

Purpose:

Both the evacuation and repopulation processes are complex and dynamic operations which require close coordination between fire, law enforcement, San Diego County OES, and other cooperating agencies. The use of standardized procedures and terminology are critical during evacuations to ensure civilian safety and responder effectiveness. Proactive planning for repopulation will help communities during recovery and enhance the return to normalcy process.

Policy:

The San Diego County Fire Agencies will utilize standard guidelines during the evacuation and/or repopulation of the public due to a hazardous or potentially hazardous emergency incident.

- The Joint Agency Evacuation Checklist should be followed to allow the Unified Incident Commander's to effectively manage and coordinate the evacuation process jointly with the law enforcement agency having jurisdiction.
- San Diego County Evacuation and Repopulation Plan will be used during the planning and implementation of repopulation residents back into evacuated areas.
- These guidelines are intended to be flexible and can be modified to address specific field situations.

Definitions:

Levels of Command for Fire and Law Enforcement

- **Agency Representative:** An incident whereby law enforcement is assisting the fire department with operations which does not require unified command roles, responsibility, or authority. In this instance, the law enforcement representative will respond to the command post and interface with the fire department Incident Commander, attend all cooperators meetings, planning meetings, and operational briefings.
- **Unified Command:** An incident whereby law enforcement has jurisdictional responsibilities within the incident. In this instance, the law enforcement Sergeant level or above will respond to the command post and become the Unified Law Enforcement Incident Commander. It is imperative that this person remain at the Incident Command Post and stay in constant contact with the fire department

Unified Incident Commander. All Unified Incident Commanders will be authorized to make command level decisions and expend funds on behalf of their Department.

Evacuation Definitions

- Evacuation Order: Movement of community members out of a defined area due to an immediate threat to life and property from an emergency incident. An evacuation Order should be used when there is potential or actual threat to civilian life within 1 to 2 hours or when the IC deems it necessary to protect civilians.
- Evacuation Warning: Alerting of community members in a defined area of a potential threat to life and property from an emergency incident. An Evacuation Warning may be issued when the potential or actual threat to civilian life is more than 2 hours away.
- Shelter in Place: Directing community members to stay secured inside their current location. Only used if the safety of the citizens can be assured if they remain; or if evacuation will cause a higher potential for loss of life.
- Safe Refuge Area: A temporary location to hold evacuees until safe evacuation is possible.
- Rescue: Emergency actions taken within the affected area to recover and remove injured or trapped citizens. Boundaries of the areas where rescue is planned should be identified on the incident map with notation that entry is restricted to rescue workers only.

Road Closure Definitions

A closure prohibits the usage or occupancy of a defined area such as a park, beach, or road due to a potential or actual threat to public health and/or safety. Media is allowed under all closure levels unless prohibited under PC 409.5

- Hard Closure: Closed to all traffic except Fire and Law Enforcement; equivalent to Firescope Level 2 closure
- Soft Closure: Closed to all traffic except Fire, Law Enforcement, and critical incident resources such as utility companies, CALTrans, County Roads, etc.; equivalent to Firescope Level 3 closure
- Resident Only Closure: Soft closure with the additional allowance of residents and local government agencies assisting with response and recovery; equivalent to Firescope Level 4 closure

Procedure:

Evacuation Process:

Fire Department Responsibilities

- Establish command of the Incident
- Conduct a situation assessment and evaluate the need for evacuations
- Establish an Incident Command Post with sufficient room for representatives from other assisting agencies and announce its location
- Request Agency Representative from Law Enforcement to respond to the ICP

Law Enforcement Responsibilities

- Respond supervisor of the rank of Sergeant or above to the Incident Command Post and request a Deputy to locate with Operations Section Chief
- Maintain ingress and egress routes for emergency vehicles
- Establish perimeter control, keeping unauthorized vehicles and pedestrians out of the involved area
- Conduct evaluations, if required, at the direction of the Incident Commander
- Establish anti-looting security patrols, when safe to do so, for evacuated areas within the perimeter
- Maintain a Unit log

