant MCOs and Field MCOs. 	<ul style="list-style-type: none"> • Establish communications with the GTU Leader and MCO. • As necessary, provide ongoing situational awareness to MCO, other Field MCOs, and other entities/staff. • Facilitate the movement of vehicles from a: <ul style="list-style-type: none"> ○ VSA to FSA ○ FSA to transfer point. ○ Lily pad to a reception center. ○ Reception center to a state-identified shelter, host-state shelter, or transportation hub. ○ VRP to a transfer point. 	<ul style="list-style-type: none"> • Report to the SEOC when requested to coordinate directly with the MCO. • Serve as a conduit between the MCO and transportation provider to coordinate vehicle requests, provide information on vehicle availability, and assist with identifying the most appropriate vehicle for the mission. • During the evacuation, authorize transportation resources (from the representative's transportation organization). • Facilitate the movement and tracking of vehicles from the provider's transportation yard to a VSA or FSA throughout the evacuation and re-entry process. • Coordinate shelter destinations with the MCO.

Figure 10: Key MCS Roles & Responsibilities

(2) **MCS Structure.** The proposed MCS organizational structure (see Figure 11) includes the following key elements:

(a) ESF-1 coordinates with the GTU Leader.

(b) The GTU Leader oversees and continually coordinates with the MCO, which operates outside the SEOC.

(c) The MCO continually coordinates with the following:

- Each transportation provider representative(s) who operates out of the SEOC
- All field MCOs to ensure vehicle accountability

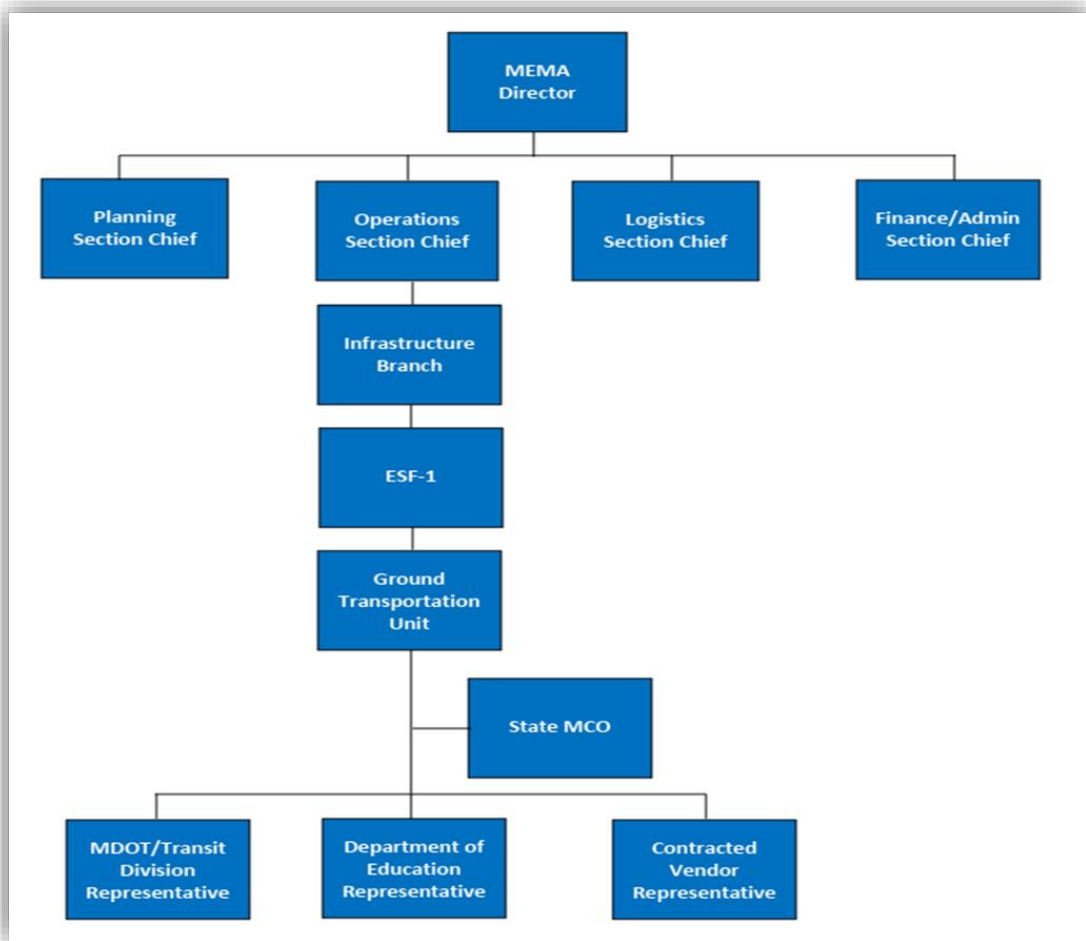


Figure 11: MCS Organizational Structure

(3) **MCS Coordination and Communications Flow.** Figure 12 below represents the coordination and communications flow among the key elements of the MCS.

