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Agenda
New Castle Climate and Environment Commission Virtual Meeting
Thursday, June 17, 2021, 6:30 PM
Due to concerns related to COVID-19, this meeting will be open to the public as a virtual meeting only.

To join by computer, smart phone or tablet click HERE

If you prefer to telephone in:
Please call: 1-346-248-7799
Meeting ID: 709 658 8400

Follow the prompts as directed. Be sure to set your phone to mute until called on.

Call to Order

Roll Call

Meeting Notice

Conflicts of Interest

Citizen Comments on Items NOT on the Agenda

Items for Consideration

A.   **Election of Commission Chair**

B.   **Election of Commission Secretary**

C.   **Welcome New Commission Member Emily Jack-Scott**

D.   **Update: Solarize Garfield County**

E.   **Discussion: Wildfire Communication and Planning**

F.   **Discussion: Pollinator Gardens**

G.   **Discussion: Climate and Environment Commission Participation in Burning Mountain Festival Parade**

Adjourn

Memorandum

TO: CEC Commissioners

FR: Denise Scheberle

In preparing for the upcoming meeting, please think about the following:

1. What role should the CEC play in creating/ planning a pollinator garden? A few elements to consider include location, possibility of community education about the importance of bees and other pollinators, planting of bee-friendly flowers, need for irrigation, partnering with other organizations (for example, Basalt Library recently established a pollinator garden). These two websites might be a way of starting our conversation about a pollinator garden. The first is simply an example; the second is a link to how to become a "Bee City USA":

https://www.baxtercountymg.com/library-pollinator-garden.html

https://beecityusa.org/

2. What role should the CEC play in helping the town in wildfire planning and communication?

We will engage in conversation with Town Administrator Dave Reynolds and Public Information Officer Rochelle Firth about how the CEC can help (or when it should not help) the town in wildfire communication and planning. Examples include how to educate the community about wildfires, fire mitigation, water conservation, and collecting best practices examples for evacuation planning to share with the town. The Pitkin County plan is simply one example provided in the agenda packet.

PITKIN COUNTY

EMERGENCY MANAGEMENT

ALL HAZARDS
EVACUATION PLAN

July 2012

FIELD GUIDE TO EVACUATION PLANNING & IMPLEMENTATION

INTRODUCTION:

One element of emergency response is the determination if, and to what extent, the movement and activities of the public should be controlled. Whether directing traffic around the site of an accident or emptying a town, the principles remain the same; assessing risk factors, planning an appropriate response, informing the public, then implementing the plan.

AUTHORITY;

- Local governments are empowered by the General Assembly under this Colorado State Statute. § 24-32-2109, C.R.S.

- A "local disaster" can be declared by the principal executive officer of a political subdivision of the state. § 24-32-2109(1), C.R.S.

- Upon that declaration, the response and recovery aspects of any and all local and inter-jurisdictional disaster emergency plans are activated. § 24-32-2109(2). A plan that authorizes evacuations furnishes the legal power to the local jurisdiction to issue evacuation orders.

In an effort to help bridge the gap between concept and implementation, this all hazard evacuation guide has been developed to meet the following goals:

1. A fill-in-the-blanks field checklist for managers charged with the evacuation effort;

2. Collection and collation of data needed for planning and implementation by the incident command staff and local principal executive officer(s); and,

3. A permanent record of response efforts.

The primary focus of any response must be people. Citizens in the path of a threat must be informed, consulted and protected throughout the emergency. Emergency managers must always be aware of the impact associated with governmental requests or orders to abandon homes, businesses and property; however temporarily.

SCOPE:

This *Field Guide* is a useful tool for incident managers charged with assessing what segments of the public, if any, are at risk during the emergency and how best to protect them. It forces objective evaluation and is intended to help eliminate kneejerk reactions to possibly erroneous perceptions of risk.

With today's "instant" communications, the presence of an emergency is usually common knowledge throughout a wide area within minutes and citizens living or working in or near the affected area want to know what impact an incident will have on them,

Emergency telephone lines may become overloaded and responders may become distracted with questions to which they may have no answers.

Once the "who" is determined, decisions should be made about what constitutes an appropriate response. By completing each element of the *Plan,* managers can make objective selection of options: No direct action, movement restrictions, protection in place, limited evacuation or full evacuation. Options are then matched to each group, and that information is communicated as early, and widely, as possible.

NOTE: This guide is intended to assist agencies or assigned incident management teams with the planning and implementation of an evacuation. In municipalities or counties with an approved local emergency operations plan the incident management team must coordinate requests for and the implementation of any evacuation with the local authorities. This can best be accomplished through a Unified Command to bring into the incident local authority for an evacuation. Forestry and other agencies should consult with local authorities prior to the emergency and become familiar with local emergency plans and procedures for an evacuation.

PROCESS:

The extent to which an incident evacuation plan will be completed prior to implementation depends entirely upon the nature, scope and severity of the emergency, plus advance notice provided to the responsible agency. **At an absolute minimum, evacuation instructions must be completed and signed by the Incident Commander (IC), Unified Command (UC) or local governing authority such as a city, county etc., prior to any implementation. The authority for initiating an evacuation should be included in any delegation of authority to an Incident Management Team.** Other applicable portions of the plan may be completed later to serve as a written record.

Some emergencies may allow time for sufficient planning and notifications if evacuation branch directors are involved from the earliest stages of the response effort. The evacuation process begins at the outset of any disaster or major emergency, even if the need to evacuate is not apparent and no decision to evacuate has been made. The process may be divided into six logical steps:

1.   Prepare an analysis of:

     a. Threats,

     b. Affected area, and

     c. Objectives. If time permits, prepare a detailed evacuation plan.
Contingency preparation saves valuable time. The analysis and plan will serve as a needs assessment upon which the Incident Commander or Unified Command and Principal Executive Officer can base their decisions. Stay flexible. Your analysis and plan may actually provide the basis for a decision NOT to evacuate.

2.   Obtain authorization.

   a. If time does not permit advance completion of a written plan or decision by the principal executive officer, the Initial Attack Incident Commander will complete the *Emergency Evacuation Form* (Attachment A) and submit it to the person that will affect the evacuation. When possible this should be a law enforcement officer. The IC may use their delegated powers to make a unilateral decision to evacuate by signing the "Emergency Evacuation Form". The plan will be prepared at the earliest possible time.

   b. When it appears time will permit the normal planning and authorization process, complete an *Incident Evacuation Plan* (Attachment B) and submit it to the incident command staff and principal executive officer. A decision may then be made to evacuate immediately or authorize the Incident Commander to implement each stage under conditions included in the plan.

3.   Keep the populace affected by the threat continually informed of the incident status.
4.   Monitor defined stages and activate resources.

