

# Fort Shenandoah Emergency Evacuation Plan.

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### **OVERVIEW:**

The purpose of this document is to set guide lines for notification of all occupants within the camping and range areas of Fort Shenandoah and convey a uniform, consistent message in a calm and orderly manner during an emergency event. With Spring and Fall National Skirmishes being the most heavily attended events, this plan is designed based on the full complement of N-SSA officials being available. Regional skirmishes will have an abridged notification and evacuation plan to provide members with timely warning for evacuation.

Emergencies occur in a variety of shapes and sizes, however for the intent of this document, the main emphasis is placed on weather related emergencies which can be defined as, but not limited to extreme conditions such as:

- Flood
- Tornado
- High winds
- Forest fires
- Any other occurrence where the BoD, Property Manager, or Provost officer deems emergency procedures are necessary.

An “All Hazards Approach” will be used to manage all Severe Weather Emergencies.

## **DUTIES AND RESPONSIBILITIES:**

The following duties and responsibilities are general guidelines establishing the “Chain of Command” within the N-SSA and the interactions with the multiple Federal, State and Local emergency service organizations that may be activated and on site to assist an ongoing Emergency:

### **N-SSA:**

**National Commander:** N-SSA’s highest elected official is designated as the key decision maker (with the authority and backing of the Board of Directors) to be conferred with for all major decisions involving the activation of Emergency Evacuations Plans involving relocation and movement of N-SSA members out of affected camping areas.

**N-SSA Emergency Coordination Officer:** Acts as the critical interface between N-SSA personnel and all outside Federal, State and Local agencies mobilized for this emergency event. The Emergency Coordination Officer will establish key lines of communication between governmental emergency services and N-SSA Board of Directors, Provost Guard and the Skirmish Director. Additional key responsibilities are to coordinate work tasking orders between governmental and N-SSA officials to reduce duplication of efforts..

**Deputy National Commander:** Will act as the National Commander’s back up and will provide additional coordination support in areas identified by the Emergency Coordination Officer.

**Provost Guard and Property Manager:** Provide logistical support for:

- Determining when to activate the Emergency Evacuation Plan.
- Ensuring all emergency sirens and membership notification channels are activated
- Provide manpower to perform initial campsite evacuation sweeps
- Provide manpower to manage evacuation routes from each affected camping area
- Provide manpower to manage member reenter plan for each affected camping area

### **Regional Skirmishes:**

During Regional Skirmishes the Skirmish Director is the designated key decision maker. He/she will coordinate with the Property Manager and provide manpower to:

- Determine when to activate the Emergency Evacuation Plan.
- Ensure all emergency sirens and membership notification channels are activated
- Provide manpower to manage evacuation routes from each affected camping area

## **PLAN ACTIVATION PROCEDURES:**

Upon the confirmation by the BoD, Property Manager, Provost Officer or the Emergency Coordination Officer that an impending weather related emergency exists requiring the evacuation of some or all occupants from Fort Shenandoah, all scheduled events will be suspended and all unit commanders or their representatives will be asked to report immediately to the barn for further information and instructions.

If the confirmation occurs during scheduled shooting events, the main range PA system will be used to request all unit commanders or their representatives to report to the barn at a specific time. A warning signal consisting of three long blasts followed by three more long blasts will precede any emergency announcements. Additional messengers may be sent to the camp areas to announce the special meeting.

The emergency meeting will be conducted by the BoD, Property Manager, Provost Officer and/or the Emergency Coordination Officer. A basic description of the emergency and instructions will be announced. All instructions, including any necessary evacuation plans shall be adhered to without deviation by the unit commanders, their representatives and unit members. Any member or persons not adhering to these procedures, moving erected barricades, or causing discourse shall be subject to disciplinary action by the BoD.

All Regional Commanders will be responsible for confirming all their regional units are present at the meeting. Those not present will be sought and informed after the meeting.

Volunteers may be requested to assist where needed. These volunteers shall be considered part of the provost and shall meet after the units are dismissed to receive further directions and equipment.

In the event of a partial evacuation within the boundary of the Fort Shenandoah, the Provost Officer or the Property Manager shall seek out the Bivouac Officer or have in hand the latest camping areas that are vacant and can support the temporary placing of trailers and vehicles that have to be relocated. Provost Guard and volunteers assisting the Provost may be used to escort those vehicles to said spots.

.The main barn parking lot is to stay clear of trailers and other vehicles as best as possible. This area may be needed for emergency vehicles or as a command center to assist with other emergencies as needed.

### **Notification of Membership:**

Current membership notification shall consist of the use of the Audio system located on the main range, siren mounted near the barn, Twitter, Facebook, Alert Frederick and the Provost Officers physically warning members at their campsites. A siren will be utilized to provide an alarm that is audible in all camping areas of Fort Shenandoah.

This siren will be activated by the Provost Guard or the Property Manager under the following conditions:

- Water levels in camping areas 4, 5 6 and 7 have reached the level where imminent flooding is likely.
- National Weather Service Emergency notification of a tornado warning in the immediate area,

The alert tone will consist of the siren being run for 30 second with a 1 minute silent period for a total of five (5) cycles for Flooding. The alert tone will consist of 1 minute with a 1 minute silent period for a period of three (3) cycles for all other emergencies, including Tornadoes and wildfires. Total period to run the siren should not exceed more than 20 minutes per hour

### **Electronic media:**

The use of Social Media has gained strength in numbers as far as members getting the most up to date information from the N-SSA Commander and the BOD's. Updates to the N-SSA website [www.n-ssa.org](http://www.n-ssa.org) Facebook and Twitter will be made as soon as feasible by the Commander or his/her designee.