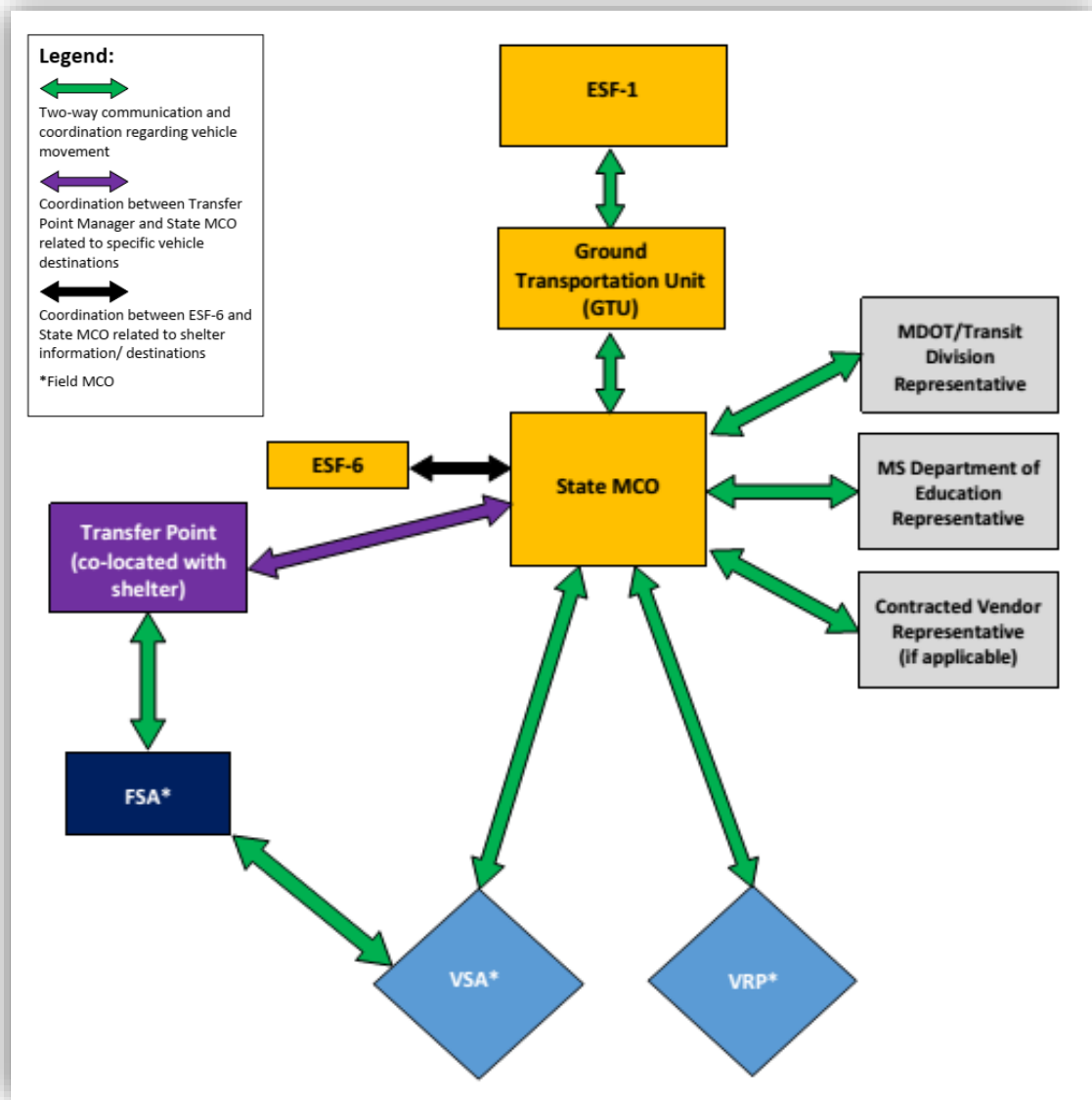


Figure 12: MCS Coordination and Communications Flow

e. Air Evacuation Operations. Air operations may be necessary to facilitate the movement of evacuees if the road network is damaged or obstructed and ground transportation cannot enter the impacted area.