5.   Implement the plan.

6.   Deactivate the evacuation. This step requires reversing all the actions you initiated. Make sure to include everyone such as the public, incident management team, local jurisdiction and other involved agencies such as the Red Cross.

EMERGENCY EVACUATION PLAN: (Attachment A)

This plan will be used by the Initial Attack Incident Commander to provide for immediate evacuation actions. It is intended to be used only in those situations where the incident is moving so fast that there is not enough time to complete the Incident Evacuation Plan. It should not be used as a replacement for the Incident Evacuation Plan when there is ample time to complete that document. It is also important to recognize that the Incident Evacuation Plan should be completed after the Emergency Evacuation Plan is used to effect an evacuation action. The Incident Evacuation Plan will provide backup documentation for the decision that was made by the Incident Commander in this situation.

The Incident Commander must enter his/her name at the top of the document. It should be clearly printed in this location. The incident commander will sign and date the form at the bottom.

Select the type of evacuation action being taken. The Incident Commander(s) may only select "Evacuation Warning" or "Evacuation Directive". The "Evacuation Order" refers to a case by case situation that is described below and is NOT available as an option to the incident management.

The Incident Commander(s) must describe the specific area that the evacuation action applies to. This should be as specific as possible and should include descriptors that are commonly known and understood by the local citizens.

The Incident Commander(s) must identify the staging areas and/or evacuation centers that the citizens should report to under an evacuation directive. These should be located well away from the incident to minimize the possibility of re-evacuation. While the Incident Commander(s) should identify these for the evacuation directive, it is strongly recommended that they also be identified for the evacuation warning in case citizens choose to evacuate early.

The Incident Commander(s) should describe what the citizens are to be told. The form lists two general statements and provides for an optional statement. It is vitally important that all citizens be given similar instructions to avoid confusion.

The Incident Commander(s) should determine if perimeter controls are necessary and, if so, where and what type. It should be understood that neither a checkpoint nor a roadblock will completely stop non-incident traffic. While this is not ideal for the incident, it will provide the incident management with some control over traffic while causing minimum impact to the local citizens. A road closure will stop ALL non-incident traffic and should be used only where absolutely necessary. This is the reason that it is available only at the inner perimeter. If only one perimeter is established, it will be understood that it is an "Outer Perimeter" and a road closure is not an option.

INCIDENT EVACUATION PLAN: (Attachment B)

The Incident Evacuation Plan is intended to provide the incident managers with a standard format to document a decision to conduct an evacuation. It can be used to collect information documenting an evacuation that was initiated under an emergency evacuation. It can also be used to collect information to be used for a potential evacuation. The Incident Evacuation Plan contains the following sections: a Coversheet, Evacuation Authorization, an analysis of the Threats, Area, and Objectives, Evacuation Stages, Perimeter and Access Control, the Implementation Plan, and a summary of the Anticipated Resource Requirements. Each of these sections are discussed below:

1. **Coversheet:**

    The Coversheet provides important information to the reader that may not be located anywhere else in the document. It includes the name of the person that was responsible for the preparation of the document. It also includes the name of the agency that is responsible for the document. The date and time the document was completed, the person the document was submitted to (usually the Incident Commander, but it could be the Planning Section Chief or Operations Section Chief) and a checklist identifying the sections that were completed are also on the coversheet.

2. **Authorization:**

The authority to evacuate citizens and to restrict use of public byways varies according to jurisdiction. As a general rule, an evacuation may not be implemented without the express approval of local principal executive officer(s) unless the Incident Commander can demonstrate an immediate threat to life and safety precluding advance authorization. A Unified Command with local authorities is recommended when the local authority has jurisdiction and an evacuation is anticipated or required. In such instances, formal authorization should be obtained as soon as possible.

Authorization for evacuations should be obtained in one of three processes. These are:

A.   When there are persons with clear statutory authority to initiate an evacuation at the incident and the IC is an employee of an agency without clear statutory authority for such actions, the IC should recommend that an evacuation be conducted. The official with clear statutory authority will authorize (or not authorize) the evacuation. The evacuation is conducted under the management authority of the incident. It is preferable that a Unified Command is placed in charge of the incident, with at least one commander having clear statutory authority for evacuations.

B.   When there is no one present at the incident with clear statutory authority to initiate an evacuation, the person with emergency expertise should authorize the evacuation.

C.   When there is no one present at the incident with clear statutory authority or with emergency expertise, anyone in authority can initiate the evacuation.

A civil authority such as highway department or municipal street department should generally approve restrictions on the use of public highways, roads and streets. Early liaison is recommended. Again, unilateral action by the Incident Commander should be immediately followed by formal notification and authorization.

The implementation of an evacuation is usually performed by law enforcement personnel, but that may vary according to jurisdiction. Early liaison is recommended to allow planning and mobilization of necessary resources.

3.   **Analysis of Threats, Area(s) and Objectives (Part I):**

A. Threats:

A brief summary of the nature, scope and severity of the emergency at the time the plan was prepared should be included. Threats can be multiple and transitory. Consider secondary threats like downed power lines and ruptured gas pipes. Consider how the threat may actually increase during the period when residents are moving out of the area (traffic congestion, narrow roads, obstructions, etc.).

Are there special populations within the affected area? For example schools, hospitals, or nursing homes? Is the threat specific to a particular segment of the population such as persons with respiratory problems? Consider protection in place for short-term threats such as a fast moving vapor cloud in which mass movement may prove more hazardous than restricted movement. Also consider the potential dangers of moving people through the incident, lack of a safe shelter area, poor or no means of evacuating people.

B. Area:

Define area(s) affected using common boundaries such as roads, rivers, drainages, subdivisions, etc. Should sub-areas be defined? Area "A" may need immediate evacuation while Area "B" is under a warning and Area "e" is safe but needs to be reassured it is not at risk. Describe all boundaries in terms easily recognizable by the public during broadcasts ("The area from South Avenue to the river and between Reserve and Russell streets").

C. Objectives:

The listed objectives apply to any emergency. Additional objectives may be set by specifically stating how each defined threat is to be mitigated for each defined area. Set clear objectives.

4.   **Evacuation Stages:**

Evacuation planning does not necessarily mean an evacuation is imminent. Some situations allow sufficient time to obtain necessary approval and implement each stage. Proper planning allows the Incident Commander and principal executive officer(s) to review and approve or revise benchmarks at which stages will be implemented.

Part Two of the *Incident Evacuation Plan* identifies four distinct evacuation stages plus perimeter and access control. The stages should be seen as a process that may be entered at any stage depending on the immediacy of the incident. While there is an "Evacuation Order" described in this field guide, it is not included in the plan as an evacuation stage available to the incident managers. It should be very clearly understood that an "Evacuation Order" is an action that will take place only on a case by case basis. As such, it is not an available action for a broad area around the incident. Incident managers should begin with the lowest possible stage and work up as conditions warrant. As the emergency wanes, work back down to Stage A. Incident staff should clearly identify what conditions will mandate movement from one stage to another, up or down.

