

**MISSISSIPPI DEPARTMENT OF EDUCATION  
EMERGENCY EVACUATION PLAN  
MISSISSIPPI GULF COAST**

**EXECUTIVE SUMMARY**

**Concept**

School buses are safe and readily available assets to transport evacuees during an emergency event. School buses in Mississippi school districts are clearly marked and painted “school bus yellow.” This will enable law enforcement officials to recognize them easily as evacuation vehicles and help facilitate travel through congested areas.

**Situation**

The Mississippi Department of Education’s (MDE) Emergency Evacuation Plan utilizing district owned school buses, vehicles and equipment will be folded in the State Emergency Operations Plan being prepared by the Mississippi Emergency Management Agency (MEMA).

Upon activation (72 hours prior to anticipated landfall) of the State Emergency Operations Center (SEOC) by Mississippi Emergency Management Agency (MEMA), MDE will be prepared to provide direction to the local school districts regarding the status of the possible Natural Hazards Incident and to provide 12 hours of advance notice before actual operations are initiated.

The state and county emergency operations centers will coordinate and reach consensus on the area(s) most likely to be impacted. The SEOC will then notify all counties potentially involved in the response, and request that the Governor declare a State of Emergency. Working together, the state and affected county emergency operations centers will then initiate the regional evacuation, including the pre-deployment of personnel and equipment resources, if necessary. Upon notification of an evacuation order, MEMA will notify MDE. MDE will then contact the districts in the affected areas.

An evacuation of the coastal area will include the following counties: Jackson, Harrison, Hancock, Pearl River, Stone and George.

Federal Emergency Management Agency (FEMA) Housing Report details the FEMA occupied travel trailers/mobile homes sites by county. Latest estimates of the number of occupied TT/MH units total 38,328 and the number of people living in units is estimated at 103,486.

**FEMA Housing Report  
DR-1604-MS**

June 13, 2006

**Currently Occupied Travel Trailers/Mobile Homes**

TT Occupied	33,946
MH Occupied	4,382
Grand Total	38,328
Number TT/MH	47
Cumulative Number of Applicants Housed	46,685
Number of people in TT/MH	103,486

Also, self-reported evacuation requests by coastal counties totals persons without means of private transportation at approximately 5,200.

After the threat has passed, the State Emergency Operations Center will coordinate with Emergency Operations Centers of the impacted counties to develop a re-entry traffic management plan. MEMA will be responsible for this.

**Execution of Emergency Evacuation Plan**

MDE's chain of command will carry out the Plan to such an extent as dictated by the natural and/or man-made disaster. Protocol will comply with the State Emergency Management Law of 2005 and the MDE Emergency Operations Plan.

**Preparation**

- MEMA will draft a memorandum of understanding to reflect roles and responsibilities of the Mississippi Department of Education, as well as the procedures for expenditures and reimbursements related to both the Mississippi Department of Education and local school districts.
- Dr. Hank Bounds, State Superintendent of Education, will discuss Plan with superintendents during his remarks at the Mississippi Association of School Superintendents' Conference in Jackson. (June 28, 2006)
- MDE and MEMA officials will meet with local superintendents and local Emergency Operations Centers to discuss the roles the school districts will play in the evacuation and the procedures for expenditures and reimbursements.
- MDE will disseminate information to public according to communications plan.

- MEMA will make a request to the Governor's Office to provide state/federal funding to acquire and maintain adequate fuel stocks and storage tanks at Forest County AHS, fuel stocks at George County Middle School and East Marion Attendance Center.
- MEMA will make a request to the Governor's Office for reimbursement for expenses incurred for personnel, including bus drivers and school safety officers used for security on the buses and at the staging areas.
- MEMA will provide wreckers at each staging area.
- MEMA will make a request to faith-based organizations to provide refreshments and counselors at staging areas.
- MDE will identify all transportation assets of school districts, including buses with power lifts for persons with special needs, nurses, school safety and school resource officers, and mechanics.
- MEMA will provide aerial photographs of all pickup staging areas, final staging areas and shelters to show how buses will enter, park and exit each property.
- MEMA will provide maps and directions from each staging area to the shelters.