Joint Fire and Law Enforcement Responsibilities

- Evaluate and determine whether Law Enforcement role will be as an Agency Representative or Unified Incident Commander, depending on the scope of the Incident
- Assign a Law Enforcement supervisor to work closely with the Operations Section Chief or Incident Commander, whomever is determining the areas to be evacuated
- Assess and validate the need for an **Evacuation Warning, Evacuation Order, and/or Shelter in Place**
 - Determine the location, potential size, and direction of Incident travel or spread
- Unified Commanders determine potential for Incident spread and request the appropriate resources to complete the evacuation and mitigate the Incident concurrently

- Identify areas that must be immediately evacuated and label “evacuation order” areas
- Identify areas that should be notified of the likelihood of evacuations within a two-hour time frame and label “evacuation warning” areas
- Identify traffic control points and levels of closure
 - Determine Hard Closure, Soft Closure, or Resident Only Closure
- Determine and disseminate evacuation routes
- Temporary Evacuation Points (TEP) should be established if an evacuation location has not been determined.
 - Fire and Law Enforcement need to collaboratively work together to identify, select, and establish a safe location for a TEP.
 - The TEP needs to be in the direction of the evacuation route and be large enough to temporarily accommodate evacuees until a shelter is established.
 - Park-and-Rides, rest stops, or the parking lot of a government building are some examples of possible TEP’s.
 - A representative from Fire or Law Enforcement should be assigned to the TEP to keep evacuees informed on changes during the response.
 - The Red Cross can provide a canteen to these areas if requested.
- Shelter Locations are predesignated by the American Red Cross. Shelter decisions during an event should be made in consultation with both Fire and Law Enforcement.
 - Red Cross should be consulted during the decision-making process to obtain facility manager contact information and shelter availability.
- Complete initial evacuation plan utilizing San Diego County Public Safety Grid pages as a common map reference.
- Law Enforcement supervisor in the field (Agency Representative or Unified Incident Commander) will advise the appropriate Dispatch Center / Law Communications Center utilizing the **Public Safety Map Grids** for notification of Evacuation Orders and Evacuation Warnings via the **Alert San Diego** and **Wireless Emergency Alert (WEA)** regional notification systems.
 - Fire determines areas needing Evacuation Warnings and Evacuation Orders in consultation with Law Enforcement

- Law Enforcement executes the orders and advises the Police/Sheriff's Department Operations Center / Emergency Planning Detail to activate Alert San Diego and to arrange door-to-door or other notifications
- San Diego County OES acts as a back up to San Diego Sheriff's Office for Alert San Diego, if needed
- Coordinate closely with command and general staff managing the Incident
- Fire and Law Enforcement will develop and validate information for release to the news media and public through the Incident Public Information Officer (PIO)
 - If the County Emergency Operations Center (EOC) is activated, the Joint Information Center (JIC) will be staffed in support of the EOC
 - County PIO's will create press releases, update mobile apps, update web pages, post to social media, develop Spanish translations, and monitor the news media
 - The JIC will only use approved information validated by the Incident PIO

Travel Routes for Emergency Responders

- Routes shall be coordinated with Incident Command, Operations and Logistics. Routes for Evacuation Order areas should be determined first.
- Display evacuation routes on incident maps and ensure EOC(s) are informed, if activated.
- Consider transportation and barricade needs early.

Public Shelters or Safe Points

- ICP (or EOC as applicable) should identify the approximate number of evacuees, anticipated duration of incident, and direction that the emergency may head, to assist Red Cross in choosing a safe shelter location.
- Public shelters should be staffed with Incident Information Officers.
- Display public shelters on incident maps with a red cross.

Large Animal/Pet Shelters

- Animal/pet shelter locations must be coordinated between LE and Animal Control.
- ICP or (EOC as applicable) should identify approximate number/type of pets and anticipated duration of incident.

Repopulation Process:

Planning for the timely repopulation of evacuated residents is a critical planning consideration when evacuations have been conducted.