A. Pre-evacuation Briefing and Information:

Contact teams should go door-to-door whenever possible. Provide accurate information about the emergency and determine special needs of those contacted. Special health problems, latchkey kids, special transportation needs, etc. When appropriate, complete *Pre-evacuation Contact Data Sheets* for planning successive stages. If possible, have the documentation team develop an accurate census of potential evacuees and prepare a map for incident managers. At a minimum, contacts should provide the following information: (a) Current incident status. (b) Notification procedures to be used if evacuation becomes necessary. (c) Evacuation route(s), (d) Location of evacuation center(s), and (e) Method(s) to be used to keep the public informed of incident status.

> PRE-EVACUATION CONTACT DATA SHEETS: (Attachment C). Some emergencies, most notably floods and wildland/urban fires may allow plenty of time for contact with the affected public during the pre-evacuation stage. When scope and timing permit, *Pre-evacuation Contact Data Sheets* should be used. Contact teams should be able to obtain the necessary information in 5 to 7 minutes. *Pre-evacuation Contact Data Sheets* are doubly useful; first, as an invaluable planning document and second as a reassurance to those contacted that the incident manager is concerned about the safety and welfare of the affected public and actively working to protect them. Information obtained during the contacts will help incident managers prepare safety and contingency plans. It will also help the Red Cross determine what assistance facilities are required.

B. Evacuation Warning: (NOTE: This stage must be authorized by the Incident or Unified Command.)

There is a good probability of the need to evacuate. This is the time for precautionary movement of persons with special needs or health problems, mobile property (including household items) selected and transported by the owner, and under certain conditions, pets and livestock. If property and livestock holding/security areas have been designated, this information needs to be relayed. Avoid any implied promises by responders to provide resources to move personal property. Incident staff should likewise carefully evaluate the wisdom of allowing volunteers inside the perimeter to help move property.
Liability and security issues must be addressed.

Implementation conditions should allow plenty of time for coordination with those affected.

Post-evacuation conditions for this stage may include concerns about allowing persons with particular health conditions or other special needs to return prematurely, and safety or security considerations if people are allowed unrestricted movement within the incident perimeter.

C. Evacuation Directive: (NOTE: This stage must be authorized by the Incident or Unified Command)

Evacuation directives should be issued only where a clear and immediate threat to the health and safety of the population or responders exists. Evacuation directives are designed to remove all occupants from a specific area, therefore the occupants of the affected area(s) are directed to leave within a specified time period by pre-designated route(s) and report to an evacuation center. Perimeter roadblocks are in place and access is restricted. If a person who appears capable of making a reasonable and informed decision decides to remain within the area covered by the evacuation directive, he/she may do so. The emergency responders will not use force to remove persons from areas covered by an evacuation directive. However, the emergency responders should clearly inform the person that failure to evacuate may result in serious physical injury or death and future opportunities to evacuate may not exist.

An adult making an informed decision to remain in the immediate vicinity presents very real legal and liability issues to the incident staff. However, adults making such informed and reasoned decisions should be allowed to do so under the "Evacuation Directive". A specific warning of the dangers by responders, followed by documentation of the refusal, is appropriate.

Implementation conditions should be clearly relayed to occupants through personal contact, media broadcast, or both. Realistic timetables should be established.

Post-evacuation elements of this stage will recognize that certain occupants may re-enter, AT THEIR OWN RISK, to check on property. Vehicles should be flagged or otherwise identified at perimeter roadblocks and careful instructions provided concerning safety.

D. Return:

Evacuees are allowed to return according to conditions established for each stage. Hardship and special needs are evaluated by the incident staff. Close coordination with relief agencies is important during this stage if property has been damaged or destroyed. Continued exchange of information between incident staff and evacuees is vital.

Post-evacuation contacts and briefings: Follow-up contacts are necessary once evacuees have had the opportunity to survey any damage to their property. Again, timely and accurate information about mitigation efforts will ease fears and build cooperation.

E. Evacuation Order: (NOTE: This is _NOT an_ option available to the incident management for use generally throughout the incident area, therefore it is not listed in the plan.)

THIS STEP MUST ONLY BE DONE ON A CASE BY CASE BASIS. An evacuation order will be issued only where conditions present a clear and immediate threat to the health and safety of occupants or responders **and the person(s) ordered to evacuate appear to not be capable of making a reasonable and informed decision due to their physical or mental condition or their inability to self evacuate. This may be caused by the person(s) level of intoxication, dementia, senility, age, or other physical or mental conditions that could impair their judgment or by a lack of ability to evacuate due to transportation or similar problems.** This phase of an evacuation must be limited to individuals or small groups of people.

All evacuation orders must be documented. Officials are encouraged to use the _Evacuation Order Report_ (Attachment D). If this report is not completed, the official issuing an evacuation order must at a minimum, document in writing the reason for the order, the name of the person(s) involved, the location from which the person(s) was evacuated and the location to which the person(s) was evacuated, and the date and time of the evacuation order. This written documentation must be submitted to the Incident Commander through the proper channels as soon as practicable after the evacuation order is carried out.

Incident managers should understand that persons refusing to evacuate after receiving an "Evacuation Order" will be removed by force if necessary. Arrest is the least desirable option unless the person is clearly endangering others by his or her refusal to cooperate; therefore it is preferable to use "Evacuation Directives" whenever possible. Evacuation Orders should only be used rarely and to resolve specific circumstances.

Implementation conditions should take into account responder and residents safety. Persons ordered to evacuate will not be permitted to return until the conditions that resulted in the evacuation order no longer exist.

F. Perimeter and Access Control:

While perimeter and access control may be important prior to initiating an evacuation, it is imperative that the incident management consider this when an evacuation is in effect. There are two levels of perimeter control that are available to the incident. These are:

A. **Outer Perimeter:** The outer perimeter is a line of perimeter and access control that may be well away from the active portions of the incident. The outer perimeter is usually used as a means of slowing access and informing the public rather than restricting or limiting access. Outer perimeters are typically controlled by checkpoints and/or roadblocks. They are never controlled by a road closure.

B. **Inner Perimeter:** The inner perimeter is a line of perimeter and access control that should be as close as possible to the active portions of the incident. The inner perimeter can be used to slow access or to restrict access. Inner perimeters can be controlled by checkpoints, roadblocks or road closures.

When an incident establishes a perimeter without describing whether it is an outer or inner perimeter, it will be assumed to be an outer perimeter.

5. **Implementation Plan:**

Part Three of the *Incident Evacuation Plan* documents specific procedures to be followed and outlines certain evacuation management issues.