A lily pad may be incorporated as a component of rotary-winged aircraft operations to minimize an aircraft's flight time. A lily pad location is generally hastily identified and may become a necessary component along various points of the evacuation process. For example, a helicopter may transport evacuees a short lift from Point A (e.g., residence, assembly area, transfer point) to

a designated lily pad location. Upon arrival at the lily pad, evacuees exit the helicopter, and on-site officials quickly assess the physical condition of the evacuees. Officials transfer the evacuees to either a bus or ambulance that transports them to Point B (e.g., evacuees with injuries or health/medical conditions may be transferred via ambulance to a hospital, and all other evacuees may be transferred via bus to a transfer point, state reception center, or shelter). See Figure 13 for the Sample Lily Pad Diagram.

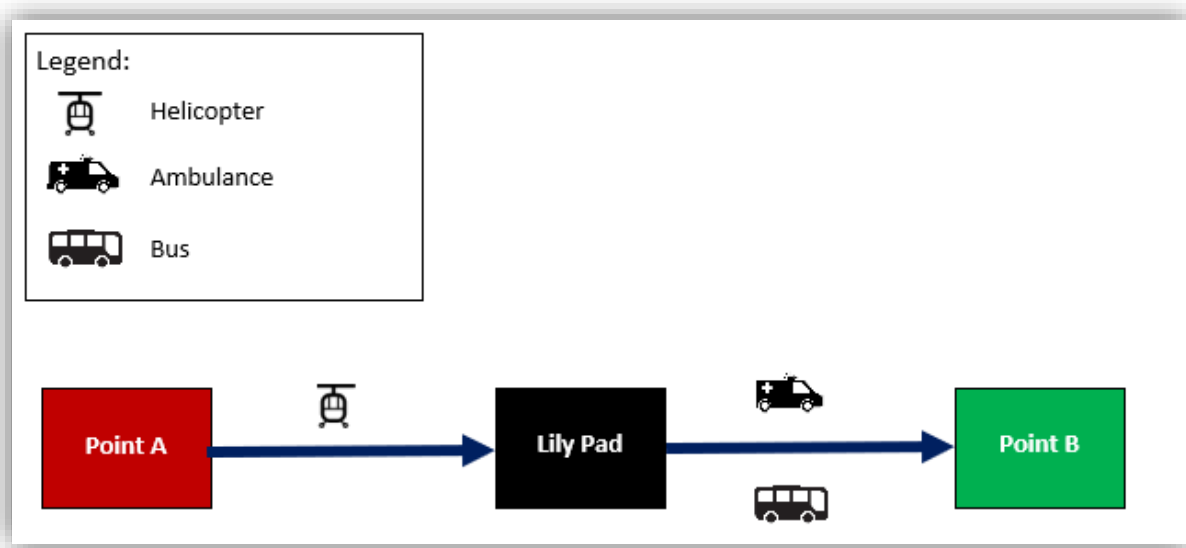


Figure 13: Sample Lily Pad Diagram

Note: Staff from local government, state government (Urban Search and Rescue, National Guard, etc.), or the DOD may be asked to assist with lily pad operations.

See the CEMP Aviation Support Annex, under a separate cover, for more information regarding aerial evacuations.

7. OTHER EVACUATION PLANNING COMPONENTS.

a. Emergency Communications. In the aftermath of a significant incident, there could potentially be communication challenges resulting from infrastructure damage, power outages, and overloaded systems. Access to operable communications is essential to successfully executing this Annex despite these challenges. For example, it is critical for personnel to effectively manage and control transportation resources throughout the evacuation mission by moving the correct type/number of vehicles to the proper location at the appropriate time. In anticipation of this requirement, officials should consider using the following emergency communications systems (in order of priority) at each key node of the CTN evacuation process:

Evacuation Support Annex to MS CEMP

(1) 800 MHz radios – Line-of-site radio communication should be effective even if the system infrastructure is down.

(2) Ham radio/operator.

(3) Satellite phone.