It is imperative that all members and their guest understand that most emergencies occur faster than they go away and therefore, should be patient in gathering information on the events progress. Additional membership notification methods will be initiated as funding and technology become available.

### **Command Center Setup**

#### **See Appendix 1 for Command Center Setup Drawing**

The barn will be set up and used as the Command center for all events requiring evacuation. Specific areas designated for the Gainesboro Fire Department, N-SSA National Commander and staff, N-SSA Provost, N-SSA communications and Bivouac.

The main parking lot around the barn and the historical center are to be cordoned off for Fire, Rescue & emergency vehicles and N-SSA staff and Provost.

### **Evacuation Routes:**

#### **See Appendix 2 for evacuation maps**

Please Note: In the event that a road listed as an evacuation route is blocked or flooded, an alternate route will be determined and those affected will be notified of the change in the route and exiting procedure. Due to the nature of some of our roads becoming impassible, a reverse lane procedure has been adopted to avoid as many of the low lying areas as possible. Due to possible traffic congestion, several areas who share some of the same routes or intersections, a provost officer may be stationed to help facilitate the flow of traffic. Please follow their directions with respect.

### **Area 1 - Artillery Row**

All units shall exit by using the bridge on Union Ave. or eastward through the Venskoske Lower pasture gate via the Artillery Road only after the gates are opened by the Provost or representative thereof after the announcement to evacuate. Those exiting these routes shall either turn left onto Confederate Rd and follow to Chestnut Grove Rd or turn Right onto Chestnut Grove Rd and follow directions to Route 522.

### **Area 2**

All units in this area shall exit via lower Grant road and A. P Hill Loop towards the caretaker's house, turning Right onto Jackson Way and Right onto Confederate Road. Those exiting this route shall turn Right onto Chestnut Grove Road and follow it to Route 522.

### **Area 3**

All units in this area shall exit the normal exit route, via Grant Road to Jackson Way and turn Right onto Confederate Road. Those exiting this route shall turn Right onto Chestnut Grove Road and follow it to Route 522.

## Area 4

All units in this area shall exit via the Zollicoffer Road and Confederate Road towards the William Black Road and use the Bill Black Gate. (Visitor's Registration) Those exiting this route shall turn Right onto Chalybeate Spring Road and exit the normal entry road to Route 522. Those units that camp in the area 4 East of William Black Road on Zollicoffer Road shall travel the wrong direction on Zollicoffer Road to reach William Black Road which will facilitate a quicker exit time as well as relieve traffic from Confederate Road and the area of the Barn.

## Area 5

All units in this area that normally access Zollicoffer Road shall observe the one-way signs towards the William Black Road and use the Bill Black Gate. (Visitor's Registration) Those exiting this route shall turn Right onto Chalybeate Spring Road and exit the normal entry road to Route 522. Units that camp on Confederate Road West of William Black Road will exit out through Area 7 using Gate 7 and turning right onto Chalybeate Spring Road and left onto Siler Road to North Frederick Pike (Rt. 522)

## Area 6

All units in this area shall exit via Mosby Road to the Confederate Road and through Area 7 utilizing Gate 7 and turn right onto Chalybeate Spring Road and left onto Siler Road and proceed to North Frederick Pike (Rt. 522).

## Area 7

All units in this area shall exit via Gate 7 and turn right onto Chalybeate Spring Road and left onto Siler Road and proceed to North Frederick Pike (Rt. 522).

### **EMERGENCY SHELTER AND ALTERANTE CAMPING:**

In the event of flooding, the lower areas of Area 4, 5, 6 and 7 shall be evacuated first due to reaction time. Those members that are moving camping units shall be able to park at:

- Gainesboro Fire and Rescue Company (rear parking area)
- Gainesboro Elementary School (front parking area not to obstruct bus movement). Areas 4 and 5 shall be able to use Bill Black Road and gate onto Chalybeate Spring Road and proceed towards Siler Road.
- **NOTE** The following areas have no agreement in place to allow for permanent arrangements at this time but are available for short term temporary parking
- Wal-Mart on Route 50, just North of Route 37
- Candy Hill Camp ground (current cost which provides most hookups, depending on availability)
- Martin's Food at on Rivendale Court off of North Frederick Pike, Sunnyside,
- Food Lion on Sunnyside Plaza off of North Frederick Pike, Sunnyside.

Reminder to all members trying to evacuate during times of flooding, Green property markers are approximately two feet from the edge of the road. Driving in flood waters is discouraged however; often times will require driving when one is unable to see the actual road surface.

To provide a steady movement of members and guest evacuating, Provost Officers shall be posted at Gate 7, Bill Black gate and the area of Jackson Way.

- **Emergency Sheltering:**

All efforts will be made by the Bivouac officer to utilize available campsite space in Areas 2 and 3 as noted in this policy.

Note; other areas have been utilized to park campers during times of evacuation, i.e.