A. **Emergency Implementation Procedure:** Develop and disseminate a contingency plan to be used if conditions worsen so quickly that personal notification of a request or order cannot be made. Coordinate with area media. Assign a unique signal and make sure it is not used for any other part of the incident response. Residents should know that use of the signal is an immediate directive to evacuate by pre-designated route(s). One useful signal is the "high-low European style" siren.

B. **Obstruction Response Procedure:** Determine the response that evacuation branch personnel will provide to persons who decide to remain within the affected area when directed to evacuate and who refuse to evacuate when given an evacuation order. Typically persons who decide to remain when given an evacuation directive will be allowed to do so. They should be given a warning that they will face sever risk of personal injury or death, that their presence may impede work on the incident, that they could be held personally liable for injury or damages to another person or to other property due to their refusal to evacuate and that there may not be emergency personnel available to rescue them at a later time. If they understand these situations and appear to be capable of making an informed and rational decision, they should be allowed to remain.

C. **Traffic Plan:** *Three* main elements should be considered in the preparation of a traffic control plan for the evacuation: 1. Evacuation routes, 2. Perimeter control, and 3. Traffic coordination.

Selection of evacuation routes should take into account the volume of evacuee traffic (largely dependent upon the beginning stage of the evacuation effort) available selection of suitable roadways and volume of responder traffic in the area. Remember to plan alternate routes whenever possible during an evacuation.

Perimeter control is established with checkpoints, roadblocks or road closures supplemented by mobile patrols. The Incident Commander should establish an inner and outer perimeter for the incident. The outer perimeter is used to provide information and to

reduce sightseeing traffic. Local traffic and those with valid reasons will be allowed past the outer perimeter. The inner perimeter is used to restrict traffic to emergency response vehicles only.

Checkpoints are staffed locations where vehicles are provided with information on the incident. They should be staffed by Public Information Officers and may use law enforcement officers if available. Vehicles may or may not be stopped at checkpoints.

Roadblocks are locations along a road, highway, street, trail or other location that blocks the passage of people or vehicles and where they are prevented from traveling into an area without providing a specific waiver or justifying their need to enter the area to a representative of the incident. At a minimum, they will be required to provide:

- One piece of identification (driver's license, I.D. card, social security card, etc.) and the location to which they are traveling.
- A reasonable explanation of their need to enter the area.
- Affirm they understand their presence may hinder emergency workers/operations within the area they are entering.
- Affirm they understand they may incur some personal liability by hindering emergency operations within the area.
- Affirm they understand there may be personal risks of injury/death by entering the area.
- Affirm they understand there may be limited or non-existent opportunities/resources to affect their rescue should they encounter life-threatening circumstances.

In order to ensure that the proper information is passed on to all motorists at roadblocks, all personnel are encouraged to use the *Roadblock Datasheet* (Attachment E).

Road closures may be staffed or unstaffed. These are points at which the road is closed to non-emergency traffic. The general public will not be allowed past these points. If road closure points are staffed, they should be staffed with law enforcement officers. Public information officers are not necessary at these locations since non-emergency vehicles will not be allowed past them. Road closures will be used only on the inner perimeters; therefore vehicles should have passed a roadblock before arriving at a road closure. Public information personnel should have been available at the roadblocks to provide information.

Traffic coordination may involve the use of pilot vehicles, designating traffic flow by time period (i.e. access during first half of each hour, and egress during the second half) or fixed traffic control points using radios to coordinate flow. DON'T ASSUME THAT PEOPLE WILL AUTOMATICALLY GIVE RESPONDER TRAFFIC THE RIGHT OF WAY. Consider buses or other mass transit methods for evacuee movement.

D. Evacuation Shelters: (ESF #6) Determine the number, location and size of evacuation shelters that will be needed for the incident. Coordinate with Pitkin County Emergency Management and the Red Cross to staff and operate the shelters. The jurisdictional chapter of the Red Cross, or other voluntary organization, will designate a Shelter Manager and ensure that there is a reliable means to contact that person. Assign Incident Information Officers to each shelter. The Assign Incident Information Officer will be responsible for informing the evacuees on the progress of the incident and the evacuation efforts.

E. Pre-Evacuation Activities: Determine the type and extent of pre-evacuation activities that will be completed. This includes determining whether or not evacuation teams will contact residents, what will be provided to the residents and where any datasheets or information collected during these activities will be taken.

F. Resource Locations: Select sites to be used for each element of the evacuation. Sites should be selected that will not be subject to potential evacuation or threats from the incident. Public Information Officers should be assigned to each center or shelter. Command and staging areas for evacuation responders may be most useful away from the main incident base to avoid congestion and make movement more efficient. Shelters and Assistance centers are usually pre-designated by the Red Cross or other relief agencies. They may need time to open a shelter and begin receiving evacuees. Informing them well in advance will permit set-up time. Evacuation centers are usually a joint effort of incident staff and relief agencies to serve as a clearinghouse. They are used to re-unite families and respond to inquiries from anxious relatives. Evacuation centers should be located close to the evacuated area. <u>EVACUEES SHOULD BE ENCOURAGED TO CHECK-IN AT AN EVACUATION CENTER IMMEDIATELY AFTER EVACUATING EVEN IF THEY WILL NOT BE STAYING THERE.</u> By doing this, the evacuees can improve chances that friends and relatives can locate them during the early stages of an evacuation.

Remember to coordinate any evacuation with the Red Cross, Pitkin County Emergency Management, or other responsible agency that will be assuming responsibility for the people.

Some emergencies will permit the time to select and staff to secure areas for the temporary storage of personal property. Fenced compounds are preferable. Access and security are paramount considerations. If holding areas are used, evacuees should be encouraged to move property as early in the incident as possible. Liability considerations should be discussed with area legal officials during this planning stage. Restrictions should be made clearly known (no unloading of trucks or trailers, loads should be enclosed or tarped, etc). The same considerations apply if arrangements are made for the temporary holding of pets or livestock.

G. Communications: <u>Public information is the single most important element of any evacuation plan.</u> Plan for the most effective use of all resources: Briefing sheets for contact and traffic control teams, area emergency notification networks, regular media briefings, limited-range radio broadcast units and resident briefing sites are some of the available options.

Direct briefings with the evacuees and public should be done early on and be the first priority for providing public information. Remember that the media may not and often will not provide the same level and quality of information as you can by meeting directly with the affected public. If available the Pitkin Alert System can also be used to provide critical information in the early stages. <u>Hold community meetings at shelters early and often.</u>

1. Radio frequencies used by evacuation teams should be established in advance and lists disseminated to incident staff. The agency responsible for evacuation and traffic control efforts may well utilize communication frequencies completely separate from the incidents. Be certain to provide for networking between evacuation command and the other incident staff.

2. Public Information Officers (ESF #15) are needed to conduct community briefings. Ensure that a public information officer is assigned responsibility to set up, coordinate and/or conduct community briefings as necessary. Since many of the community residents may be living in an evacuation center(s), consider having a PIO assigned to the evacuation center(s) on a continuing basis.