### **Implementation**

#### *Timeline established by MEMA*

**72 Hours Out:** MEMA will alert MDE to be on standby and emergency evacuation plan may be activated.

**48 Hours Out:** MEMA will issue Mission Assignment.

**36 Hours Out:** Recommended evacuation of citizens without transportation begins.

**32 Hours Out:** Recommended evacuation of citizens with transportation begins.

**24 Hours Out:** Mandatory evacuation begins; Last bus leaves final staging area.

#### *School District Responsibilities*

- School districts from Central Mississippi will provide transportation from pickup staging point to final staging point to shelter.

### **Evacuation of Coastal Counties by MDE of Persons without Transportation to American Red Cross Shelters**

<b>County Name</b>	<b>Number of Evacuees</b>	<b>Pickup Staging Point</b>	<b>Final Staging Point</b>	<b>Shelter Location</b>
Harrison	1500*	TBD**	Forrest County AHS	P—MS Coliseum, Jackson A—Warren, TBD
Jackson	1000	East Central High School	George County Middle School	P—Newton, TBD A—Lauderdale, TBD
George	500	George County High School	George County Middle School	P—Newton, TBD A—Lauderdale, TBD
Hancock	450	Baseball Field Hwy. 53 & Hwy. 603	East Marion Attendance Center	P— MS Coliseum, Jackson A—Warren, TBD
Stone	250	Stone High School	Forrest County AHS	P— MS Coliseum, Jackson A—Warren, TBD
Pearl River	1500	Pearl River Central High School	East Marion Attendance Center	P— MS Coliseum, Jackson A—Warren, TBD

5,200 evacuees @ 30 per bus = 174 buses\*\*\*

\*Harrison County is an estimated number based on the numbers from other counties. Harrison County is working to establish this information and will be updated when available.

\*\*To Be Determined

\*\*\*MDE is building plan based on request from MEMA.

P—Primary  
A—Alternate

**Supplies contained on each bus used in evacuation**

<b>Item</b>	<b>Supplier</b>
Passenger manifest	MDE
Bus Driver Binder, including laminated sheet with frequently asked questions and phone numbers to local school bus shops, county emergency operations centers, shelters, MDE desk and state emergency operations center	MDE
Fuel	LEA/MEMA
First aid kit	LEA

- School districts will provide trained school bus drivers with proper credentials when available and, if not available, provide bus operators without a commercial driver’s license as permitted in Section 31-41-27 of MS Code of 1972, Annotated.
- School districts will provide a school safety officer or a school resource officer or an administrator to ride with and serve as an assistant to the bus driver on each bus used in emergency evacuation.
- School districts will maintain records of school buses used, personnel used and departure/arrival mileage.
- School Safety Officers from central Mississippi school districts will be posted as liaison and security at the pickup and final staging locations to provide for the safe and orderly transportation of evacuees. School districts will furnish transportation for School Safety Officers to the county staging areas to be then be assigned to convoys as security.

Mississippi Department of Education Responsibilities

- The Mississippi Department of Education will notify local school districts to prepare for evacuations based on timeline established by MEMA.
- The Mississippi Department of Education’s Crisis/Disaster Response Team, along with 25 other MDE staff members and 25 staff members from school districts, will serve as on-site coordinators at each of these zones’ shelter staging locations to provide for the safe and orderly transportation of evacuees.
- MDE will serve as liaison between the state emergency operations center and the local school districts.
- The Mississippi Department of Education will provide the staging areas with the necessary supplies, which will be reimbursed by MEMA.

<b>Item</b>	<b>How many</b>	<b>Price</b>
Orange/Lime Safety Vest	100	1,195.00
Megaphone – battery operated	12	1,548.00
Batteries for Megaphone	32 packs	391.00
5” Black & White TV with AM/FM radio – battery powered	12	480.00
Kodak Plus Digital – one time use camera	30	348.00
ID/Convention Neck Pouches	1,000	3,190.00
Storage boxes with office supplies	12	7,084.00
<b>TOTAL</b>		<b>14,236.00</b>

Mississippi Emergency Management Agency Responsibilities

- MEMA will issue a letter to the State Superintendent outlining expectations of local school districts and what expenses are reimbursable, including payment for bus drivers, security personnel, school nurses and bus mechanics and mileage, including the per mile rate, as well as defining the limitations and providing clarification of liability for MDE and local school districts should an accident and/or injury of passenger occur while working in an emergency capacity.
- MEMA will provide appropriate reimbursement forms to the Mississippi Department of Education for local school districts to document all attributable expenses.