For those members that only wish to exit the camping area, however not leave the Fort property or those that fail to leave in a timely fashion and become unable to do so due to flooding on access and exit roads can go to the basement of the Veterans Center which can be opened as an evacuation center. This area is capable of handling approximately 75 people and considerations of leaving the Fort property or moving to areas 2 and/or 3 should be considered as a first choice.

In an added effort to ensure the safety of our membership as well as that of the local Fire and EMS and Law Enforcement personnel, all members are asked to refrain from occupying the bridge that crosses Back Creek on Union Ave. The effort of those trying to retrieve articles from the flood waters are only adding to the hazards that already exist and should a catastrophic failure of the bridge occur, it is unlikely that Fire and EMS personnel would be able to effect a rescue with favorable outcomes. The Provost Officers will monitor the bridge and ask that anyone that so desires to put themselves in harm's way to please exit the bridge. Again courtesy is asked of all our membership, however if someone fails to abide by the provost request to leave the bridge they shall be subject to disciplinary action by the BoD.

**Warning:** The N-SSA Emergency Management Committee as well as the BoD's are currently working on a more permanent means to notify those members that are staying on Fort Shenandoah property. Social media is one means to notify a large number of people in the event of an emergency and this can be accomplished in an expedited method. Another means of notification of members for certain types of emergencies can be accomplished by signing up for "AlertFrederick", an automated notification system that is maintained by the Frederick County Communications Director and Twenty First Century Communications. Signup is easy and can transmit messages for Severe Thunderstorms, Flash Floods and Tornados that may have an impact on Fort Shenandoah property. FAQ's as well as sign up information for members interested in this service can be found by going to; <http://www.hyper-reach.com/vafredericksignup.html>

Members wishing to sign up for this free service may do so by following the sign up link and when asked to submit an address shall use 480 Chalybeate Spring Road, Winchester, Virginia 22063.

After a permanent means of communicating emergencies to our membership and guest is available, the Provost Guard shall continue to monitor all weather conditions and provide notification by patrolling the roadways and using whatever means available to advise the membership, i.e. the use of vehicle horns, emergency warning lights, etc.

# Fort Shenandoah Emergency Re-entry Plan

In an effort to ensure the safety of all members and guest of the North South Skirmish Association (N-SSA), the following Re-Entry plan will provide a safe means of re-entry after an evacuation.

**Scope:** To provide guidance to the Provost Guard, Fire and EMS personnel and volunteers on clearing all areas prior to re-entry as well as the membership on expectations prior to re-entering.

**Purpose:** To ensure that all areas normally occupied by members and guest are free of any hazards that may have been created by any emergency that required a partial or full evacuation of the Fort. Complacency is one of humans' worst enemies and accountability for all personnel after an emergency to ensure that all personnel have exited and returned safely is always paramount.

**Procedures:** As with any emergency that requires evacuation of any part of Fort Shenandoah, the possibility of hazards after the fact is always present. These hazards could include but not limited to LP gas leaks from debris damage during a flood, hot embers from a wildfire in the area, electrical lines down or damaged from a wind driven event or other hazards that could be associated with events such as Severe Thunder Storms, Tornados, etc.

A windshield survey may not always reveal damages that are present in the actual campsites, thus requiring personnel to perform a walk-thru to ensure the absence of hazards. At no time will this be done by any less than two (2) people due to safety reasons. At no time will personnel enter any moving water nor should they be within 10 feet of the water's edge without the protection of a Personal Flotation Device (PFD).

If there is a report of someone that has not been communicated with and if conditions warrant, a crew of two people will be sent to the area that the individual was last seen to check on his/her wellbeing and report back

Once a determination is made by the N-SSA Commander, Provost, National Emergency Coordinator or the Fire and Rescue Incident Commander that conditions are favorable for checks of the area, personnel will instructed on the procedure of things to check for, how to handle them and how to report back with any and all findings. Once a campsite is checked, it will be relayed via radio or verbally (face to face) of the findings. Once all affected campsites have been cleared, then a re-entry of the membership and guest will be allowed.

## **Plan Ahead:**

All members are encouraged to have an emergency plan, much like the ones used in their houses or places of employment. The plans should include, but not limited to where to evacuate to, what to take in the event of an evacuation (medicines are a must), phone numbers for all your camp occupants to verify a safe evacuation and a check list for upon returning.

An acronym that can be used during any emergency is **RED**:

**R-React**; Take all threats seriously, regardless of type. Fires, floods, Severe Thunder Storms and Tornados all have the ability to cause injury or death.

**E-Evaluate**; Judge the level of threat by confirming conditions (both current and future) and base decisions on those evaluations. This evaluation can be helpful when coupled with warnings being issued by the BoD's, Property Management, Provost or the Emergency Director and deciding that the time has come to follow instructions being given.

**D-Decide**; Decide whether or not you are a part of the problem or part of the solution. Failure to make the correct decision based on biases could endanger your life as well as those around you.

After the re-entry, all members are reminded that any unsafe condition in a campsite as well as the various lodging types can pose unsafe health hazards and should be corrected immediately.

All emergencies that place any member of the organization as well as our guest in harm's way is Everyone's Responsibility, not just that of the BoD's, Property Management, Provost or the Emergency Director. Being familiar with your surroundings as well as a heightened level of Situational Awareness may not only save your life, but those around you.