3. Designated markings, usually flagging and signs are helpful in identifying completed contacts, locations requiring special consideration, perimeter boundaries, and vehicles or persons allowed access to restricted areas. For example, *red* flagging tied to a mailbox may indicate the resident has been personally contacted during Stage A and *white* flagging may indicate the occupant has a condition requiring extraordinary care.
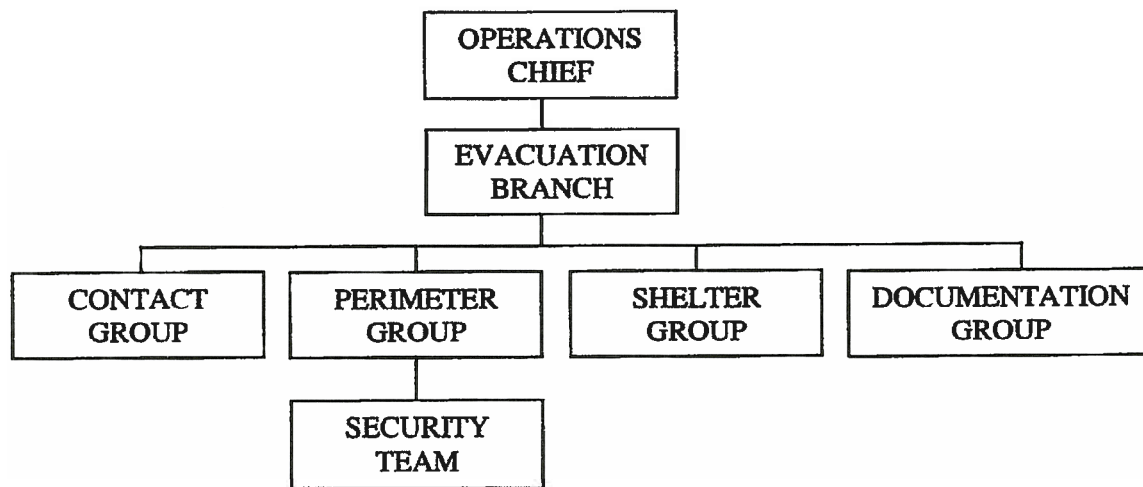
6.   **Resource Requirements:**

Part four of the plan describes the anticipated resource requirements needed in the evacuation. It includes personnel, equipment, traffic control devices, other resources and who will cover the costs of the evacuation.

A. Personnel, Vehicles and Radios: Available resources, especially in rural areas may limit the scope of an evacuation effort. Early planning allows the incident management team to identify and obtain needed resources through mutual aid requests or other means without having to draw from operational specialists on the incident.

It is important to remember, however, that when an evacuation is initiated it may very well become the primary responsibility of the incident. As such, it is likely that all incident resources will be diverted to the evacuation branch until it is apparent that all citizens in the affected area have been contacted.

A typical evacuation organization looks like this:

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                    ┌──────────────┐
                    │  OPERATIONS  │
                    │    CHIEF     │
                    └──────┬───────┘
                    ┌──────┴───────┐
                    │  EVACUATION  │
                    │    BRANCH    │
                    └──────┬───────┘
      ┌──────────┬─────────┼──────────┬──────────────┐
┌─────┴─────┐ ┌──┴──────┐ ┌┴────────┐ ┌──────────────┐
│  CONTACT  │ │PERIMETER│ │ SHELTER │ │ DOCUMENTATION│
│   GROUP   │ │  GROUP  │ │  GROUP  │ │    GROUP     │
└───────────┘ └──┬──────┘ └─────────┘ └──────────────┘
              ┌──┴──────┐
              │SECURITY │
              │  TEAM   │
              └─────────┘
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The Incident Management Team having evacuation responsibility should determine staffing requirements for each element and include those totals in Part Four, Section 1, of the *Plan.*

Specialized equipment such as vehicles (marked and private) and radios are included in the same table. Other necessary resources should be identified and listed.
Special requirements such as personal protective equipment for persons inside the perimeter should be considered.

Position description summaries for the typical positions assigned to an Evacuation Branch are included as Attachment F.

7.   **Evacuation Expenses:**

<u>Do not delay or avoid a needed evacuation due to funding questions</u>. Because evacuations can be expensive, it is imperative that the incident manages and tracks all cost carefully. Responsibility for the actual evacuation expenses will be determined later, considering all responsible parties.

FORMS ROUTING:

The various forms used in this evacuation procedure shall be routed as follows:

Form	Prepared By	Routed Through	To	Time Frame
Emergency Evacuation Form	Initial Attack Incident Commander	None	Law Enforcement or Incident Personnel	Prior to issuing Public Evacuation Instructions
Incident Evacuation Plan	As assigned by IC, usually Operations Section-Evacuation Branch if available	Incident Commander(s)	Plans	Within first 72 hours of an incident
Evacuation Order Report	Incident Personnel issuing the order	Incident Commander(s)	Plans	As soon as possible after issuing the order.
Pre-Evacuation Contact Data Sheets	Pre-Evacuation Contact Teams	Plans	Documentation UL	Daily
Roadblock Datasheet	Roadblock Staff (Law Enforcement or IOFR)	Plans	Documentation UL	Daily

Attachment A
Emergency Evacuation Plan

Emergency Evacuation Plan

As Incident Commander of the _____ incident, I find that certain evacuation actions are necessary to ensure the safety of the public and the assigned emergency responders. Therefore I am (we are) issuing the following instructions:

       ❑   Evacuation Warning
       ❑   Evacuation Directive

This action is valid for the following area:

Evacuation staging areas or centers will be located at:

Local citizens affected by this action should be told to:
       ❑   Prepare for an evacuation.
       ❑   Evacuate the area and check in at the evacuation staging area or center
       ❑   Other (describe):

Perimeter Controls:

Establish an Outer Perimeter at:	Use the following perimeter control methods:
	❑ Check Point ❑ Road Block

Establish an Inner Perimeter at:	Use the following perimeter control methods:
	❑ Check Point ❑ Road Block ❑ Road Closure ❑ Mobile Patrols

_____   _____   _____
Incident Commander   Date   Time

_____   _____   _____
Principal Executive Officer   Date   Time

Attachment B
Incident Evacuation Plan

<div style="text-align:center">

_____
(INCIDENT NAME / DESCRIPTION)

INCIDENT EVACUATION PLAN

☐ ORIGINAL PLAN   ☐ REVISED PLAN

</div>

PREPARED BY: _____
<div style="text-align:center">(PRINTED NAME and TITLE)</div>

AGENCY: _____

DATE: _____**TIME:**   _____

SUBMITTED TO: _____
<div style="text-align:center">(NAME and TITLE)</div>

THIS PLAN CONTAINS:

☐ *EVACUATION AUTHORIZATION* (1 PAGE)

☐ *THREATS, AREA and OBJECTIVES* (1 PAGE)

☐ EVACUATION *STAGES* (1 PAGE)

☐ *IMPLEMENTATION PLAN* (2 PAGES)

☐ *ANTICIPATED RESOURCE REQUIREMENTS* (1 PAGE)

☐ *SUPPLEMENTAL INFORMATION* (_____ PAGES)

INCIDENT EVACUATION PLAN

Evacuation Authorization

1.   **AUTHORITY:** Authority for evacuation during this incident is based on the following references:

      A.   **Legal Authority:** _____

                                       _____

      B.   **Disaster Plan:** _____

                                         _____

2.   **RESPONSIBILITY:** The agency responsible for planning, implementing, and managing an evacuation during this incident is identified as the:

_____

3.   **INCIDENT COMMANDER:** I have determined the nature of this emergency may pose significant threat to the health and safety of persons within the area described in the attached *Incident Evacuation Plan.*

      ☐ A. The affected Principal Executive Officer(s) is/are requested to review the attached plan, initiate necessary proclamations or declarations, and grant extraordinary authority for me to implement elements of the evacuation plan as conditions warrant.
      OR
      ☐ B. The nature of this emergency does not permit prior authorization of evacuation through normal channels. I order the immediate implementation of evacuation efforts as noted in the attached plan.
      OR
      ☐ C. The evacuation was ordered during the Initial Attack of this incident and the attached plan documents the decisions for that action.

SIGNATURE and TITLE of INCIDENT COMMANDER	DATE and TIME

4.   **PRINCIPAL EXECUTIVE OFFICER (S):** As the official(s) having legal responsibility for the approval of evacuations within this jurisdiction:

      ☐ A. The *Incident Evacuation Plan* has been reviewed, necessary proclamations or declarations have been completed, and the Incident Commander is hereby granted authority to implement elements of the plan as conditions warrant.
      OR
      ☐ B. The *Incident Evacuation Plan* has been reviewed, and it is my/our decision to withhold approval of the Incident Commander's request for authority to implement elements of the plan. The basis for this decision is attached. This decision may be reviewed and amended as conditions warrant.
      OR
      ☐ C. I/we have been advised of the Incident Commander's use of extraordinary authority to proceed with evacuation. The basis for that decision has been reviewed and I/we ☐ do ☐ do not authorize continued evacuation efforts.

SIGNATURE and TITLE	DATE and TIME

INCIDENT EVACUATION PLAN

PART ONE – THREATS, AREA, and OBJECTIVES

A.   THREATS TO HEALTH AND SAFETY: _____

_____

_____

_____

_____

_____

_____

B.   AREA DESCRIPTION: As of _____
                                          (TIME, DAY and DATE)

this plan is being recommended for the following area(s):

_____

_____

_____

_____

_____

_____

C.   OBJECTIVES

1.   To identify residents, businesses, public buildings and other areas from which occupants and property may need to be evacuated.

2.   To locate and identify special concerns of the incident staff to include persons with conditions requiring extraordinary care, livestock or other property requiring specialized consideration and potentially hazardous materials.

3.   To identify resources necessary to accomplish an evacuation.

4.   To provide for the timely, safe, orderly evacuation of affected areas as ordered by the Incident Commander.

5.   Provide for prompt information dissemination to the affected area.

6.   Provide for prompt return of all displaced citizens.

7.   ☐ **A SUPPLEMENT IS ATTACHED DETAILING ADDITIONAL OBJECTIVES.**

INCIDENT EVACUATION PLAN

PART TWO (A) – EVACUATION STAGES

A. ☐ Pre-evacuation **CONTACTS** and **BRIEFINGS** of persons within affected area(s).
This stage will be implemented under the following conditions:

_____

_____

B. ☐ **EVACUATION WARNING.** Good probability of a need to evacuate. Recommend movement of persons requiring extraordinary care, large mobile property and livestock (if feasible). Checkpoints may be used to inform citizens entering the area.
This stage will be implemented under the following conditions:

_____

_____

C. ☐ **EVACUATION DIRECTIVE.** Occupants of the affected area(s) are DIRECTED to leave within a specified time period, by pre-designated route(s), and report to the evacuation center. Perimeter control will be established.
This stage will be implemented under the following conditions:

_____

_____

D. ☐ **RETURN.** Evacuees are allowed to return. Hardship and special needs are evaluated.

PART TWO (B) – PERIMETER AND ACCESS CONTROL

A. **PERIMETER AND ACCESS CONTROL.** Perimeter and access control shall be established to minimize conflicts between civilian and incident traffic. Perimeter and access control shall be accomplished by establishing:

❏   Outer Perimeter

Location	Type of Control
	❏ Checkpoint ❏ Road Block
	❏ Checkpoint ❏ Road Block
	❏ Checkpoint ❏ Road Block
	❏ Checkpoint ❏ Road Block
	❏ Checkpoint ❏ Road Block

❏   Inner Perimeter

Location	Type of Control
	❏ Checkpoint ❏ Road Block ❏ Road Closure
	❏ Checkpoint ❏ Road Block ❏ Road Closure
	❏ Checkpoint ❏ Road Block ❏ Road Closure
	❏ Checkpoint ❏ Road Block ❏ Road Closure

INCIDENT EVACUATION PLAN

PART THREE – IMPLEMENTATION PLAN

A.   EMERGENCY IMPLEMENTATION PROCEDURE: In the event an evacuation is directed by the Incident Commander and time does not permit personal notification of affected person, the following procedure will be utilized.

_____

_____

_____

B.   OBSTRUCTION RESPONSE PROCEDURE: The recommended response for persons refusing to cooperate with an evacuation directive is:

_____

_____

_____

C.   TRAFFIC PLAN:

❑   Routes and Destinations:

Primary Route:	
Primary Destination:	
Alternate Route:	
Alternate Destination:	

❑ Traffic Control

Location	Type of Control
	❑ Mobile Patrols ❑ Traffic Directional Control ❑ Pilot Cars
	❑ Mobile Patrols ❑ Traffic Directional Control ❑ Pilot Cars
	❑ Mobile Patrols ❑ Traffic Directional Control ❑ Pilot Cars
	❑ Mobile Patrols ❑ Traffic Directional Control ❑ Pilot Cars
	❑ Mobile Patrols ❑ Traffic Directional Control ❑ Pilot Cars

D. EVACUATION SHELTERS:

Evacuation shelters for this incident will be set up as follows:

Shelter Name/Phone Number	Location	Shelter Manager	Responsible Agency

Public Information Officers will be assigned to shelters as follows:

Shelter Name	Information Officer	Contact Numbers
		Phone: Cell: Pager: E-Mail:
		Phone: Cell: Pager: E-Mail:
		Phone: Cell: Pager: E-Mail:
		Phone: Cell: Pager: E-Mail:

IMPLEMENTATION PLAN - CONTINUED

E.   PRE-EVACUATION ACTIVITIES:

☐ Yes ☐ No   Teams will complete pre-evacuation contact data sheets as time and circumstances permit.

