EVACUATION - SUPPORT OPERATIONS PLAN

CEMP - ANNEX IV DOCUMENTATION

Note: This Support Operations Plan is part of Annex IV Function of the Comprehensive Emergency Management Plan and this version includes the 2018 updates. City of Seattle Office of Emergency Management acts as the Support Operations Plan Coordinator and collaborated with many partners for respective updates.

TABLE OF CONTENTS

TABLES

FIGURES

No table of figures entries found.

1. STAKEHOLDERS

Table 1

PRIMARY DEPARTMENT	IO COORDINATOR
Seattle City Light	Seattle Office of Emergency Management
Seattle Department of Transportation	
Seattle Public Utilities	

Table 2

SUPPORT DEPARTMENT AND AGENCIES	
Seattle Department of Parks and Recreation	Seattle Police Department
Seattle Fire Department	Washington Department of Transportation
Seattle Public Health	Seattle Human Services Department
Seattle Department of Finance and Administrative Services	

2. INTRODUCTION

2.1 Purpose

This plan describes the strategies for managing evacuations which exceed the day-to-day capabilities of departments in the City of Seattle. The strategies are built using an all-hazards approach to preparing for and managing evacuations. They are designed to be applied in any event regardless of the threat or hazard that precipitates the need to evacuate. In most cases, evacuation carries the highest "life safety" priority in incident management.

The City of Seattle fully utilizes the National Incident Management System (NIMS) and its concepts in all emergency and disaster related efforts.

2.2 Scope

This annex supports, and is a part of, the City of Seattle Comprehensive Emergency Management Plan (CEMP) and applies to all City departments, offices, staff, and elected officials.

2.3 Authority

See Comprehensive Emergency Management Plan Introduction.

2.4 Limitations

During day-to-day emergency operations, city response agencies may advise persons to take protective actions in a discrete, specified area. Typically, the situation involves homes, businesses or apartment buildings immediately adjacent to an incident site. This may be caused by situations such as gas line breaks, apartment or residential fires, barricaded subjects, flooding affecting a few homes in a single area, etc. The procedures for accomplishing and implementing these actions are included in individual departmental procedures and are not part of this document. This annex addresses situations where protective actions are needed, and the resources to carry out these measures exceed the day-to-day capabilities described above.

3. SITUATION

3.1 Situation

The Seattle Hazard Identification and Vulnerability Analysis (SHIVA) identifies Seattle's hazards and examines their consequences so we can make smart decisions about how best to prepare for them. It provides information regarding potential impacts of hazards to the people, economy, and built and natural environments of the City of Seattle. The SHIVA provides a foundation for all of the City of Seattle's disaster planning and preparedness activities. The list of all natural and human-caused hazards includes: Emerging Threat, and Geophysical Hazards,; and Biological Hazards, and Intentional Hazards, and Transportation and Infrastructure Hazards, and Weather and Climate Hazards.

A situation statement that applies to all hazards can be found in the CEMP-Base Plan, Section II A. In addition to the all-hazard situation statements, the following specifically apply to the concepts of public warning:

- Use of this plan will occur for all hazards which could necessitate evacuation and sheltering operations involving all or parts of the City of Seattle; and

- It may be necessary for the public to evacuate or to shelter-in-place due to a variety of situations. These cases are considered to be "protective actions." The boundary of the protective actions area may be extremely limited or may be widespread in scope. In most cases, evacuation carries the highest "life safety" priority in incident management; and

- Evacuations will require strategies that specifically address the challenges associated with moving high-risk populations; and

- Each jurisdiction retains its own authority for conducting emergency actions within its boundaries. Jurisdictional authority ends at the jurisdictional boundaries.

3.2 Planning Assumptions

A list of assumptions that apply to all hazards can be found in the CEMP-Base Plan, Section II C. In addition to the all-hazard assumptions, the following specifically to the concepts of evacuation:

- Most people at risk will evacuate when local officials recommend that they do so. A general estimate is that 80 percent of those at risk will comply when local officials recommend evacuation. The proportion of the population that will evacuate typically increases as a threat becomes more obvious and serious to the public; and

- Some evacuations may involve multiple jurisdictions due to the direct impacts; and transportation routes; and the location of safe zones, evacuation centers, or human and pet shelters; and or the need for outside resources; and

- Evacuations will likely involve a variety of buildings (residential, commercial, schools, daycares, retail, public, medical, etc.), geographic area (parks, transportation routes, etc.) population (residents, visitors, people in transit, workers) and people in a variety of situations (sleeping, driving, walking, biking, working, caring for children, etc); and