Other Emergencies that occur at the more personal level, i.e. Medical Emergency, vehicle fires, etc have the ability to occur at any time. Anyone experiencing or witnessing an emergency should notify 911.

## **Action plans for other emergencies:**

### **Tornados:**

The occurrence of tornados in Frederick County may not be as frequent or as severe as those in the mid-west or even to our neighbors to the south of us in the Carolina's, but they do occur and can leave a lot of damage in their wake. Warnings for tornados can be obtained by a variety of means, but with the installation of the Warning Siren at Fort Shenandoah, all efforts will be made to utilize it in the event of a tornado to provide as early a warning as possible to our members and guest. After a review of areas of refuge in the area of the Fort, it has been determined that the safest areas on the Fort are; the bathrooms, the basement of the Veterans Center or any other substantial building. Travel trailers and motor homes are not considered substantial areas of refuge. As a last resort, it is recommended that lying flat in a low area or depression is safer than being in a vehicle or unsafe building (be aware of flash flooding). When taking refuge in a building, you should be in the lowest area possible and away from windows.

### **Severe Thunderstorms:**

In the event of a Severe Thunderstorm, seeking refuge anywhere other than outdoors is your safest action. Most thunderstorms are short lived, usually only lasting thirty minutes or less and capable of producing large hail and high winds. If you are caught outside with nowhere to go, seek shelter in an area of small growth trees and avoid standing near or under an isolated tree, hilltop or an open field.



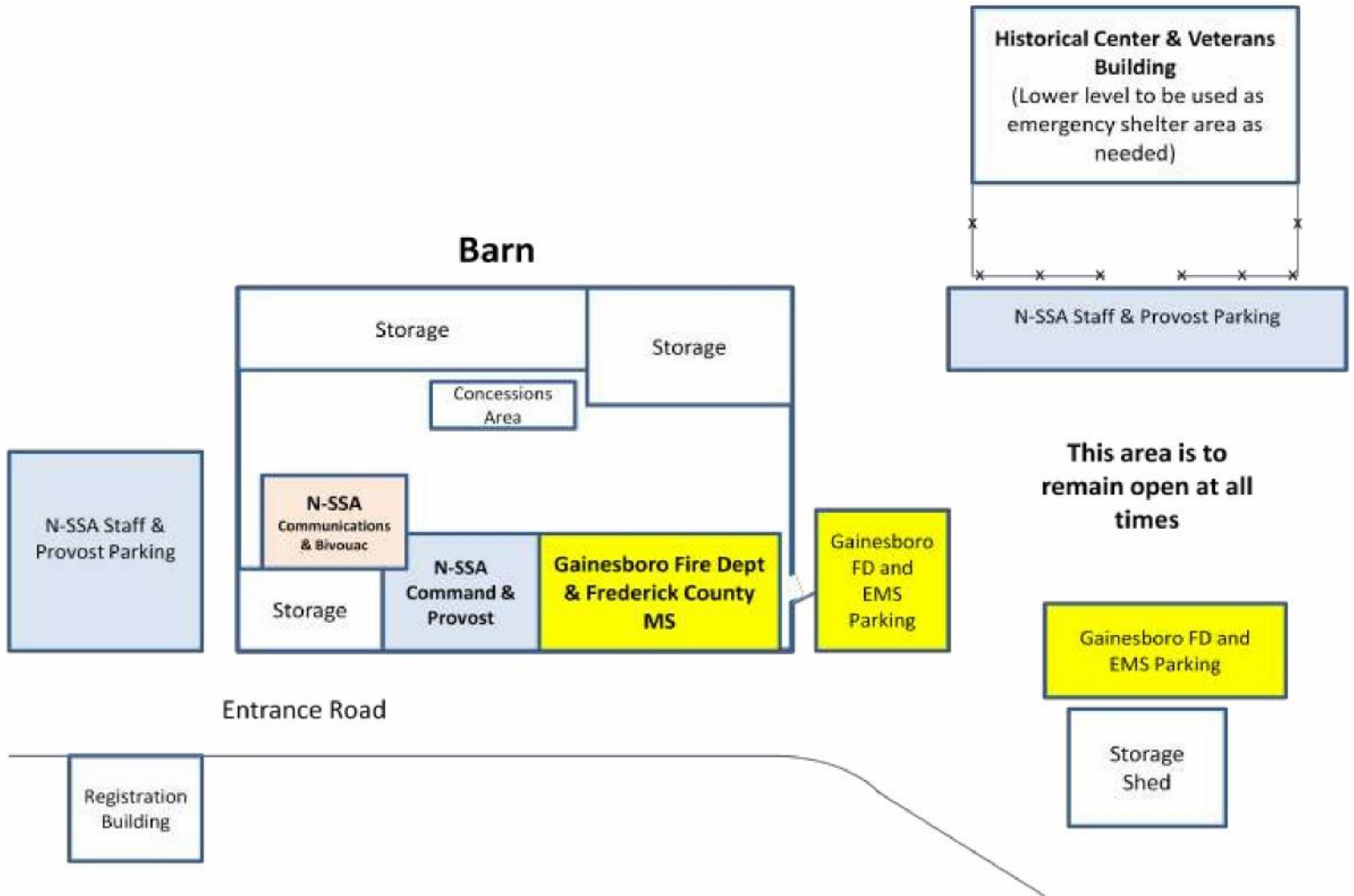
**Flash Flood:**

Flash flooding can occur even if heavy rain fall is not experienced in your area. Fort Shenandoah lies along Back Creek which starts in West Virginia south of Gore on Back Creek Road. The topography of that area lends itself to a large area of drainage into Back Creek a long way south of the Fort. In the event of flash flooding, move to higher ground immediately. A water depth of 6 inches moving swiftly is enough to sweep an adult off of their feet while 2 feet of swift moving water is enough to move a full size vehicle, including SUV's. Turn Around, Don't Drown.

