

EMERGENCY SUPPORT FUNCTION 23 EVACUATION AND MOVEMENT

PRIMARY AGENCIES:

Sequim Police Department
Sequim City Council

SUPPORT AGENCIES:

Clallam County Sheriff's Department
Emergency Management
American Red Cross / Disaster Assistance Council
Department of Public Works
Fire
Clallam Transit
Other area state and federal Law Enforcement agencies

I. INTRODUCTION

- A. Purpose: The purpose of this Emergency Support Functions is to coordinate efforts in safely evacuating the public from a threat to life and/or health.
- B. Scope: Evacuation and movement involves the coordination of varying agencies and good communications with the public. Evacuation and movement is the responsibility of public safety and the legislative authorities of a jurisdiction. This ESF applies to those agencies and others that are necessary for an evacuation.
- C. Limitations
 - 1. An emergency or disaster situation could require the evacuation of a large number of people in or near a threatened or stricken area. However, the coordination of a major evacuation may be extremely difficult due to several local conditions including the possible isolation of the area to be evacuated and the difficulty of providing sufficient warning and means of transportation for those in rural areas. This is especially true for those individuals who are at risk medically, the elderly, and the handicapped.
 - 2. In addition, although an evacuation can be ordered by government, people cannot be forced by government to leave. Government has only the responsibility to warn and advise the public to evacuate.

II. POLICIES

- A. The Incident Commander (IC) of a particular situation has the authority to call for an evacuation to protect the life and health of the populous immediately in harm's way.

- B. The Law Enforcement agency of an affected jurisdiction is operationally in charge of evacuations within their area of responsibility.
- C. The Sequim City Council has the ultimate responsibility for any and all evacuations. This is especially true for any evacuation that will be extended in nature or is not immediately threatening the health and safety of the populous.

III. SITUATION

- A. Emergency/Disaster Conditions and Hazards: Any disaster situation could cause the need for evacuation. Of particular concern to Clallam County is from earthquake/tsunami, flooding or a wild fire, which could cause the need for an immediate evacuation, with very little time to plan for the specific evacuation.
- B. Planning Assumptions
 - 1. Individuals and families may be displaced from their homes and may be provided shelters by one or more volunteer organizations.
 - 2. Approximately 10% of the populous may seek shelter in organized shelters. The rest usually will find their own through friends, family, or commercial sources.
 - 3. Displaced persons may require transportation to shelter facilities. This should be provided for by private transportation.
 - 4. Shelter operations will have sufficient sanitation and cooking facilities, including cold and frozen storage, to maximize the use of available products.

IV. CONCEPT OF OPERATIONS

- A. General
 - 1. Unless an evacuation is of an emergency nature, the City Council as the legislative authority will coordinate with the Police Department and Emergency Management regarding the decision to evacuate.
 - 2. Emergency Management will coordinate with Clallam County and/or the State Emergency Management for additional state or federal assistance, if required.
 - 3. Operational priorities will be established by the senior law enforcement representative working with the other responding agency head from the Emergency Operation Center, or other established Command Center.
 - 4. Levels have been established as follows:
 - a. **Precautionary** - Public is advised by local media and available means of a potential for an evacuation.
 - b. **Level 1** - Public is advised by door-to-door method and media that an area has the potential of being evacuated and that all citizens within that area should be ready to evacuate immediately.

