

KITTITAS COUNTY, WASHINGTON

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

EMERGENCY SUPPORT FUNCTION 24

****EVACUATION & MOVEMENT****

PRIMARY AGENCY: Kittitas County Sheriff's Office
Cle Elum-South Cle Elum-Roslyn Police Department
Ellensburg Police Department
Central Washington University Police Department
Kittitas Police Department

SUPPORT AGENCIES: Washington State Police (WSP)
Washington State Department of Transportation (WSDOT)
County and Municipal Public Works

I. INTRODUCTION

A. Purpose

This support functions coordinates efforts to evacuate the public safely from a threat to their life and/or health.

B. Scope

This support function applies to those public safety and legislative authorities needed to effect an evacuation. It involves coordinating various agencies and communicating effectively with the public.

C. Limitations

An emergency or disaster situation involving Kittitas County or its communities could require the evacuation of a large number of people in or near a threatened or stricken area. However, the coordination of a major evacuation may be extremely difficult due to several local conditions. Those conditions could include the possible isolation of the area to be evacuated and the difficulty of providing sufficient warning and means of transportation for those in rural areas. This is especially true for those individuals who are at risk medically, the elderly, and the handicapped.

In addition, although an evacuation can be ordered by government, people cannot be forced by government to leave. Government has only the responsibility to warn and advise the public to evacuate.

II. POLICIES

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

The Law Enforcement agency of an affected jurisdiction is operationally in charge of evacuations within their area of responsibility.

The Legislative Authority of the affected jurisdiction has the ultimate responsibility for any and all evacuations. This is especially true for any evacuation that will be extended in nature or is not immediately threatening the health and safety of the populace.

III. SITUATION

A. Emergency/Disaster Conditions and Hazards

Any disaster situation could cause the need for evacuation. Of particular concern to Kittitas County is from the threat of wild fire. A wild fire situation can cause the need for an immediate evacuation allowing for very little time to plan for the specific evacuation.

B. Planning Assumptions

1. Individuals and families may be displaced from their homes and may be provided shelters by one or more volunteer organizations.
2. Approximately 20% of the populace may seek shelter in organized shelters. The rest usually will find their own shelter through friends, family, or commercial sources.
3. Displaced persons may require transportation to shelter facilities. This should be provided for by private transportation.
4. Shelter operations will have sufficient sanitation and cooking facilities, including cold and frozen storage, to maximize the use of available products.

IV. CONCEPTS OF OPERATIONS

A. General

1. Unless an evacuation is of an emergency nature, the Legislative Authority for the affected political subdivision will coordinate with the responsible law enforcement agency and emergency management regarding the decision to evacuate.

2. Kittitas County Emergency Management will coordinate with State Emergency Operation Center (SEOC) for additional state or federal assistance, if required.
3. Operational priorities will be established by the senior Law Enforcement Officer working with the other responding agency heads from the Kittitas County Emergency Operation Center, mobile Command Post, or other established Command Center.
4. Evacuation levels have been established as follows:
 - a. **Precautionary**- Public is advised by local media and available means of a potential for an evacuation.
 - b. **Level 1**- Public is advised by door-to-door method and media that an area has the potential of being evacuated and they all citizens within that area should be ready to evacuate immediately.
 - c. **Level 2**- An area is being evacuated and the public is requested to leave that area immediately and that there will be no further warnings
5. Warning will be accomplished by all means available.
6. For planning purposes, it is assumed private vehicles may provide the means of evacuation for the majority of people in the evacuation zone. Public transportation resources will be utilized, if possible, to evacuate those without other means of transportation.
7. Consider the following incentives to encourage people to evacuate:
 - a. Have an elected official or department head make the request.
 - b. Contact residents by uniformed personnel.
 - c. Provide concise information about the exact nature of the threat.
 - d. Provide assurances of security and property protection.
 - e. Provide for emergency transportation if needed
 - f. Make provisions for pets and or livestock.
8. Provisions for evacuation of special populations, pick-up points for people without private transportation, referral for relatives, or re-entry into evacuated areas will be handled on a case-by-case basis with other agencies involved in an evacuation.