☐ Yes ☐ No   Resident evacuation information will be provided during initial contact.

☐ Yes ☐ No   Resident evacuation information will be provided at exit roadblocks.

☐ Yes ☐ No   Incident PIO representative will establish a briefing site for residents.

F.   RESOURCE LOCATIONS:

A.   Evacuation branch and staging area:_____

_____

B.   Evacuation reporting and briefing site(s):_____

_____

C.   Mobile property holding area(s):_____

_____

D.   Livestock holding area(s):_____

_____

G.   COMMUNICATIONS:

A.   <u>Radio Frequencies and Telephone Numbers for Evacuation Branch</u>:

		Frequency/Channel	**Telephone**
1.	Evacuation branch:	_____	_____
2.	Contact teams:	_____	_____
3.	Perimeter & traffic control:	_____	_____
4.	Security teams:	_____	_____

B.   Public Information Officer:

Name:	
Contact Numbers:	Phone: Cell: Pager: E-Mail:
Location of Community Briefings	
Date and Time for Community Briefings	
Location of Media Briefings:	
Date and Time for Media Briefings:	

C.   Designated marking:
      1.   **Signs:** Appropriate closure signs will be posted at the perimeter as needed.
      2.   **Flagging:** (identify color for each category):

Description of Action	Color of Flagging
Resident/Occupant has been personally contacted.	
Occupant has a condition that requires extraordinary care.	
Hazardous materials identified on property.	
Occupant request assistance moving property	
Non-Emergency vehicle permitted within perimeter.	

INCIDENT EVACUATION PLAN

PART FOUR (A) – ANTICIPATED RESOURCE REQUIREMENTS

A.   PERSONNEL, VEHICLES and RADIOS:

FUNCTION	LAW ENFORCEMENT	OTHER	SUPPORT	VEHICLES	RADIOS
CONTACT/MAPPING TEAMS					
ROADBLOCKS					
TRAFFIC – FIXED LOCATION					
TRAFFIC – MOBILE					
TRAFFIC – ESCORT					
SECURITY – EVACUATED AREA					
SECURITY – PROPERTY STORAGE					
EVACUATION CENTER(S)					
EVACUATION BRANCH					
TOTALS PER SHIFT:					

B.   TRAFFIC CONTROL DEVICES: (Specify Type and Quantity)
   A.   Signs:_____
   B.   Barricades/cones/pylons:_____
   C.   Lights:
        1.   Warning:_____
        2.   Illumination:_____

C.   OTHER RESOURCES REQUIRED: _____
_____
_____

D.   SPECIAL NOTE: (Uniform requirements, vehicle accessories, etc.)
_____
_____
_____

INCIDENT EVACUATION PLAN

PART FOUR – ANTICIPATED RESOURCE REQUIREMENTS
SPECIAL NOTE - Continued

Prepared & submitted:_____ By:_____

DATE and TIME   SIGNATURE and TITLE

Agency:_____ Submitted To:_____

NAME and TITLE

PART 4 (B) - EVACUATION EXPENSES

EVACUATION COST MAY INCLUDE:

- ❑ Transportation cost for evacuees
- ❑ Equipment and Supplies
- ❑ Rent for Evacuation Centers
- ❑ Food
- ❑ Water
- ❑ Other (Describe)

EVACUATION COSTS WILL BE CHARGED TO:

_____

_____

_____

_____

_____

_____

Submitted:_____ By:_____
            DATE and TIME   SIGNATURE and TITLE

☐ **INITIAL REQUEST**   ☐ **SUPPLEMENTAL REQUEST**

Attachment C
Pre-Evacuation Contact Datasheet

Pre-Evacuation Contact

Incident Name: _____

Date:_____   Time:_____

Name of Person Contacted:				
Address or Location of Contact:				
Number of persons at this location:	Adults		Minors	
	Males	**Females**	**Males**	**Females**
Transportation Available	Yes		No	
Pets/Animals needing attention	Yes		No	
Special Needs or Assistance Required: (explain)				
Phone Number at contact location				
Emergency Contact Name				
Emergency Contact Number				
Electronic media most often on at contact location	Television	Radio		None
Other information:				
Contact Made By:				

Attachment D
Evacuation Order Report

Evacuation Order Report

Incident Name: _____

Date: _____ Time:_____

I, _____, issued an EVACUATION ORDER for the following
individual(s):

This individual(s) was ordered to evacuate from:

This EVACUATION ORDER was issued for the following reasons:

The individual(s) ordered to evacuate:

     ❑   Transported themselves out of the area.

     ❑   Were escorted out of the area by incident personnel

If the evacuee(s) were escorted out of the area by incident personnel, complete the following:		
Name of the Incident personnel that escorted the evacuee(s) out of the area:		
Location to which the evacuee(s) was escorted:		
If the evacuee(s) was a minor, name of the person who accepted responsibility from the escort:		
Evacuee(s) were escorted from the area under restraint	Yes	No

Signature of person issuing the EVACUATION ORDER: _____

Attachment E
Roadblock Datasheet

Roadblock Datasheet

Incident Name: _____

Roadblock Location: _____

Date: _____ Time: _____

Drivers Name				
Vehicle Description	License No.	Color	Make	Year
ID Confirmed	❑ Drivers License ❑ ID Card ❑ SS Card ❑ Other			
Passenger Names				
Reason for entry:				
Destination:				

	Yes	No
Do you understand that your presence may hinder emergency workers/operations within the area you are entering.	Yes	No
Do you understand that you may incur some personal liability by hindering emergency operations within the area?	Yes	No
Do you understand that you, and anyone with you, may risk serious personal injury and death by entering this area.	Yes	No
Do you understand that there may be no opportunities or resources available to assist you should you encounter life-threatening circumstances?	Yes	No

Name of Person collecting data: _____

Signature of Driver: _____

<u>Attachment F</u>
Position Descriptions

EVACUATION BRANCH DIRECTOR

The Evacuation Branch Director reports to the Operation Section Chief and is primarily responsible for preparing the Evacuation plan, for managing any evacuation effort associated with the incident, and for coordinating evacuation efforts between the various agencies that may be involved.