Regardless of the incident, first responders, government officials, and other supporting organizations rely on having operable communications to execute their response mission. A robust emergency communications plan will support all officials in their critical missions to save lives and protect property after a catastrophic incident.

b. Pet Transportation Support. An undetermined number of evacuees will evacuate with their pets. Therefore, this Annex incorporates introductory concepts and guidelines for pet transportation to support an overall pet-sheltering plan. MEMA will support ESF-11, which has an operational plan in the event of disasters.

(1) For purposes of this Annex, the definition of a pet is equivalent to a domesticated animal (i.e., dog, cat, bird, rabbit, rodent, turtle, etc.) that is traditionally kept in the home for pleasure rather than for commercial purposes, that can travel in commercial carriers, and that can be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.

(2) A service animal may accompany its handler anywhere, including during an evacuation. Each local jurisdiction is responsible for emergency pet transport and sheltering. This includes, but is not limited to, providing the following resource support:

(a) Staffing

(b) Pet transportation

(c) Animal emergency-response supplies

(3) Mississippi Animal Response Teams (MARTs) may assist with transporting and sheltering pets.

(4) Assigning evacuees with pets to a local shelter whenever possible is best.

Evacuation Support Annex to MS CEMP

(5) Evacuees and their pets may be transported to a state-identified shelter that accepts pets if all local pet shelters are full.

(6) Evacuees with pets will not be transported to host-state shelters unless the host state gives prior approval.

(7) Evacuees and their pets are authorized to travel on local and state-provided vehicles if the following conditions are met:

- (a) The pet remains in the custody of the evacuee.
- (b) The transportation provider allows for animals in vehicles.
- (c) The vehicle has proper ventilation and maintains a controlled temperature.

(8) Transportation providers may have restrictions for transporting pets on vehicles. These may include but are not limited to:

- (a) The pet is inside a portable pet carrier.
- (b) The pet carrier will fit under the bus seat or on the owner's lap.

Note: A transportation provider may waive these restrictions during an evacuation.

(9) Encourage the transport of pets using rotary-wing transport; however, this decision is ultimately at the pilot's discretion.

c. Door Knocker Program. A "Door Knocker" program may be instituted for large-scale evacuations, given appropriate time. A door knocker program is a group of individuals who knock on doors and provide evacuation orders and/or information about an impending situation. Door knocker operations are scaleable, flexible, and targeted depending on the need. Local OEMs generally organize door knocker operations, requesting personnel and transportation support as necessary to meet the demand.

d. State Public Information/Messaging. The timely and accurate dissemination of information/messaging to the public and the media is imperative to a successful evacuation operation. Therefore, as the lead agency for ESF-15, MEMA will play a critical role in acquiring evacuation-related information and relaying that information to the public. Key tasks include but are not limited to the following:

Evacuation Support Annex to MS CEMP

(1) Develop public education information tools for a CTN evacuation in coordination with local emergency management officials.

(2) Coordinate public information messaging for a state-supported CTN evacuation.

(3) Establish the Joint Information Center (JIC) to coordinate messaging with local JICs/Public Information Officers (PIOs).

(4) Disseminate information to the public using all necessary tools including, but not limited to:

(a) Mass commercial media (radio, television, newspapers)

(b) Public media or alert systems:

- Highway advisory radio.
- Emergency Alert System (EAS).
- Call centers (i.e., 2-1-1) or direct telephone (hotline) number(s).

(c) Internet/social media.

Note: When disseminating information, consider adding accessible communication methods such as audio warning, closed captioning, and large-print media for those individuals with access and functional needs.

(5) Assist local government with identifying critical citizen requirements, including those needing transportation to evacuate.

(6) Examples of CTN evacuation-related information that may be included in the dissemination of information by the JIC are:

(a) Location of assembly areas, shelters, transfer points, and state reception center(s).

(b) Bus pickup schedules.

(c) Shelter status information.

(d) Instructions regarding evacuation of pets.

8. RE-ENTRY AND REUNIFICATION. As with operational demobilization from an incident, re-entry and reunification of evacuees must be planned for during an evacuation. Evacuee accountability, residency, family unity, health and welfare, finances, pets, and mobility must all be considered during evacuation to ensure a successful re-entry/reunification. See the MEMA Office of Housing and Individual Assistance for more re-entry and reunification planning information.