- Planning for repopulation should begin shortly after evacuations are initiated.
- Responsibility for this function belongs to the Liaison Officer or Law Enforcement Liaison, if assigned, or the Incident Commander or designee.
- The San Diego County Operational Area Evacuation and Repopulation Plan document should be used to document the plan for repopulation evacuated areas.
- Repopulation criteria shall take into account emergency worker safety and the community needs.
- Control of repopulation to an evacuated area shall be accomplished during planning meetings with command and general staff and be coordinated with media releases and incident action plan instructions.
 - Local residents may be allowed to repopulate with escorts or while mom-up operations and infrastructure repair continue, if the situation allows.
- Coordination with assisting and cooperating agencies is critical to the success of repopulation planning. Ultimately, it is a Law Enforcement decision based on Fire Department input to approve repopulation of citizens back into an area previously closed or evacuated.

EVACUATION PLAN

San Diego Operational Area

Version 1 (7/2019)

This packet will assist emergency response personnel in the implementation of an evacuation plan.

Evacuation Plan Instructions (Blocks 1-12):

- Block 1. Fill in the incident name, incident number, name of preparer, and date and time prepared.
- Block 2. Fill in affected area(s). Be specific and include community names, streets, or map page grids. Include type of protective action for each area: (Immediate) Evacuation Order, Evacuation Warning, Closures, Shelter in Place, use of Safe Refuge Areas, use of Community Safe Refuge Areas, use of Survival Areas. Use each numbered line for a separate area. See 'Definitions' for assistance.
- Block 3. List decision points to initiate protective actions for each area noted above. Each numbered line corresponds with a numbered affected area listed above.
- Block 4. Enter the predicted time that the incident, situation, hazard, or fire will take once it arrives at a decision point, and until it reaches an affected area.
- Block 5. Obtain Incident Commander's signature, agency identifier, and date of signature.
- Block 6. Obtain signature of law enforcement or Operations Section personnel in charge of implementing the plan.

Note: The first page of the plan can be used to document an immediate need evacuation. As time allows, continue filling out the following pages for planned evacuations.

- Block 7. List traffic control points that agencies will use to block or limit access to the incident or area. The locations of traffic control points (TCPs) are usually determined by law enforcement. List the level of closure associated with each traffic control point. The level of closure is generally determined by the Incident Commander with input from the Operations Section and Safety Officer. The level of closure may be adjusted within minutes depending on the incident's activity. An information sheet on the TCP with level of closure should be provided to staff manning the TCP. A map should be made identifying traffic control points and evacuation areas.
- Block 8. List the methods that the law enforcement agency having jurisdiction will use to notify the public of protective actions being implemented in an area.
- Block 9. List evacuation routes for the public to exit an affected area. Evacuation routes should be added to an incident travel map if possible.
- Block 10. List travel routes for emergency responders into the incident or evacuation area. Travel routes to be used by emergency vehicles should be added to an incident travel map if possible.
- Block 11. List public shelters open for the incident. Provide an address for the shelter and contact information that can be provided to the media, elected officials, and the public.
- Block 12. List animal shelters for large animals and household pets. Provide an address for the shelter and contact information that can be provided to the media, elected officials, and the public.

Note: This is the last step of the Evacuation Plan. Start the Repopulation Plan now.

Definitions

Evacuation Order-Movement of community members out of a defined area due to an immediate threat to life and property from an emergency incident. An Evacuation Order should be used when there is potential or actual threat to civilian life within 1 to 2 hours or when the IC deems it necessary to protect civilians.

Evacuation Warning-Alerting of community members in a defined area of a potential threat to life and property from an emergency incident. An Evacuation Warning may be issued when the potential or actual threat to civilian life is more than 2 hours away.

Levels of Closure-A closure prohibits the usage or occupancy of a defined area such as a park, beach, or road due to a potential or actual threat to public health and/or safety. Media is allowed under all closure levels unless prohibited under PC 409.5

Resident Only Closure – Level 1 Closed to all traffic except local residents and local government agencies assisting with response and recovery.