# APPENDIX: 1

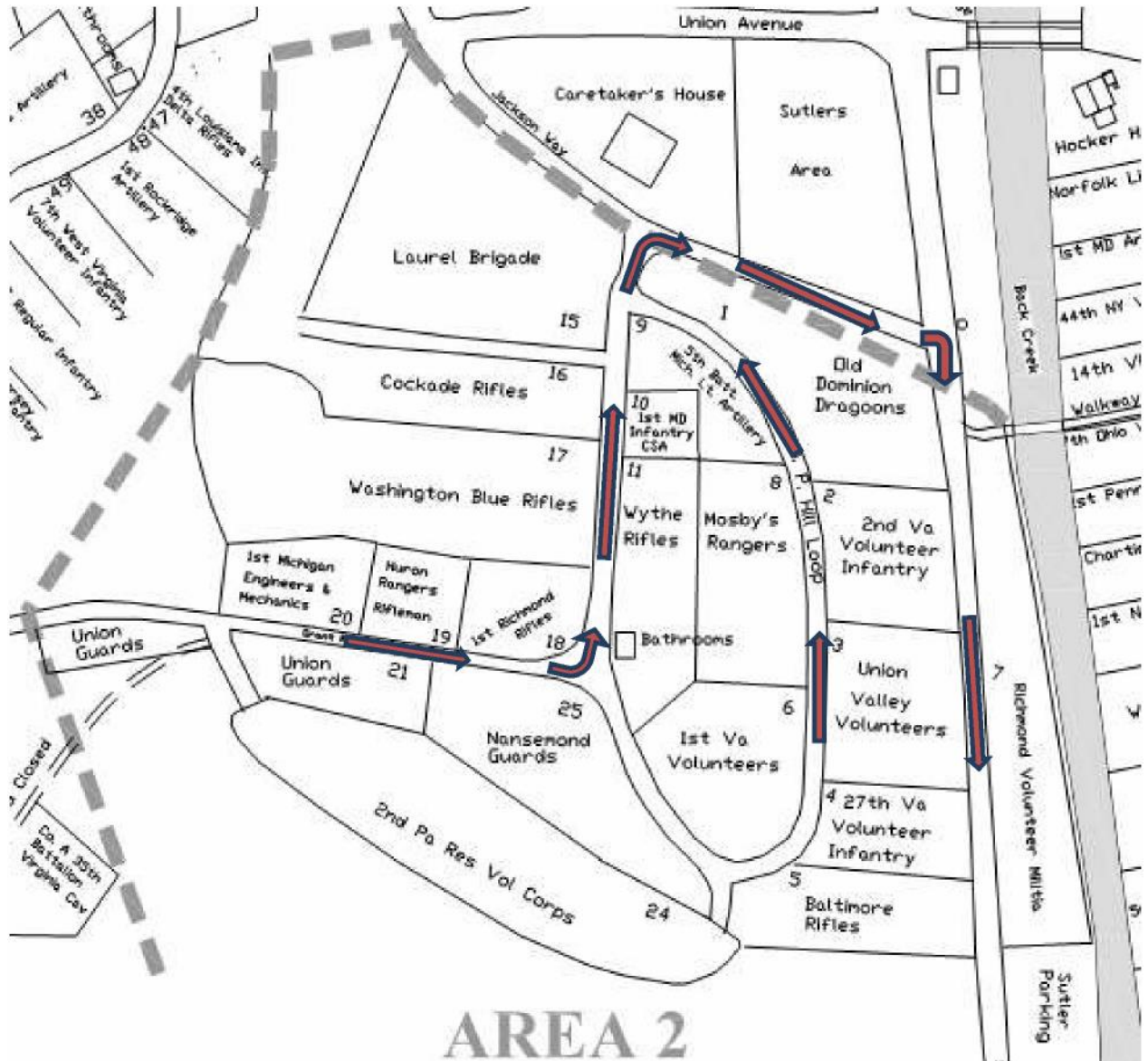
## COMMAND CENTER SETUP:

