

TOWN OF MILAN
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

ANNEX VI

EMERGENCY EVACUATION AND SHELTERING

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Evacuation Response

1. Evacuation is, by its nature, a localized operation and will normally be conducted at the local government level.
2. The decision to evacuate will be made by the Town Supervisor and will be coordinated with the Town Highway Superintendent, Milan Volunteer Fire Company Chief, Town Attorney and County officials.
3. The Town Supervisor and/or Emergency Services Coordinator (ESC), in conjunction with the Town Highway Superintendent, Milan Volunteer Fire Company Chief, and County Department of Emergency Response, shall evaluate the hazard and its effects. This information will be utilized in the decision-making process for evacuation and to determine the:
 - a. population to notify
 - b. evacuation routes and time
 - c. direction and distance to move
 - d. congregate care centers
 - e. resources needed and available for use.
4. The Town Supervisor or ESC will request that the Dutchess County Sheriff's Office, and the New York State Police, in coordination with the Command Post, will control the evacuation including access and traffic control. These agencies will coordinate the evacuation, including alert, warning, traffic control and perimeter security, in concert with the County Department of Emergency Response and other response agencies. If neither police agency is available for such support, the Town of Milan Highway Department will control the evacuation.
5. The evacuation of non-mobile residents and hard-to-move residents without access to transportation will be coordinated by the Emergency Services Coordinator and the evacuation control agency.

Sheltering

Emergency Evacuation Shelter

The Town of Milan Town Hall is the designated shelter for the Milan community, but may not suffice for all types of emergencies. The community will be advised as to where to seek shelter during an emergency and evacuation is required.

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Public Notification

The community will be advised by the Town of Milan Highway Department and Fire Company, Cablevision TV, public radio, Dutchess County Department of Emergency Response, and the Town of Milan's web site.

Selection Criteria for an Emergency Evacuation Shelter Site

An Emergency Evacuation Shelter should have back-up power and be located in a safe location away from most hazards. It should be equipped with heat, lights, restroom facilities and the ability to prepare and serve food for evacuees. Space should be provided for sleeping as well as activity space. Where possible, an evacuation shelter should also provide for bathing and separate accommodations for male and female evacuees.

Shelter location will vary depending on the circumstances of the incident. In addition to the Milan Town Hall, local church (Camp Taconic) and dance hall (Enigma) are suitable as evacuation shelters and can be readily adapted for short term stays. The Red Cross actively cooperates with local jurisdictions when evacuations become necessary. They can provide food, cots and trained personnel at no cost to the town but do request the town coordinate their shelter prior to a need. Additionally, the local Red Cross Chapter has the capability to train members of the community as shelter staff. Having local trained personnel will decrease response time should a shelter be needed in the community.

As part of identifying a shelter, the Town Supervisor or ESC will identify a local citizen to serve as a Shelter Coordinator. This person will be responsible for unlocking and readying the shelter for Red Cross personnel and will serve as a liaison between the Town of Milan and the Red Cross.

Three phases of sheltering:

Remain Indoors

Shelter-in-Place

Evacuation

If Instructed to **REMAIN INDOORS:**

Seek shelter indoors.

Turn on a radio to a local Emergency Alert System (EAS) radio station for additional instructions. Stay indoors until Public Safety officials announce that it is safe to resume outdoor activities or that it is necessary to evacuate.

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Shelter-in-Place

What is Shelter-in-Place?

During an emergency, an emergency alert might require the public to shelter-in-place—that is, to take refuge indoors. Sheltering-in-place offers immediate protection for a short time in your home or other building. Under many circumstances, sheltering-in-place is the best way to protect you from a hazard and is a safer alternative than evacuation.

Why you might need to Shelter-in-Place

Potentially hazardous events that might occur in Milan include:

- Hurricanes or tornadoes
- Chemical/hazardous material releases (e.g., industrial accident or act of terrorism)
- Wildfires
- Radiation releases (e.g., from a nuclear power plant incident or act of terrorism)

How you would know to Shelter-in-Place

Town of Milan officials would issue an emergency alert on radio or TV that instructs the public to shelter-in-place. Listen to the radio or TV for updates because changing conditions could alter recommendations. During an emergency, Emergency Alert System messages will announce what protective measures are most appropriate.

Shelter-in Place General Instructions:

- Maintain a portable, battery-operated radio in working order.
- Maintain a flashlight or two in working order.
- Keep a supply of batteries on hand for the portable radio and flashlights as well as flashlight bulbs.
- Keep a bottle of water in the refrigerator and a supply of canned and special dietary foods that do not require cooking.
- Rotate the water, food items, batteries and bulbs through normal use, replacing items as they are used.
- Keep a manual can opener handy.
- Learn how to safely shut off and turn on the gas, electric and water utilities.
- Know how to drain the hot water heater in case the water is needed for drinking.
- Secure medications in a location for easy retrieval, but out of the reach of children.
- Maintain a first aid kit – restocking used or out-of-date items.
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- Maintain valuable family documents and papers (such as birth certificates, medical records, insurance papers, wills and financial records) in a safe deposit box or a damage proof container.
- DO NOT use candles or other flammable devices for lighting in the home, because these items could cause fires.

If Instructed to SHELTER-IN-PLACE Because of a CHEMICAL or other Emergency:

- Seek shelter indoors.
- Close all doors, windows and vents.
- Shut off systems that draw in outside air, such as furnaces, heaters, air conditioners, attic fans and other ventilation systems.
- Put out fires in fireplaces and close chimney flues.
- Move into and seal a room by:
 - Placing wet towels under the doors.
 - Using tape and plastic to cover windows, doors, outlets and vents.
- Turn on your radio to a local Emergency Alert System (EAS) radio station.
- Remain sheltered-in-place until Public Safety officials announce that it is safe to resume outdoor activities or that it is necessary to evacuate.

Evacuation

If Instructed to EVACUATE:

Take only the items that will be needed most for the next 72 hours, such as:

- Medications and special dietary foods.
- Infants, children and elderly items.
- Sleeping bags, pillows and blankets.
- Valuable family documents.
- Extra sets of clothing.
- Portable, battery-operated radio, a flashlight, extra batteries and bulbs.
- Sanitary items.
- Games and books.

Turn off lights and appliances.

Lock doors and windows.

Offer a ride to a neighbor.

Continue to listen to the radio for further instructions.

Proceed as instructed by Public Safety officials.

Make arrangements with family members, friend or kennel to board pets out of the danger area if going to a public shelter.