- Obtain briefings from the Operation Section Chief.
- Determine authority for executing an evacuation.
- Develop evacuation plan.
- Participate in the development of the Incident Action Plan.
- Coordinate with Incident Information Officer to ensure availability of IOFR's in the evacuation process.
- Coordinate with local law enforcement agencies to ensure availability of law officers for evacuation efforts.
- Coordinate with Red Cross, Salvation Army and other relief agencies to ensure adequate evacuation shelters are available.
- Determine location of inner and outer perimeters and develop perimeter and access control strategy.
- Determine type of traffic control needed and location of traffic control points.
- Develop message that will be used by the contact teams when an "Evacuation Directive" has been issued.
- Develop procedure for dealing with "Evacuation Orders" using law enforcement and contact teams.
- Report all "Evacuation Orders" to the Incident Commander through the Operations Section Chief as soon as possible after the order is issued.
- Ensure that all reports are completed properly and filed.
- Maintain Unit Logs (ICS Form 214)

CONTACT GROUP SUPERVISOR

The Contact Group Supervisor reports to the Evacuation Branch Director and is responsible for managing all contact teams assigned to the incident.

- Obtain briefings from the Evacuation Branch Director or the Operations Section Chief.
- Review assignments with all contact teams.
- Inform Incident Communications and/or Resource Unit of all status changes of resources assigned to the Group.
- Coordinate activities with Divisions and other Groups.
- Keep supervisor informed of situation and resource status.
- Resolve logistics problems within the Group.
- Ensure that all contact teams are getting the correct message out to the citizens.
- Ensure that all contact teams are using a similar message when contacting citizens.
- Collect contact data sheets from all contact teams and process according to incident procedures.
- Keep supervisor informed of hazardous situations and significant events.
- Ensure assigned personnel and equipment go on and off duty in a timely manner.
- Approve and turn in time for all resources assigned to the Group.
- Evaluate performance of all resources assigned to the Group.
- Maintain Unit Log (ICS Form 214).

PERIMETER GROUP SUPERVISOR

The Perimeter Group Supervisor reports to the Evacuation Branch Director and is responsible for locating and securing perimeters and traffic control on the incident.

- Obtain briefings from the Evacuation Branch Director or the Operations Section Chief.
- Review assignments with all Group resources.
- Inform Incident Communications and/or Resource Unit of all status changes of resources assigned to the Group.
- Coordinate activities with Divisions and other Groups.
- Keep supervisor informed of situation and resource status.
- Resolve logistics problems within the Group.
- Locate perimeter control points and set up checkpoints, roadblocks or road closures as directed.
- Set up traffic control points.
- Set up and manage guide cars, flag stops, traffic directional control and other methods to ensure safe traffic flow in and around the incident.
- Ensure that information used at checkpoints and roadblocks is accurate.
- Ensure communications between perimeter control points is operable and reliable.
- Collect "Road Block Datasheets" from all roadblocks and process daily.
- Keep supervisor informed of hazardous situations and significant events.
- Ensure assigned personnel and equipment go on and off duty in a timely manner.
- Approve and turn in time for all resources assigned to the Group.
- Evaluate performance of all resources assigned to the Group.
- Maintain Unit Log (ICS Form 214).

SHELTER GROUP SUPERVISOR

- Obtain briefings from the Evacuation Branch Director or the Operations Section Chief.
- Review assignments with all Group resources.
- Inform Incident Communications and/or Resource Unit of all status changes of resources assigned to the Group.
- Coordinate activities with Divisions and other Groups.
- Coordinate with the Red Cross, Salvation Army and other volunteer groups to ensure that adequate shelters are in place and that they are being managed efficiently and safely.
- Keep supervisor informed of situation and resource status.
- Resolve logistics problems within the Group.
- Ensure that all shelters are safe and secure.
- Ensure that all shelters are properly staffed.
- Ensure that all shelters have adequate food and bedding.
- Ensure that all citizens staying in the shelter are kept informed of the incident and evacuation efforts.
- Maintain a log of unattended minors at the shelter.
- Maintain medical capabilities as necessary for each shelter.
- Ensure that each shelter has a contact point for citizens to locate evacuated relatives.
- Keep supervisor informed of hazardous situations and significant events.
- Ensure assigned personnel and equipment go on and off duty in a timely manner.
- Approve and turn in time for all resources assigned to the Group.
- Evaluate performance of all resources assigned to the Group.
- Maintain Unit Log (ICS Form 214).

DOCUMENTATION GROUP SUPERVISOR

The Documentation Group Supervisor reports to the Evacuation Branch Director and is responsible for accurately documenting the evacuation efforts.

- Obtain briefings from the Evacuation Branch Director or the Operations Section Chief.
- Review assignments with all Group resources.
- Inform Incident Communications and/or Resource Unit of all status changes of resources assigned to the Group.
- Coordinate activities with Divisions and other Groups.
- Keep supervisor informed of situation and resource status.
- Resolve logistics problems within the Group.
- Collect all documentation related to the evacuation and process it according to incident procedures.
- Keep supervisor informed of hazardous situations and significant events.
- Ensure assigned personnel and equipment go on and off duty in a timely manner.
- Approve and turn in time for all resources assigned to the Group.
- Evaluate performance of all resources assigned to the Group.
- Maintain Unit Log (ICS Form 214).

SECURITY TEAM LEADER

The Security Team Leader reports to the Perimeter Group Supervisor and is responsible for security at roadblocks, checkpoints, evacuation shelters and at other locations as assigned.

- Obtain briefings from the Evacuation Branch Director or the Operations Section Chief.
- Review assignments with all Security Team members.
- Inform Incident Communications and/or Resource Unit of all status changes of resources assigned to the Group.
- Coordinate activities with Divisions and Groups.
- Keep supervisor informed of situation and resource status.
- Resolve logistics problems within the Team.
- Ensure that all Security Team members are properly trained and equipped.
- Ensure that all Security Team members understand the obstruction response procedures and that these procedures are followed.
- Report all "Evacuation Orders" to the Evacuation Branch Director through the Perimeter Group Supervisor within one hour after issuance.
- Keep supervisor informed of hazardous situations and significant events.
- Ensure assigned personnel and equipment go on and off duty in a timely manner.
- Approve and turn in time for all resources assigned to the Team.
- Evaluate performance of all resources assigned to the Team.
- Maintain Unit Log (ICS Form 214).

Evacuation Confirmation Marking System

for evacuation personnel
(ANY COLOR PAINT AVAILABLE)

● Evacuation personnel should paint a CIRCLE on a structure's driveway apron indicating a SUCCESSFUL EVACUATION.

● NOTE; Always advise RESIDENTS to place a WHITE TOWEL on front door following SELF-EVACUATION.

● Evacuation personnel should paint a CIRCLE containing a NUMBER when occupants are SHELTERING-IN-PLACE. The number MUST represent the accurate number of occupants.

Other symbols that may be seen on driveway aprons can originate from Fire Fighting Crews.

X- Indicates an Unsafe or Non-Defendable structure.

✔- Indicates the structure is safe and has been checked by firefighters.

✔ followed by **+**- Indicates pre-treatment work has been completed and structure is defendable.