Soft Closure - Level 2 Closure - Closed to all traffic except FD, LE, and critical incident resources (i.e. utility companies, Caltrans, County Roads, etc.).

Hard Closure - Level 3 Closure - Closed to all traffic except FD and LE.

Shelter in Place-Directing community members to stay secured inside their current location. Used if evacuation will cause higher potential of loss of life.

Safe Refuge Area-A temporary location to hold evacuees until safe evacuation is possible.

Rescue- Emergency actions taken within the affected area to recover and remove injured or trapped citizens. Boundaries of the areas where rescue is planned should be identified on the incident map with notation that entry is restricted to rescue workers only.

Block 1	Incident Name:	Incident #
Prepared by:		Date:
Time:		
Block 2	Affected Area(s) & Type	
	<i>Evacuation Order, Warning, Shelter in Place, Closure, Safe Refuge Area</i>	
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

		Block 4	Predicted Time to Reach Affected Area
1.			Hour(s)
2.			Hour(s)
3.			Hour(s)
4.			Hour(s)
5.			Hour(s)
6.			Hour(s)
7.			Hour(s)
8.			Hour(s)
9.			Hour(s)
Block 5		Incident Commander(s)	
Name & Signature		Date:	
Agency:			
Name & Signature:		Date:	
Agency:			
Name & Signature		Date:	
Agency:			
Name & Signature		Date:	
Agency:			
Block 6		Law Enforcement or Operations Sec. Chief	
Name & Signature		Date:	
Agency:			

Block 7	Traffic Control Points	Levels of Closure for Area
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Closure Levels:

Resident Only Closure – Level 1: Closed to all traffic except local residents; and local government agencies assisting with response and recovery

Soft Closure – Level 2: Closed to all traffic except FD, LE, and other critical incident resources (i.e. utility companies, Caltrans, County Roads etc.)

Hard Closure – Level 3: Closed to all traffic except FD and LE

- *Traffic control points must cover all sides of the incident and should be located outside the Evacuation Warning area. Traffic control points should be identified as TCP on the incident maps and closure levels identified for each point. (Example: TCP 3 refers to Traffic Control Point- Level 3 closure). Points should also be displayed on evacuation maps.*
- *Provide a Traffic Control Info Sheet to TCP staff if possible.*
- *Media is allowed access under all closure levels unless prohibited by Penal Code Section 409.5*

Block 8	Process for Initial Notification of Public & Time Initiated (Phone, EAS, Sirens, Door-to-Door) By Who, Date and Time Initiated	
1.		
2.		
3.		
4.		

Block 9	Evacuation Routes for Public (Exiting area)
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1.	
2.	
3.	
4.	
5.	
6.	

Block 10	Travel Routes for Emergency Responders (Entering Area)
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1.	
2.	
3.	
4.	
5.	
6.	

*Routes shall be coordinated with IC, Ops & Logs Sec. Chiefs. Routes for Evacuation Order areas should be determined first.
Display evacuation routes on incident maps and ensure EOC(s) are informed if activated.
Consider transportation and barricade needs early.*

Block 11	Public Shelters or Safe Points Name, Address, and Contact Information
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1.	
2.	
3.	
4.	
5.	

*ICP (or EOC as applicable) should identify approximate number of evacuees, anticipated duration of incident, and direction emergency may head, to assist Red Cross in choosing a safe shelter location.
Public shelters should be staffed with Incident Information Officers.
Display public shelters on incident maps with a red cross.*

Block 12		Large Animal/Pet Shelters- Name, Address, and Contact Information	
1.			
2.			
3.			
4.			
<p><i>Animal/pet shelter locations must be coordinated between LE and Animal Control. ICP or (EOC as applicable) should identify approximate number/type of pets and anticipated duration of incident.</i></p>			

Definitions

Evacuation Order-Movement of community members out of a defined area due to an immediate threat to life and property from an emergency incident. An Evacuation Order should be used when there is potential or actual threat to civilian life within 1 to 2 hours or when the IC deems it necessary to protect civilians.