Local Emergency Management Agency Responsibilities

- The local emergency management agencies in the coastal counties will be responsible for conducting door-to-door evacuation and transporting evacuees to the pickup staging points.
- The local emergency management agencies will provide for order and security at their sites.
- The local emergency management agencies will ensure a bus maintenance team is available at each county staging area.
- The local emergency management agencies will ensure that a medical professional, i.e. school nurse, is available at each county staging area.
- The local emergency management agencies will arrange evacuees in groups of 30 at the pickup staging point and provide a passenger manifest to bus driver and security personnel on bus.

Mississippi Department of Transportation Responsibilities

- The Mississippi Department of Transportation will provide Hurricane Evacuation Map depicting primary and alternate evacuation routes to be utilized during evacuation from pickup staging points to final staging points to shelters.

Mississippi School Boards Association Responsibilities

- The Mississippi School Boards Association will provide assistance with dissemination of information through their networks of local school board members and superintendents.

**Rules for Evacuees**

- Each evacuee is limited to two carry-on size suitcases and is responsible for the handling and security of their bags at all times.
- Each evacuee must provide name, home address, if available, and phone number, if available, to local emergency management agency officials.
- No weapons are allowed on the bus.
- No alcohol or controlled substances are allowed on the bus.
- Each evacuee will be subject to search to prevent any weapons, alcohol or controlled substances being brought on board.
- No pets other than service animals are allowed on the bus.
- No smoking or use of tobacco products will be allowed on the bus or inside the pickup or final staging areas.

**Personnel Needs**

**Departure Point**

<b>Personnel</b>	<b>Personnel Provider</b>	<b>Responsibilities</b>
Transportation Director	LEA	Coordinating departure of buses, stocking buses with all required items, maintaining records of buses used
Maintenance Personnel	LEA	Fueling and completing maintenance checks
Bus Drivers	LEA	Picking up evacuees and Pickup Staging Point
School Safety Officers	LEA	Maintaining order on bus, performing first aid if necessary

**Pickup Staging Point**

<b>Personnel</b>	<b>Personnel Provider</b>	<b>Responsibilities</b>
On-site Coordinator	MDE	Coordinating the overall operations of the arrival and departure of buses and evacuees
Maintenance Personnel	LEA	Fueling and completing maintenance checks
Volunteers	LEA	Providing refreshments
Wrecker Driver	MEMA	Transporting disabled vehicles if necessary
Bus Drivers	LEA	Driving buses from pickup point to shelter
Alternate Bus Drivers	LEA	Driving buses if original drivers are unable to complete route

School Safety Officers	LEA	Maintaining order on bus, performing first aid if necessary
Alternate School Safety Officers	LEA	Performing duties if original officers are unable to complete route
Medical Professional	County EOC	Providing medical assistance as necessary

**Final Staging Point**

<b>Personnel</b>	<b>Personnel Provider</b>	<b>Responsibilities</b>
On-site Coordinator	MDE	Coordinating the overall operations of the arrival and departure of buses and evacuees
Maintenance Personnel	LEA	Fueling and completing maintenance checks
Volunteers	LEA	Providing refreshments
Wrecker driver	MEMA	Transporting disabled vehicles if necessary
Alternate Bus Drivers	LEA	Driving buses if original drivers are unable to complete route
Alternate School Safety Officers	LEA	Performing duties if original officers are unable to complete route
Medical Professional	MDE	Providing medical assistance as necessary

**Shelter**

<b>Personnel</b>	<b>Personnel Provider</b>	<b>Responsibilities</b>
Receiving Coordinator	ARC	Documenting all evacuees arrive at shelter, collecting completed and signed Passenger Rosters
School Safety Officers	ARC	Signing passengers out as they depart bus, obtaining MDHS signature on Passenger Rosters, delivering completed and signed Passenger Rosters to Receiving Coordinator

At completion of evacuation, buses will return to district of origination.