- The regional transportation system will become disrupted during large scale evacuation events involving the City of Seattle. Transportation mobility will improve through a regionally coordinated plan to ensure the movement of traffic away from the evacuation zone; and
- Evacuations could include non-resident populations such as commuting workforce, visitors, and tourists; and
- During a large evacuation, the city will request support from neighboring jurisdictions to accommodate the number of people and household pets that will need to be transported; and
- Almost every evacuation will require issuance of a public warning statement. The City of Seattle outlines public warning strategies in a separate annex to the CEMP. A high level of coordination will be necessary to effectively communicate protective action, evacuation corridors, and shelter information to evacuees; and
- An evacuation will require expedited coordination between all City departments to maintain an efficient and safe movement of traffic during an evacuation; and
- Evacuations will require substantial personnel and equipment, which could stress and/or exceed the capabilities of the City of Seattle. Specific procedures may need to be developed regarding the pre-deployment of mutual aid personnel and equipment resources as required; and
- The process for evacuation routes, evacuation centers, shelters or termination of evacuations will vary based on the specific hazard, degree of vulnerability, number of people impacted, and projected area of impact; and
- Most evacuations involving several square blocks or more will stress the limited capabilities of roadways leading into and out of the area, particularly during peak travel hours. Traffic factors will impact the time it will take to complete an evacuation; and
- Pre-designation of evacuation routes is impractical without verification of safe routes and surviving or safe congregation points and shelter locations; and
- Some people will not receive the order to evacuate, or understand the order if it is received; and
- Some people will not have the ability and/or resources to evacuate without assistance; and
- Some people will choose not evacuate; and
- An estimated 65 percent of American households have pets (FEMA); and
- Some owners will not evacuate without their animals; and
- Evacuations may be spontaneous without government direction; and
- Evacuating and displaced populations will include individuals subject to judicial and/or administrative orders restricting their freedom of movement, such as sex offenders and parolees; and
- Roughly 20 percent of the population at risk will require shelter in a mass care facility.

3 2.1 Assumptions for High Risk Populations

The following concepts apply specifically to high risk populations and evacuations:

- In an incident involving environmental quality issues, such as a hazardous materials incident or a flood event, people with compromised immune systems or serious health issues (e.g., emphysema or asthma) may need additional assistance; and

Seattle
Office of Emergency
Management

CITY OF SEATTLE CEMP
EVACUATION - SUPPORT OPERATIONS PLAN
SITUATION

- Special resources may be needed to decontaminate high risk individuals that have durable medical equipment and/or a variety of medical conditions; and
- Evacuated populations will include people with access and functional needs, such as limited mobility, visual and auditory impairments, reliance on service animals, prescription medication requirements, durable medical equipment, limited English proficiency, etc; and
- During evacuations, the physical and mental health of some people in the high-risk population will deteriorate faster than those in the general population.

High risk individuals may also:

- Have difficulty communicating with rescuers during an evacuation event (e.g., hearing or speech impairment, behavioral or cognitive impairment); and
- Choose not to evacuate during a disaster, and then become trapped and require rescue; and
- Be resistant to search and rescue personnel during an evacuation or rescue operation; and
- Become separated from their caregiver or the community with which they live; and
- Have durable medical equipment and/or a service animal that need to be rescued with them.
- Require specialized medical transportation (i.e. Ambulance) due to their fragile medical condition.

4. CONCEPT OF OPERATIONS

4.1 Incident Planning

When there is sufficient notice of an incident with the potential to cause significant impacts, the current OEM Staff Duty Officer (OEM SDO), OEM Operations Coordinator, OEM Deputy Director, and members of the DMC Strategic Workgroup representatives review available information and recommend a course of action to the Director.

- **Take no action:** Departments manage the incident without activation of the EOC. The OEM SDO is available 24/7 to provide assistance to departments.
- **Monitor the Incident:** The OEM SDO monitors the incident in coordination with affected departments. The OEM SDO keeps the OEM Director and Deputy Director fully briefed on the situation. If needed, the OEM SDO can share situation reports and forecasts with stakeholders using existing EOC email distribution groups.
- **Conduct a Planning Meeting:** The OEM Director may convene a planning meeting to develop a City Consolidated Action Plan (CAP) and determine when the EOC will be activated and what Emergency Support Functions (ESF) will be involved.

The decision on what action to take is based on the totality of the circumstances, such as the incident characteristics, anticipated impacts, past experience with similar events, scheduled events taking place during the incident, and recommendations from those City departments likely to have a role in the response.

4 1.1 Citywide Incident Planning

A citywide planning meeting is conducted as soon as possible in order to provide sufficient time to prepare. The goal of the meeting is to:

- Determine the current state of preparedness of the City; and
- Assess possible impacts to special events, City services and the community; and
- Consider whether or not to activate the EOC –or- identify event specific triggers for an activation.