### Command Center Setup





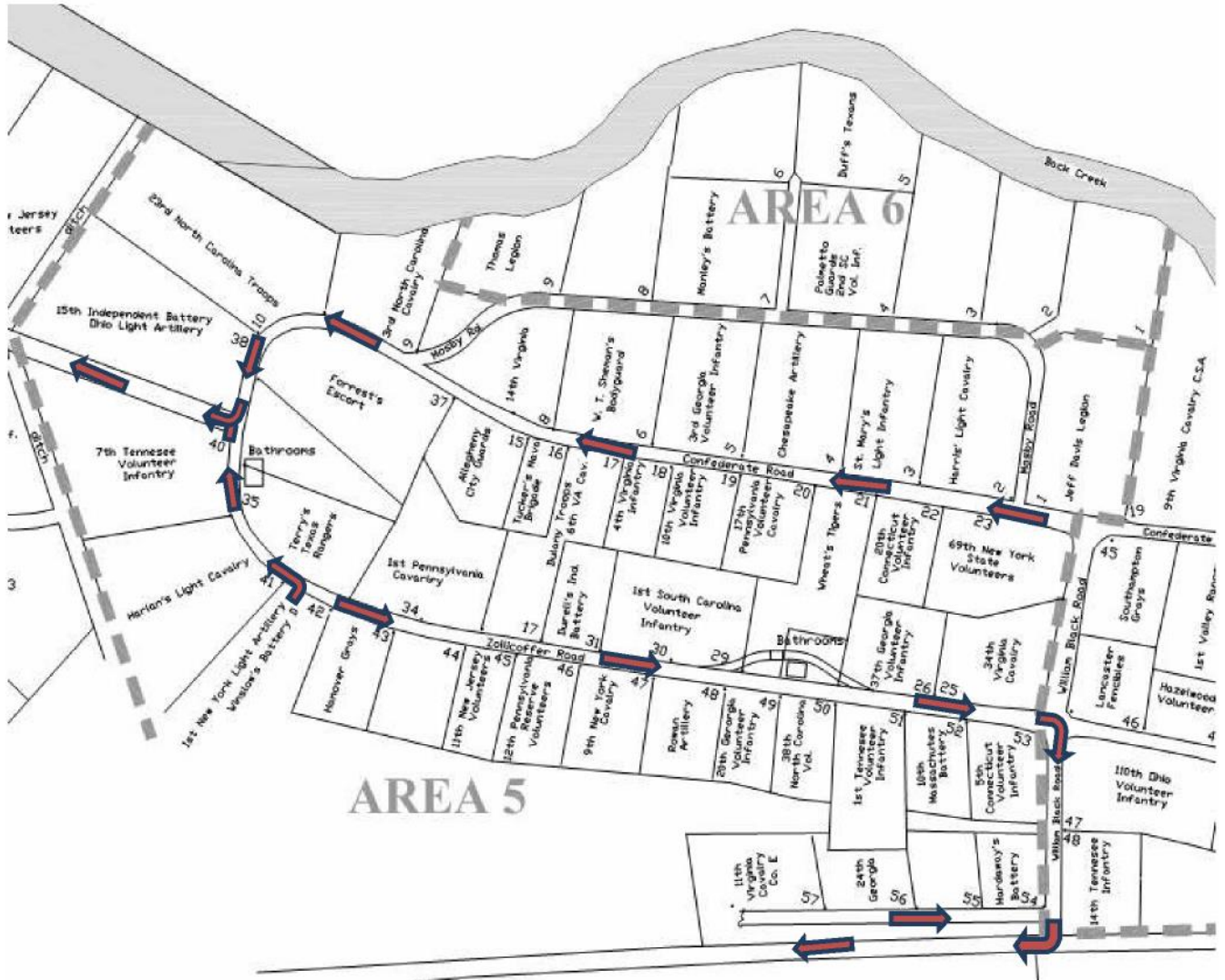
# Camping Area 3 Evacuation Route



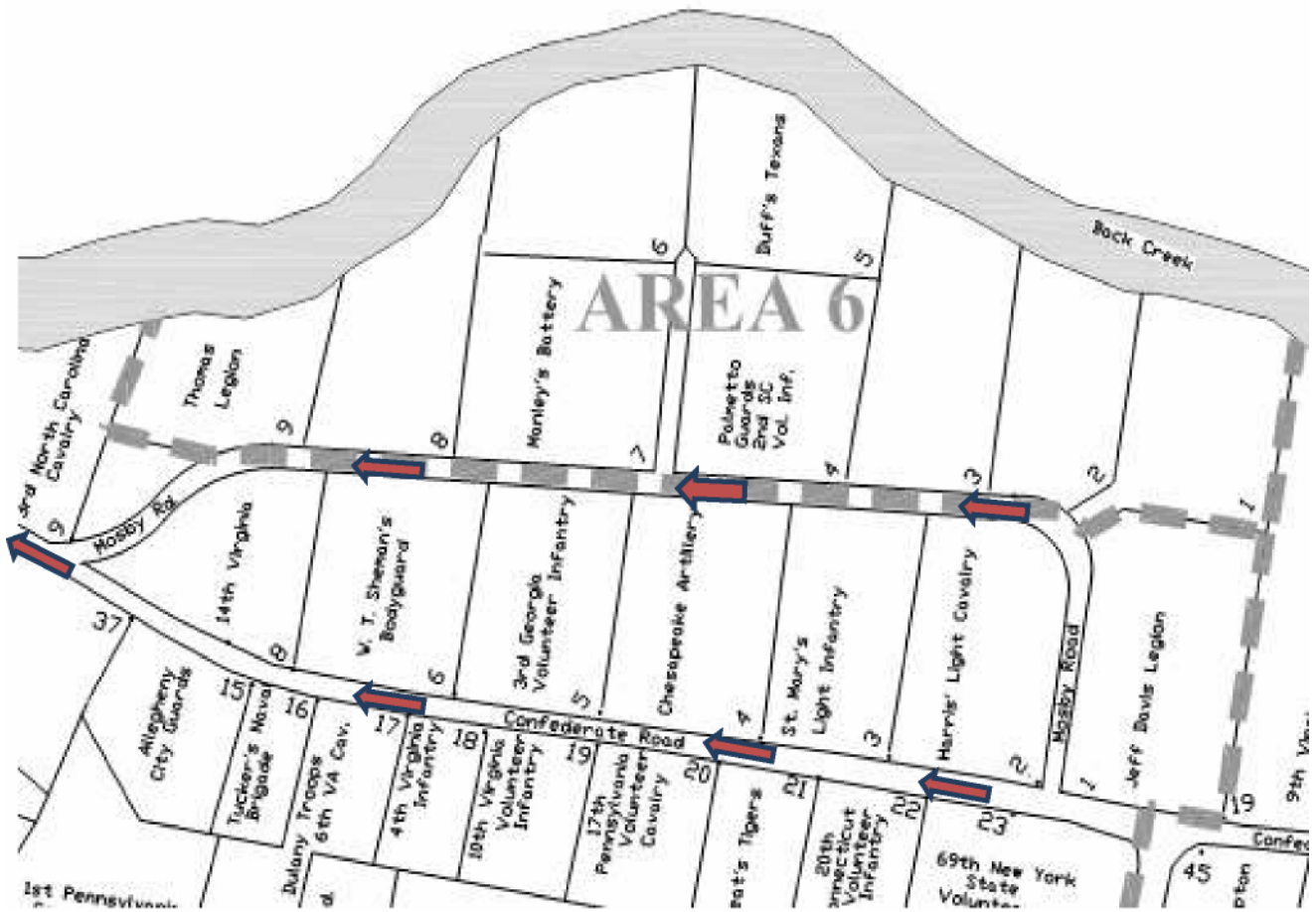




# Camping Area 6 Evacuation Route

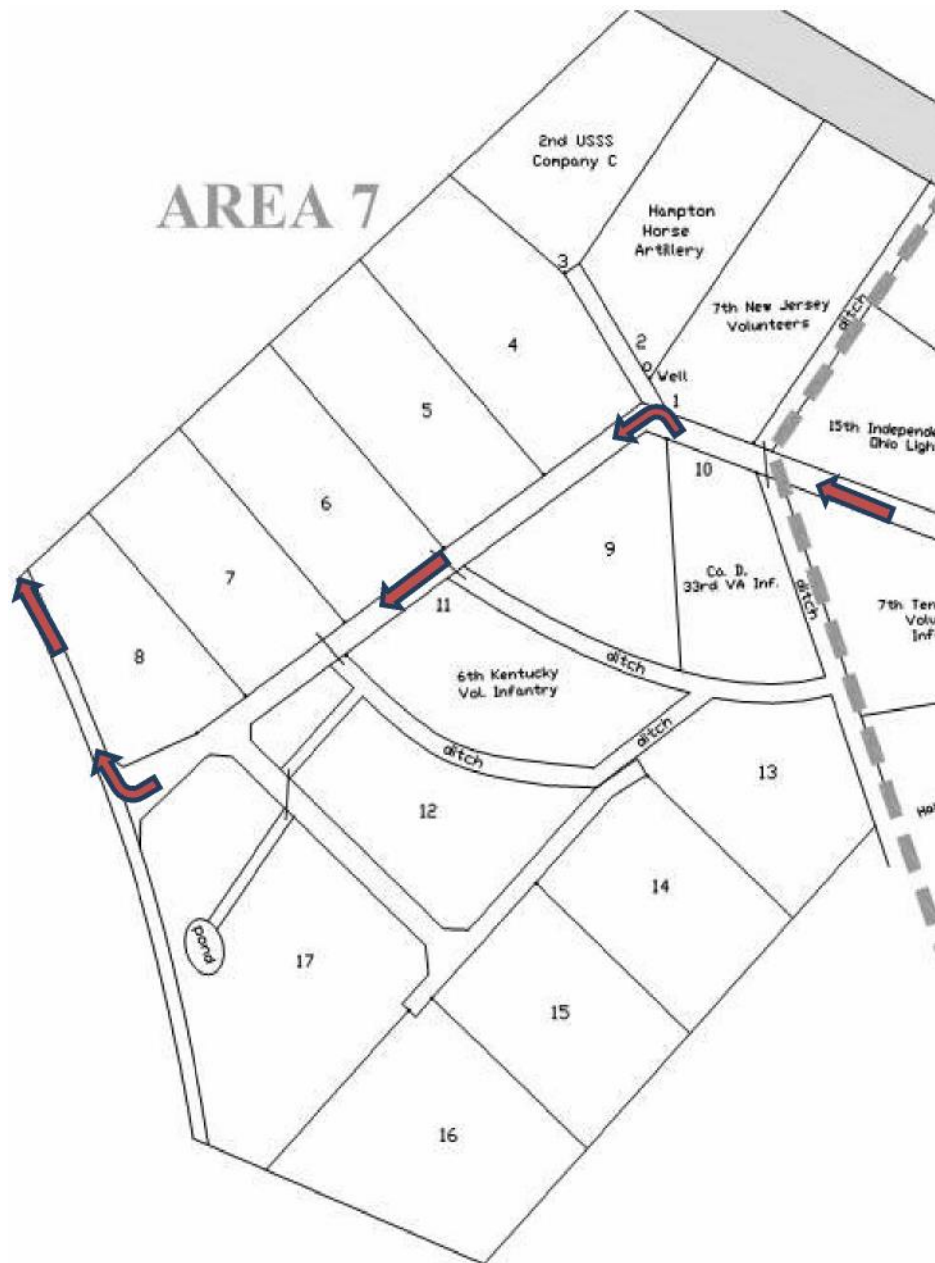


# Camping Area 6 Evacuation Route





# Camping Area 7 Evacuation Route



## **APPENDIX 