Evacuation Warning-Alerting of community members in a defined area of a potential threat to life and property from an emergency incident. An Evacuation Warning may be issued when the potential or actual threat to civilian life is more than 2 hours away.

Levels of Closure-A closure prohibits the usage or occupancy of a defined area such as a park, beach, or road due to a potential or actual threat to public health and/or safety. Media is allowed under all closure levels unless prohibited under PC 409.5

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Hard Closure - Level 3 Closure - Closed to all traffic except FD and LE.

Shelter in Place-Directing community members to stay secured inside their current location. Used if evacuation will cause higher potential of loss of life.

Safe Refuge Area-A temporary location to hold evacuees until safe evacuation is possible.

Rescue- Emergency actions taken within the affected area to recover and remove injured or trapped citizens. Boundaries of the areas where rescue is planned should be identified on the incident map with notation that entry is restricted to rescue workers only.

REPOPULATION PLAN

San Diego Operational Area

Version 1 (7/2019)

Block 16		Evacuation Plan Distribution	
<input type="checkbox"/> Incident Commander(s)		<input type="checkbox"/> Operations Section Chief(s)	
<input type="checkbox"/> Planning Section Chief		<input type="checkbox"/> Logistics Section Chief	
<input type="checkbox"/> Finance Section Chief		<input type="checkbox"/> Public Information Officer	
<input type="checkbox"/> Liaison Officer		<input type="checkbox"/> Incident Safety Officer	
<input type="checkbox"/> Law Enforcement		<input type="checkbox"/> Public Officials (Mayor/City Manager)	
<input type="checkbox"/> Caltrans/Local Streets Dept		<input type="checkbox"/> Emergency Operations Center(s)	
<input type="checkbox"/> County OES		<input type="checkbox"/> CAL EMA	
<input type="checkbox"/> California Highway Patrol		<input type="checkbox"/>	
Block 17	Prepared by:	Date:	
Incident Commander:		Time:	
Incident Commander:		Time:	

Definitions

Evacuation Order-Movement of community members out of a defined area due to an immediate threat to life and property from an emergency incident. An Evacuation Order should be used when there is potential or actual threat to civilian life within 1 to 2 hours or when the IC deems it necessary to protect civilians.

Evacuation Warning-Alerting of community members in a defined area of a potential threat to life and property from an emergency incident. An Evacuation Warning may be issued when the potential or actual threat to civilian life is more than 2 hours away.

Levels of Closure-A closure prohibits the usage or occupancy of a defined area such as a park, beach, or road due to a potential or actual threat to public health and/or safety. Media is allowed under all closure levels unless prohibited under PC 409.5

Resident Only Closure – Level 1 Closed to all traffic except local residents and local government agencies assisting with response and recovery.

Soft Closure - Level 2 Closure - Closed to all traffic except FD, LE, and critical incident resources (i.e. utility companies, Caltrans, County Roads, etc.).

Hard Closure - Level 3 Closure - Closed to all traffic except FD and LE.

Shelter in Place-Directing community members to stay secured inside their current location. Used if evacuation will cause higher potential of loss of life.

Safe Refuge Area-A temporary location to hold evacuees until safe evacuation is possible.

Rescue- Emergency actions taken within the affected area to recover and remove injured or trapped citizens. Boundaries of the areas where rescue is planned should be identified on the incident map with notation that entry is restricted to rescue workers only.



I. LEVELS OF COMMAND

- Agency Representative** – An incident whereby law enforcement is assisting the fire department with operations which does not require unified command roles, responsibility or authority. In this instance the law enforcement representative will respond to the command post and interface with the fire department incident commander and attend all cooperators meetings, planning meetings and operational briefings.
- Unified Command** – An incident whereby law enforcement has jurisdictional responsibilities within the incident. In this instance the law enforcement Sergeant level or above will respond to the command post and become the Unified Law Enforcement Incident Commander. It is imperative this person remain at the ICP and stay in constant contact with the fire department Unified Incident Commander. All Unified Incident Commanders will be authorized to make command level decisions, and expend funds on behalf of their Department.