9. ROLES AND RESPONSIBILITIES. There are multiple components to a ground-transportation evacuation support operation that will involve extensive coordination by numerous agencies and organizations. This section profiles the state agencies and other support organizations that have a key role in developing and executing this Annex.

a. Primary Agency - Mississippi Emergency Management Agency (ESF 2, 5, 7, 14, 14). As the lead agency for coordinating the implementation of this Annex, MEMA will:

(1) Coordinate with the following entities:

(a) All state ESFs that have a designated role in evacuation operations.

(b) The Governor's Office on all aspects of disaster response.

(c) Outside state and federal agencies in acquiring emergency assistance.

(2) Identify transportation field sites (i.e., VSAs and VRPs) and establish agreements/contracts.

(3) Coordinate the implementation of transportation field site operations to include staffing and logistical support.

(4) Designate personnel to serve in the MCS positions (i.e., GTB Director, MCO, and Field MCO positions).

(5) Acquire, deploy, and employ transportation resources supporting an evacuation.

(6) Manage and control transportation resources during an evacuation.

b. State Support Agencies.

(1) **Transportation (ESF-1).**

Evacuation Support Annex to MS CEMP

(a) Primary Agency: Mississippi Department of Transportation

(b) Support Agencies:

- Mississippi Department of Education.
- Mississippi Military Department.
- Transit agencies within Mississippi.

(c) In support of this Annex, ESF-1 will:

- Assist with ensuring routes are prepared in advance of the notification/warning for safe and efficient flow.
- Position message boards and resources to help facilitate warnings on routes and exchanges.
- Identify transportation field sites (i.e., VSAs and VRPs) and establish agreements/contracts.
- Acquire and deploy transportation resources in support of an evacuation.
- Working with the MMD MCT, manage and control transportation resources during an evacuation.
- Staff designated positions in the SEOC to include the GTU Leader, State MCO, and Field MCOs.
- Coordinate evacuation efforts with federal, state, local, private-sector, and out-of-state relief counterparts.

(2) Communications (ESF-2).

(a) Primary agency: Mississippi Wireless Communications Commission.

(b) Supporting Agency: Mississippi Information Technology Services.

- Provide and maintain equipment and processes necessary to ensure interoperable communications.

Evacuation Support Annex to MS CEMP

- Mississippi Information Technology Services (ITS) provides telecommunications systems, services, and support to state government agencies.
- Operates the Mississippi Wireless Information Network (MSWIN) 700 MHz P-25 statewide communication network and deploys Master Site-On-Wheels (MSOW) and Site-On-Wheels (SOWs) as necessary to the affected area.
- Maintains a cache of portable radios to be distributed during emergencies, training exercises, or special events.
- Coordinate with private-sector companies to maintain communications networks and update SEOC with network status.
- Coordinate evacuation efforts with federal, state, local, private-sector, and out-of-state relief counterparts.

(3) Mass Care, Emer. Assistance, Temp. Housing, and Human Services. (ESF-6).

- (a) Primary Agency: Mississippi Department of Human Services.
- (b) Supporting Agency: Mississippi Department of Education.
- (c) In support of this Annex, ESF-6 will:
 - Identify available in-state shelter and state reception center facilities.
 - Coordinate the activation and operation of state-identified shelters and state reception center(s) (as required).
 - Identify shelter capacity shortfalls and recommend shelter options.
 - Coordinate with ESF-1/GTU and MMD MCT on the following:
 - Transportation requirements for evacuees.
 - Shelter destinations for evacuees.
 - Coordinate with local school districts outside the disaster area to provide school bus equipment, as feasible, to support emergency transportation to reception centers and shelter sites (MDE).

- Coordinate evacuation efforts with federal, state, local, private-sector, and out-of-state relief counterparts.

(4) Logistics Management and Resource Support (ESF-7).

(a) Primary Agency: Mississippi Emergency Management Agency.

(b) Supporting Agencies:

- Mississippi Department of Finance and Administration.
- Mississippi Military Department.

(c) Coordinate and acquire resource requests associated with a large-scale evacuation (e.g., motorcoaches, staff to manage and control the movement of vehicles, etc.).

(d) Coordinate evacuation efforts with federal, state, local, private-sector, and out-of-state relief counterparts.

(5) Public Health and Medical Services (ESF-8).

(a) Primary Agency: Mississippi State Department of Health.

(b) Identify and acquire the medical resources and requirements to support a ground transportation evacuation, primarily at evacuee support sites.