B. Organization

The responsibility of carrying out this ESF falls with the Law Enforcement agency of the affected jurisdiction. In the event a disaster affects more than one jurisdiction, the concepts of the Incident Command System, Unified Command will be followed.

C. Procedures

Existing agency procedures for the operations of shelters, feeding and movement of the populace will be followed.

D. Mitigation Activities

1. Primary Agencies
None

2. Support Agency - Kittitas County Chapter of the American Red Cross (KCC-ARC)
Ensure that shelters are capable of handling an influx of evacuees.
- E. Preparedness Activities**
1. **Primary Agencies:**
 - a. Develop and maintain evacuation procedures and ensure that personnel are trained to implement the procedures.
 - b. Develop and maintain procedures to coordinate with human services organization dealing with the opening of shelters and reception areas.
 - c. Develop/identify evacuation routes, and coordinate with neighboring jurisdictions and agencies.
 2. **Support Agency - KVC-ARC:**
 - a. Develop and maintain procedures for handling of displaced persons from an evacuation.
 - b. Develop a volunteer family preparedness program.
 - c. Develop and maintain a 24-hour contact/call-out procedure so that the public can call them.
 3. **Other Support Agencies:**
 - a. Develop and maintain procedures on their roles and responsibilities during an evacuation.
 - b. Ensure personnel are trained in the implementation of their roles and responsibilities during an evacuation.
- F. Response Activities**
1. **Primary Agencies - Law Enforcement:**
 - a. Responsible for implementing and coordinating emergency evacuation when a situation immediately threatens an area and there is no time to obtain a proclamation from elected officials.
 - b. Determine when and how the public can reenter the evacuated area(s).
 - c. Provide security for the evacuated area(s).
 - d. Document evacuation status and disseminate status to appropriate personnel, agencies and the public on a continual and timely basis.
 2. **Support Agency - Incident Commander (IC):**
 - a. In the event an incident requires an emergency evacuation, such as a Hazardous Materials incident, flooding, fire, or any other localized incident, the IC has emergency authority to call for an evacuation of a potentially affected area.
 - b. Alert the KVC-ARC as soon as possible for the opening of shelters.
 - c. Must document justification for calling for an evacuation.
 - d. Must advise the Executive Authority for the affected jurisdictions as soon as practical.
 3. **Support Agency - Executive Authority:**
Directly responsible for the decision, proclamation, and issuing evacuation orders to evacuate areas within their jurisdictions.

Justification or reasons for the threat to life or property of local citizen must be well documented.

4. **Support Agency - Emergency Management:**
 - a. Provide support to area law enforcement agencies, as appropriate.
 - b. Coordinate public information / instructions with local public safety agencies and the media.
 - c. Act as the point of contact with the KVC-ARC for shelter opening, tracking of displaced persons and other activities as appropriate.
 5. **Support Agency - KVC-ARC:**

The KVC-ARC is responsible for the sheltering and tracking of displaced citizens (Disaster Welfare Inquiry) due to an evacuation.
 6. **Support Agency - Public Works:**
 - a. Assist with requests for additional personnel.
 - b. Provide traffic control signs, barricades, etc.
 - c. Assist in the determination of safe evacuation routes.
 7. **Support Agency – Hope Source:**
 - a. Provide transportation (buses) for:
 - 1) Temporary shelters.
 - 2) Move citizens out of an affected area, as needed.
 - b. Provide liaison at the County EOC, as appropriate.
 - c. Acts as transportation coordinator during an evacuation, as appropriate.
- G. Recovery Activities**
1. **Primary Agencies:**
 - a. Evaluate the safety of an evacuated area prior to allowing citizens back in.
 - b. Provide a detailed summary of actions taken and costs relating to the evacuation.
 2. **Support Agencies:**

Perform recovery as outlined in departmental procedures.

V. RESPONSIBILITIES

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

VI. RESOURCE REQUIREMENTS

1. Trained personnel.
2. Reception areas and tracking of displaced persons procedures.
3. Equipment to facilitate moving the populace, such as:
 - a. Vehicles
 - b. Barricades
 - c. Communication equipment