II. EVACUATIONS

This document will assist Law Enforcement and Fire Department personnel in the implementation of an evacuation plan. It is designed to provide coordination, collaboration, and improve efficiency in accomplishing all identified incident objectives.

Evacuation Definitions:

- Evacuation Order** – Movement of community members out of an affected area due to an immediate threat to life and property from an emergency incident.
- Evacuation Warning** – Alerting of community members in a defined area of a potential threat to life and property from an emergency incident. An evacuation may be ordered as a result of the threat. Threat is usually in excess of 2 hours.
- Shelter in Place** – Directing community members to stay secured inside their current location. Only used if the safety of the citizens can be assured if they remain; or if evacuation will cause a higher potential for loss of life.

Road Closure Definitions:

- Hard Closure** - Closed to all traffic except Fire and Law Enforcement
- Soft Closure** - Closed to all traffic except FD, LE and critical incident resources (i.e. utility companies CalTrans, County Roads, etc.)
- Resident only Closure** – Soft closure with the additional allowance of residents and local government agencies assisting with response and recovery.

Note: Media is allowed access under all closure levels unless prohibited under PC 409.5



Evacuation Checklist

This checklist is intended to assist field supervisors in the initial stages of a fire or other emergency requiring evacuations where the Fire Department is the authority having jurisdiction. These guidelines are flexible and can be modified to address specific field situations:

FIRE

- Assume command of the incident
- Conduct a situation assessment and evaluate need for evacuations
- Establish an incident command post with sufficient room for representatives from other assisting agencies and announce its location
- Request Agency Representative from Law Enforcement to respond to the ICP

LAW ENFORCEMENT

- Respond supervisor of the rank of Sergeant or above to the Incident Command Post, and request for another Deputy to be located with Operations Section Chief
- Maintain ingress and egress routes for emergency vehicles
- Establish perimeter control, keep unauthorized vehicles and pedestrians out of involved area
- Conduct evacuations if required at the direction of the Incident Commander
- Notify the Incident Commander of evacuations, which may have taken place prior their arrival
- Establish anti-looting security patrols for evacuated areas within the perimeter when safe to do so
- Identify temporary evacuation points and shelters for citizens and animals
- Maintain a Unit log

JOINT FIRE/LAW RESPONSIBILITIES

- Evaluate and determine whether Law Enforcement role will be as an Agency Representative or Unified Incident Commander depending on the scope of the incident
- Assign a Law Enforcement supervisor to work closely with the Operations Section Chief or Incident Commander, whoever is determining areas to be evacuated.
- Assess and validate the need for an **Evacuation Warning, Evacuation Order, and/or Shelter in Place**. Determine the location, potential size and direction of incident travel or spread.

**San Diego Operational Area
Fire Service and Law Enforcement - Joint Operations**



- Unified Commanders Determine potential for incident spread and request appropriate resources to complete evacuation and mitigate incident concurrently
 - Identify areas that must be immediately evacuated and label “evacuation order” areas.
 - Identify areas that should be notified of the likelihood of evacuations within a two hour time frame and label “evacuation warning” areas.
- Identify traffic control points and Levels of Closure
 - Hard Closure - Closed to all traffic except Fire and Law Enforcement
 - Soft Closure - Closed to all traffic except FD, LE and critical incident resources (i.e. utility companies CalTrans, County Roads, etc.)
 - Resident Only Closure_– Soft closure with the additional allowance of residents and local government agencies assisting with response and recovery.
- Determine and disseminate evacuation routes
- Complete initial Evacuation Plan utilizing San Diego County Public Safety Grid pages as a common map reference.
- Advise the appropriate Law Enforcement Communications Center utilizing the Public Safety Map Grids for notification of Evacuation Warnings and Evacuation Orders via the Alert San Diego regional notification system.
- Coordinate closely with Command and General Staff managing the incident.
- Ensure that the agencies’ PIOs and EOCs are informed of all evacuation and road closure decisions.
- Immediately identify repopulation planning needs and timeframes.