(c) Coordinate evacuation efforts with federal, state, local, private-sector, and out-of-state relief counterparts.

(6) Search and Rescue (ESF-9).

(a) Primary Agency: Mississippi Office of Homeland Security.

(b) Supporting Agency: Mississippi Department of Wildlife, Fisheries, and Parks.

(c) Provide staffing and operational support as required (Safety, security, escort, door-knocking).

(d) Coordinate evacuation efforts with federal, state, local, private-sector, and out-of-state relief counterparts.

(7) Animals, Agriculture and Natural Resources (ESF-11).

(a) Primary Agency: Mississippi Department of Agriculture and Commerce.

(b) Support Agency: Mississippi Board of Animal Health.

(c) In support of this Annex, State ESF-11 will:

- Serve as the statewide coordinator for pet transport and sheltering during an evacuation.
- Assist county/local emergency management officials in supporting an evacuation involving service animals and household pets.
- Coordinate evacuation efforts with federal, state, local, private-sector, and out-of-state relief counterparts.

(8) Public Safety and Security (ESF-13).

(a) Primary Agency: Mississippi Department of Public Safety

(b) In support of this Annex, State ESF-13 will:

- Establish primary and alternate mass-evacuation routes in coordination with MDOT, MEMA, and MMD MCT.
- Develop and coordinate traffic-management plans.
- Utilize resources from all state agencies with law enforcement responsibilities and provide law enforcement personnel for door-knocking, route patrol, security, and bus escort for mass evacuation (i.e., public transit buses).
- Provide overall safety, security, and traffic control at designated field sites [e.g., state reception center(s), VSA(s), and in-state VRP(s)].
- Coordinate evacuation efforts with federal, state, local, private-sector, and out-of-state relief counterparts.

(9) Cross-Sector Business (ESF-14).

Evacuation Support Annex to MS CEMP

(a) Primary Agency: Mississippi Emergency Management Agency

(b) In support of this Annex, State ESF-14 will:

- Activate the State BEOC and establish communications to disseminate evacuation updates and requests for support.
- Work with the private sector to support evacuation and sheltering resource needs.
- Coordinate evacuation efforts with federal, state, local, private-sector, and out-of-state relief counterparts.

(10) External Affairs (ESF-15).

(a) Primary Agency: Mississippi Emergency Management Agency

(b) In support of this Annex, state ESF-15 will:

- Develop public education tools for a mass transportation evacuation education program.
- Develop statewide information announcements regarding evacuation procedures.
- Activate the State JIC and establish a Joint Information System (JIS) to disseminate public and media information and unify messaging.
- Coordinate evacuation efforts with federal, state, local, private-sector, and out-of-state relief counterparts.

(11) Military Support to Civil Authorities (ESF-16).

(a) Primary Agency: Mississippi Military Department (MMD)/Mississippi Army National Guard (MSNG), Mississippi Air National Guard (ANG)

(b) Provide overall staffing and operational support as required.

(c) Provide MCT element, as required.

Evacuation Support Annex to MS CEMP

(d) Provide overall Air Operations Branch staffing and operational support to aerial evacuation as required.

(e) Coordinate evacuation efforts with federal, state, local, private-sector, and out-of-state relief counterparts.

c. Other Supporting Agencies/Organizations.

(1) Undesignated Emergency Support Functions. Provide overall staffing and operational support as required.

(2) American Red Cross.

(a) Acts as the lead agency for shelter facility activities.

(b) Provides personnel and supplies to operate the shelter facilities.

(c) Provides EOC support.

(d) Provides family member location service.

(e) Provides food for evacuees as needed.

(f) Coordinate evacuation efforts with federal, state, local, private-sector, and out-of-state relief counterparts.

(3) Salvation Army.

(a) Provide support to shelter facilities and other feeding operations.

(b) Coordinate evacuation efforts with federal, state, local, private-sector, and out-of-state relief counterparts.

(4) Private Transportation Providers (Motorcoach Vendors). MEMA may acquire transportation resources (i.e., vehicles and drivers) from one or more private transportation providers (motorcoach vendors). As such, each transportation provider will provide support that includes, but is not limited to:

(a) Supply the number of vehicles and drivers to support an evacuation according to the agreement/contract terms.

Evacuation Support Annex to MS CEMP

(b) Send a transportation representative (one person per shift) to the SEOC to support State ESF-1/GTU and coordinate the provider's acquisition, deployment, and employment of transportation resources.

