

## Hurricane Evacuee Reception Plan

Receipt – Indy (Air or Ground Transport) – **IDHS – D. Barrabee – Planning Division/Red Cross / IU School of Medicine / Salvation Army / VOAD / DOC / ISP / ISDH / CERT- Jay Penndorf / Office of Faith Based and Comm Dev.**

1. Scope – From touchdown arrival of evacuees to transport leaving the airport.
2. Projection – Request to FEMA for no more than 75 per plane  
Run through on Friday with briefing and debriefing  
First plane as early as \_\_\_\_\_
3. Coordination will take place through the State EOC/BAA/
4. IC will be \_\_\_\_\_

Media – IDHS PIO / Airport PIO Dennis Roseborough

- Rules of engagement of media with evacuees
- Preflight walk-through of area
- Bullpen on tarmac
- Use of Parking lot

Preflight Information: - FEMA

Calendar of normal flights into IAB - BAA

- # of People on flight
- Type of Plane
- Number of non-ambulatory requiring wheelchairs
- Translation needs
- Pets
- Request for Baggage Bagged in CLEAR plastic bags for observation/security

Tarmac Operations - BAA

Indiana Staff Communications Plan – ISDH – 10 radios – Gary Robinson

Onboard greetings and offloading procedures: Someone in the plane (IDHS – Barrabee)

Decon (if needed) – Marion Co. EMA and Airport FD and Wayne Township FD

- Decon Unit (Shower Units – from local communities)
- Doffits –EMA
- Clothing-Donations (Scrubs, Towels, and Hospital Gowns)

Greetings to Indianapolis: (PA System/IDHS – Barrabee / Thatcher)

- Indiana VIPs
- Interpreters
- Sign language

Orientation, Procedures, Resources and information in terminal

- Use of wristbands

- Bathrooms
- Smoking Areas
- Media
- Snacks
- Escorts

Registration – Governors Fellows (8)

- Wireless connections – Airport/J. Stommel
- Computers (10) – G. Crouch/J. Stommel/Barkley
- DAVVIS system loaded and running - J. Stommel
- Training of users – J. Stommel
- Wristbands – M. Hurst and Department of Health
- Shelter Representatives (Red Cross)

Snacks at reception - Salvation Army

Babysitting – (?) Toys, diapers, baby clothes (Day Nursing- Indpls.)

Security – Airport Police

- Background checks – ISP/FBI (working with Airport Police)
- Custody – (Airport Police?)
- Custody Transport – (Airport Police?)
- Baggage Security – TSA
- Photos Taken for Coordination w/ LS, MS, AL (Polaroid Cameras)

Capturing special needs – Screening – Questioning

Spiritual Needs – Airport Chaplains

Medical Check – Wishard

- Wristbands – M. Hurst and Health Department

Mental Health Commitments - FSSA Mental Health (Team of Four)

Transport –

In town – IndyGo (5 buses – 1 Handicap Equipped) Buses will move when full (to Fair Grounds) 1 person will be on board the buses (5- Faith Based)

Out of Town – Contract with transportation services for outside Indy area (Marion County EMA)

Hospital – Wishard

Guest Baggage – Marion County EMA (Committed to One Baggage Vehicle)

1. Coordination with MS and LS for additional information
2. Mental Health Commitments - State Hospitals

Tracking of financial costs associated for each evacuee – All agencies

## Our process for victim transport and services:

- Victims are transported free of charge and allowed to bring whatever personal affects they can carry with them. Bags are placed in clear plastic bags and sealed to insure that cross-contamination does not occur in flight. From this point victims are considered our guest.
- Flights return to a secure private area (small international arrivals building) where guests are deplaned based upon priority needs.
- American Red Cross/Salvation Army staff receive guests at the plane and assist them into our in-take facility where they are provided seating (or if needed a rolling cot) until the in-take is completed. Wheelchairs are provided at the aircraft.
- Decontamination facilities are immediately available on the ramp and staffed by trained professionals. Doctors determine if decontamination is needed but all guests are given the choice if they choose to be decontaminated women and men are separated. Towels, gowns and foot booties are provided. The area is private and screened using vehicles to prevent media coverage.
- Airport Chaplains, Red Cross and Salvation Army volunteers meet with and support guest needs throughout the intake process.
- Ambulance service is air-side for immediate transport if needed. Guests in need of dialysis are immediately sent for treatment.
- Once deplaned Red Cross staff escort the guests into our intake facility an initial greeting is made. A handout is distributed explaining what activities will occur in the airport before departing for the Shelter.
- Governors Fellows complete a brief intake via laptop and places a wristband on the guest's wrist to indicate the initial intake questionnaire has been completed.
- Intake continues with a medical review by doctors and medical teams from Wishard Hospital. A temporary medical facility has been set up at the in-take facility. Treatment begins immediately and if transport is required to a hospital the guests are transported immediately using ambulances pre-staged at the facility. Once the exam is complete and it is determined the guest is able to be transported to a shelter a second wrist band is put on the guest's wrist. This indicates it is okay for the guest to consume food and beverages. Food and beverage is withheld until this time in case a guest needs surgery or other services that may be affected if the guest consumes food or beverage. Medical reviews are less than 30 minutes for most.
- Water, juices, food and snacks are provided by the airport, Red Cross and Salvation Army as well as a fresh change of clothing for any guest once a second wrist band is in place. Guests that require decontamination have original clothing treated, bagged and returned to the victim immediately.
- Baggage from the belly hold is transported by the Red Cross or Salvation Army to the shelter where guests will be housed.
- IndyGo buses are staged at the facility and when the in-take process is completed the guests are taken to either a Red Cross or Salvation Army shelter where they get personal items returned, personal hygiene products, clothing, food, shelter and support services.