- c. **Level 2** - An area is being evacuated and the public is requested to leave that area immediately and that there will be no further warnings
 - 5. Warning will be accomplished by all means available.
 - 6. For planning purposes it is assumed private vehicles may provide the means of evacuation for the majority of people in the evacuation zone. Public transportation resources will be utilized, if possible, to evacuate those without other means of transportation.
- B. Organization: The responsibility of carrying out this ESF falls with Law Enforcement. In the event a disaster affects more than one jurisdiction, the concepts of the Incident Command System, Unified Command will be followed and the Peninsula Regional Emergency Plan (PREP) will be implemented.
- C. Procedures: Existing agency procedures for the operations of shelters, feeding and movement of the populous will be followed.
- D. Mitigation Activities
 - 1. Primary Agencies: None
 - 2. Support Agency – American Red Cross Ensures that shelters are capable of handling influx of evacuees.
- E. Preparedness Activities
 - 1. Primary Agencies
 - a. Develop and maintain evacuation procedures and ensure that personnel are trained in the implementation of these procedures.
 - b. Develop and maintain procedures to coordinate with human services organizations through the Clallam County Disaster Assistance Council, dealing with the opening of shelters and reception areas.
 - 2. Support Agency – American Red Cross should
 - a. Develop and maintain procedures for handling of displaced persons from an evacuation.
 - b. Develop a volunteer family preparedness program.
 - c. Develop and maintain a 24-hour contact / call-out procedures so that public safety can contact a representative.
 - 3. Other Support Agencies
 - a. Develop and maintain procedures on their roles and responsibilities during an evacuation.
 - b. Ensure personnel are trained in the implementation of their roles and responsibilities during an evacuation.

F. Response Activities

1. Primary Agencies

- a. Responsible for implementing and coordinating emergency evacuation. This is done in the event of a situation that immediately threatens an area and there is no time to obtain a proclamation from elected officials.
- b. Responsible for determining when and how the public can re-enter the evacuated area(s).
- c. Provides security for evacuated areas.
- d. Documents evacuation status and disseminate status to appropriate personnel, agencies and the public on a continual and timely basis.

2. Support Agency - Incident Commander

- a. In the event an incident requires an emergency evacuation, such as a Hazardous Materials incident, flooding, fire, or any other localized incident, the incident commander has emergency authority to call for an emergency evacuation of a potentially affected area.
- b. Alerts the American Red Cross as soon as possible for the opening of shelters.
- c. Must document justification for calling for an evacuation.
- d. Must advise the Executive Authority as soon as practical.

3. Support Agency – City Council: Directly responsible for the decision, proclamation, and issuing evacuation orders to evacuate areas within its jurisdiction. Justification or reasons for the threat to life or property of local citizen must be well documented.

4. Support Agency - Emergency Management

- a. Provide support to law enforcement, as appropriate.
- b. Coordinate public information / instructions with local public safety agencies and the media.
- c. Act as the point of contact with the Red Cross for shelter opening, tracking of displaced persons and other activities as appropriate.

5. Support Agency – American Red Cross: Responsible for the sheltering and tracking of displaced citizens (Disaster Welfare Inquiry) due to an evacuation.

6. Support Agency – Department of Public Works

- a. Assist with request for additional personnel.
- b. Provide traffic control signs, barricades, etc.

- c. Assist in the determination of safe evacuations routes.
- 7. Support Agency – Clallam Transit
 - a. Provide transportation (buses) for:
 - 1. Temporary shelters.
 - 2. Movement of citizens out of an affected area, as needed.
 - b. Provide liaison at the County EOC, as appropriate.
- G. Recovery Activities
 - 1. Primary Agencies
 - a. Evaluate the safety of an evacuated area prior to allowing citizens back in.
 - b. Provide a detailed summary of actions taken and cost relating to the evacuation.
 - 2. Support Agencies: Perform recovery as outlined in departmental procedures.

V. RESPONSIBILITIES

- A. Primary Agencies: Performing evacuations for the protection of the public and coordinating the provisions of this Emergency Support Function.
- B. Support Agencies: Support the Primary Agencies' goals in the accomplishment of evacuation and movement.

VI. RESOURCE REQUIREMENTS

- A. Trained personnel.
- B. Reception areas and tracking of displaced persons procedures.
- C. Equipment to facilitate moving the populous, such as:
 - 1. Vehicles
 - 2. Barricades
 - 3. Communication equipment