

# Sample Emergency Evacuation Plan<sup>1</sup>

Date

## Facility Information:

Owner:

Property Manager:

Emergency Contact:

## What is the flood risk in the area?

The <Project Name> roadway<sup>2</sup> provides the only vehicular access to the development which includes 23 affordable family rental apartments. The roadway is 2.1' above the FEMA-identified 500-year floodplain of the LaPlatte River. Due to the extensive and expansive flood plains surrounding the river, flood waters dissipate over many acres and rise very slowly allowing for plenty of time to evacuate, if necessary, as long as potential flood events are closely monitored. Severe weather should be monitored and if floodwaters get within 1 foot of this roadway (which is a foot above the 500-year floodplain), residents should be assisted in leaving the property. All apartment living space is a minimum of 9.5' above the 500 year floodplain. Therefore, there is no risk of damage to resident possessions by flood waters. Nonetheless, all residents are encouraged to purchase renters insurance to cover damage to personal property.

## Situational Awareness:

The Property Manager is responsible for monitoring weather conditions. The <Sub-Recipient> has a 24-hour emergency on-call maintenance line that residents can call in the event of an emergency. Any calls related to potential flooding will be immediately directed to the Property Manager who will go on-site to monitor the situation.

## How does your facility stay informed about severe weather?

Television, Internet, Radio, National Weather Service Alerts

## Plan Activation:

What actions will be taken in response to the following situations?

- Severe weather forecast: Property Manager to monitor weather
- Flood watch (flooding probable): Property Manager to monitor weather

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<sup>1</sup> This evacuation plan should be made specific to your project and should be developed in consultation with the local Fire Chief. This sample document should only be used to guide the applicant in the right direction to preparing an evacuation plan.

<sup>2</sup> ⚠ Please note: This sample evacuation plan discusses a roadway because the only portion of the project that was in the floodplain was the roadway. This section will need to be made specific to your project.

- Resident call about potential flooding: Property Manager to contact <City/Town> Fire Department and monitor situation on-site.
- Flood warning (flooding imminent): Property Manager to monitor weather; contact <City/Town> Fire Department; and monitor the situation on site.

#### **Evacuation Route:**

<Subject roadway> provides the only vehicular access to the <Project Name>. The roadway is 2.1' above the 500 year floodplain so flooding is highly unlikely, but flood waters should be monitored carefully on-site if they at all surpass the 500-year floodplain level. Flood waters will rise slowly given the extensive floodplains available to dissipate flood waters, but if water levels surpass the 500-year floodplain level by 1 foot, resident evacuations should commence to assure adequate time to leave the site before the road could become unpassable.

Additional pedestrian access exists on the east side of the property with a sidewalk that leads directly up to <nearest road>. A second pedestrian access exists on the south side of the property to the parking lot of the adjacent condominium development. This access could also be used by emergency personnel in the event of an emergency and will be cleared of snow throughout the winter to assure consistent access.

#### **Roles and Responsibilities:**

Property Manager – Will be the Evacuation Leader. Monitor weather that may result in flood event. Contact Associate Director of Property Management to coordinate response. On-site coordination of resident evacuation and relocation.

Associate Director of Property Management – On-site communication with <Sub-Recipient> management, emergency personnel, and Town officials.

Chief Operating and Finance Officer and Director of Property Management – Monitor the situation; assist in decisions regarding the need for hotel accommodations and other costs.

Asset Project Manager – coordinate necessary repairs and clean-up of site after event.

**On-site Coordination:** In the event of weather that poses a risk of flooding the LaPlatte River and blocking access from the <Project Name> neighborhood or a call from a resident reporting rising flood waters, the Property Manager will go to the site to monitor the situation on-site. If flood waters are approaching <Subject Roadway> (within 1') and seem at risk of blocking access a decision to evacuate the property will be made in consultation with the Hinesburg Fire Chief. The Property Manager and the Associate Director of Property Management will be on-site to assist with the temporary relocation of residents. They will stay in contact with the <City/Town> Fire Department, Director of Property Management and the Chief Operating and Finance Officer by phone as decisions are being made.

**Notifications:** The Property Manager and Associate Director of Property Management will go door-to-door to request that residents leave the site and assemble at the <City/Town> Fire Department which is

approximately .35 miles from the <Project> site. They will discuss suitable emergency housing with each household and offer hotel stays to any who do not have the option of staying with relatives or friends.

The Associate Director of Property Management will be on-site as the point-person for organizational communication. S/he will communicate with the Director of Property Management and the Chief Operating and Finance Officer regarding the situation. S/he will be responsible for communications regarding the situation with the <City/Town> Fire Department and the American Red Cross.

**Temporary Relocations:** The Property Manager, with assistance from the Associate Director of Property Management will discuss temporary housing options with each household. Options include staying with family or friends, or staying at a hotel which will be paid for by the property owner or the American Red Cross. The Manager will discuss transportation needs and call in assistance from <Sub-Recipient> Property Maintenance or others as needed to transport residents to temporary housing. The Manager will keep a list of the temporary location of each household including contact information and will communicate status updates with residents daily during the relocation period. The Associate Director of Property Management will coordinate communication about residents' needs with the American Red Cross.

**Access to apartments before re-occupancy:** After floodwaters have receded but before units have been certified as able to be re-occupied, The Director of Property Management will decide if and when apartments will be able to be accessed by residents in consultation with the Hinesburg Fire Chief, the State Building Inspector and the Asset Project Manager.

**Repairs and Clean-up:** The Asset Project Manager will be responsible for the coordination of any repairs or clean-up in the wake of a flood event. S/he will coordinate inspections of all mechanical and electrical systems of the buildings as well as the roadway to assure all are safe before allowing re-occupancy of the apartments.

**Re-occupancy:** Once the property has been deemed able to be occupied by the Asset Project Manager as certified by the appropriate building inspectors, the Property Manager will give notice to the residents that they can return to their homes.

**Plan Review:** This plan will be reviewed and kept up to date on a regular basis during the annual budget review process for the property.

This plan was prepared in consultation with the <City/Town> Fire Chief.