3 EMERGENCY CAMPING AREAS**

**Gainesboro Fire Department**



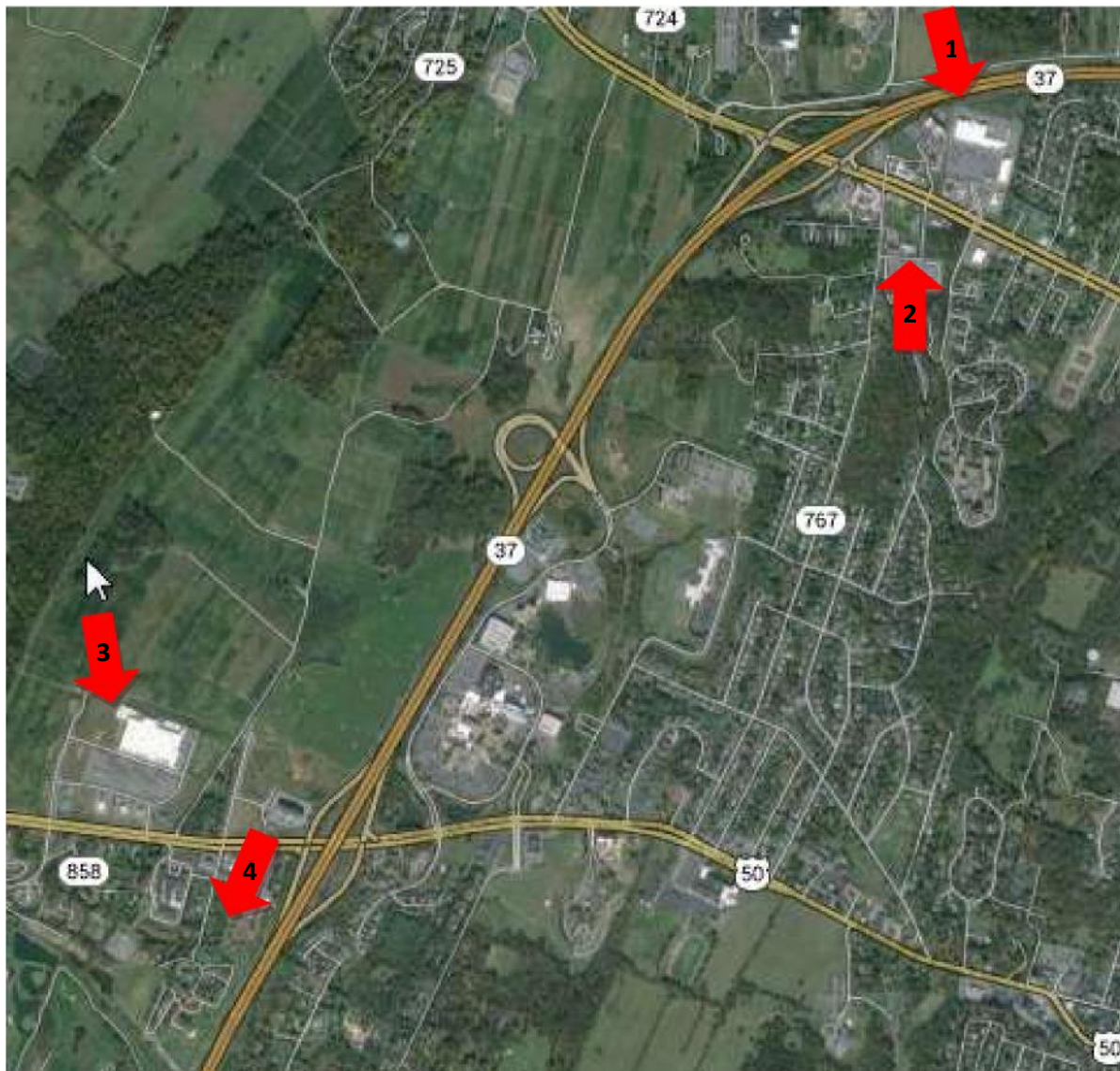
**221 Gainesboro Road Winchester, VA 22603. Non-Emergency: 540-888-3988**



**Gainesboro Elementary School**

**4651 North Frederick Pike, Winchester, Virginia 22603 Phone: 540-888-4550**

## Other Emergency Parking Areas - Temporary



11

**200 Rid  
Winches  
(540) 72**

**2. Food Lion  
Sunnyside Plaza  
249 Sunnyside Plaza Cir  
Winchester, VA 22603  
(540) 667-5851**

**Walmart Center**

501 Wal-Mart Dr

Winchester, VA 22603

(540) 545-4679 **Candy Hill**

**Campground** 165 Ward Ave

Winchester, VA 22602

(540) 662-8010