(c) Serve as a conduit between the State MCO and the transportation provider to coordinate vehicle requests, provide information on vehicle availability, and assist with identifying the most appropriate vehicle for the mission.

(d) Maintain ongoing coordination and communication with MEMA officials and State ESF-1/GTU before, during, and after the evacuation.

(5) Federal Emergency Management Agency. FEMA is the lead agency that coordinates the federal response to an emergency or disaster. FEMA will designate a Federal Coordinating Officer (FCO) to work with the State Coordinating Officer (SCO) to coordinate relief operations for state and local government agencies and affected individuals. FEMA processes incoming state requests for support via a Resource Request Form. In support of this Annex, FEMA may be required to coordinate the following types of support on behalf of the State of Mississippi:

(a) Host-state shelter operations.

(b) Transportation/Evacuation planning resources.

(c) Field site staffing/operations at the VSA(s), FSA(s), state reception center(s), and VRP(s).

(d) Staffing for management and control of transportation resources.

10. AUTHORITIES AND REFERENCES. The procedures in this Evacuation Support Annex are built on the core coordinating structures of the CEMP and references listed below. The specific responsibilities of each department and agency are described in the respective ESF, Support, and Incident Annexes, internal agency plans, policies, and procedures. See the CEMP Base Plan or the SEOC Operations Section for a comprehensive list of Authorities and References.

a. Robert T. Stafford Disaster Relief and Emergency Assistance Act; amended the Disaster Relief Act of 1974, PL 93-288.

https://www.fema.gov/sites/default/files/2020-03/stafford-act_2019.pdf

b. MS Code, Ann. Â§ 33-15(1972): Mississippi Emergency Management Act of 1995, Title 33-15, et al. [Successor to Mississippi Emergency Management Law of 1980]

[MS Code 33-15](#)

Evacuation Support Annex to MS CEMP

- c. National Preparedness Goal, September 2015
https://www.fema.gov/sites/default/files/2020-06/national_preparedness_goal_2nd_edition.pdf
- d. National Incident Management System, Third Edition, October 2017
<https://www.fema.gov/media-library/assets/documents/148019>
- e. National Response Framework, Fourth Edition, October 2019
https://www.fema.gov/sites/default/files/2020-04/NRF_FINALApproved_2011028.pdf
- f. FEMA National Incident Support Manual, Change 1, January 2013
https://www.fema.gov/sites/default/files/2020-04/FEMA_National_Incident_Support_Manual-change1.pdf
- g. FEMA Incident Action Planning Guide, July 2015
https://www.fema.gov/sites/default/files/2020-07/Incident_Action_Planning_Guide_Revision1_august2015.pdf
- h. FEMA Developing and Maintaining Emergency Operations Plan, Comprehensive Preparedness Guide (CPG) 101, Version 3.0, September 2021
https://www.fema.gov/sites/default/files/documents/fema_cpg-101-v3-developing-maintaining-eops.pdf
- i. MEMA Response Framework, June 2023
[MEMA SharePoint/Response Framework](#)

11. REVIEW AND MAINTENANCE. This Annex will be continuously reviewed and exercised to evaluate the state's and political subdivisions' ability to execute response and recovery operations and support tribal, local, and municipal emergency management agencies. Directors of primary state agencies are responsible for maintaining internal policies, plans, SOPs, checklists, and resource data to ensure a prompt and effective response to a disaster in support of this Annex. For training purposes and exercises, the MEMA Executive Director may activate this Annex as deemed necessary to ensure high operational readiness.

MEMA will revise this Annex on a biennial basis. The revision will include testing, reviewing, and updating the document and its procedures. This Annex will be updated every two years, or as necessary, to incorporate new presidential or state directives, legislative changes, and procedural changes based on lessons learned from exercises and actual incidents. This Annex will be rewritten every four (4) years.

Evacuation Support Annex to MS CEMP

MEMA coordinates updates, modifications, and changes to the Annex. Heads of state agencies with ESF coordinator responsibility will periodically provide information regarding changes with available resources, personnel, and operating procedures. Recommended changes will be submitted to MEMA for approval and distribution. Submit recommendations via e-mail to preparedness@mema.ms.gov.

This Annex applies to all state agencies, state boards, state commissions, and state departments assigned emergency responsibilities and to all elements of local government in accordance with current law and Executive Orders (EOs).