

**Evacuation Plan**

**Purpose**

The purpose of this policy is to provide a guide for department personnel in the implementation of an evacuation plan.

**Policy**

See the following pages for evacuation plan instructions and forms.

*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**  ***Evacuation Order, Warning, Shelter in Place, Closure, Safe Refuge Area*** | | | | |
| 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  Agency: | | | | Date: | | |
| Name & Signature:  Agency: | | | | Date: | | |
| Name & Signature  Agency: | | | | Date: | | |
| Name & Signature  Agency: | | | | Date: | | |
| **Block 6** | | **Law Enforcement or Operations Sec. Chief** | | | | |
| Name & Signature  Agency: | | | | Date: | | |

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

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