If the decision is to activate the EOC, a City Consolidated Action Plan is developed that identifies the objectives and strategies that will govern the response to the incident. The Seattle OEM convenes and facilitates the meeting. For incidents requiring an evacuation, the following departments may participate in the planning meeting:

- Seattle City Light; and
- Seattle Department of Finance and Administrative Services; and
- Seattle Department of Information Technology; and
- Seattle Department of Transportation; and
- Seattle Fire Department; and
- Public Health Seattle and King County; and
- Seattle Human Services Department; and
- Mayor's Office (Director of Communications and/or Mayor Representative); and
- Seattle Parks and Recreation; and
- Seattle Police Department; and

- Seattle Public Schools; and
- Seattle Public Utilities; and
- King County Metro Transit; and
- King County Adult Corrections Facility; and
- University of Washington Emergency Management.

This list may be modified based on the type of hazard and other factors.

4 1.2   Normal Operations

Normal operations involve any mitigation and preparedness activities associated with managing evacuations. This phase consists of the following major tasks:

- Where possible, undertake mitigation for known hazards that have in the past led to evacuation.
- Seek improvement to preplanned evacuation routes if needed.
- Coordinate City of Seattle planning and policies within County, regional, State, and Federal agencies to ensure management of evacuations.
- Review and test department level evacuation plans and procedures.
- Conduct public education awareness campaigns to increase citizen awareness on the issues and actions required during evacuations.

4.2   Response

4 2.1   EOC Activation

The City EOC is activated to provide citywide coordination and support to response operations during a significant incident. Typically, in a notice event, the EOC will activate shortly before the incident occurs and remain open through recovery operations. City EOC hours of operation are tailored to meet operational need.

- A Consolidated Action Plan is used to coordinate operations throughout the City; and
- Information is regularly shared with all EOC stakeholders through hourly Snap Shot and Situation Reports that are issued once every operational period; and
- An Essential Elements of Information list guides departments in what information to report to the EOC during the incident and when those reports should be provided; and
- WebEOC is used for sharing information and updates with all City departments.

City EOC response efforts preceding and during an evacuation can include, but are not limited to:
- Identify areas where previous major evacuations have occurred and additional areas that may require large-scale evacuation in the future due to known hazards.
- Review the population risk areas and identify facilities that ay require special assistance during evacuation (hospitals, nursing homes, schools, etc.) to determine potential transportation requirements.
- Review the transportation options and corridors for public transit in the risk areas and identify possible public transit options for evacuation, including accessible options.
- Identify transportation providers and leverage or develop MOUs.
- To the extent possible, identify individuals with special medical needs who would require assistance in evacuating ad maintain contact information for those individuals.

Seattle
Office of Emergency
Management

CITY OF SEATTLE CEMP
EVACUATION - SUPPORT OPERATIONS PLAN
CONCEPT OF OPERATIONS

Public messaging is coordinated through the EOC Joint Information Center. Public messaging topics common to evacuations include:

- Check on your neighbor; and
- Evacuation routes; and
- Shelter and warming center locations and hours of service; and
- Extent of damage; and
- Hazard and safety information; and
- Recommended emergency supplies; and
- What the City is doing to respond to the incident; and
- Status of City services, changes in hours of operation for City programs; and
- Where to get information and assistance.

See Alert and Warning Annex for specific information on public messaging for evacuations.

4 2.2   Lead Agency Transition

As the incident progresses or when life safety priorities necessitate, lead agency assignment will be transitioned to the appropriate responding agency as indicated in the CEMP and approved by the responding department's representatives in the EOC or conference call during periods of non-EOC activation.

4.3   Direction and Control

4 3.1   All Departments

Initial Planning and Preparation

- All departments and agencies with responsibilities in this annex are responsible for the development and maintenance of their own Standard Operation Procedures.
- When requested, participate with Seattle Office of Emergency Management and other City Departments in planning evacuation strategies.
- Develop, maintain, and test Continuity of Operations Plans (COOP) including the evacuation of City occupied facilities.

Response (Emergency Operations Center Activated)

- Coordinate public messaging through the Joint Information Center.
- Support evacuation operations by providing personnel and/or resources as requested by the Seattle EOC.
- Coordinate policy issues through the Seattle Emergency Operations Center Director.
- Use WebEOC to share information.
- Maintain expenditure records to facilitate reimbursement.

4 3.2   Mayor of the City of Seattle

The Mayor, as the ultimate authority, approves any evacuation or shelter-in-place order for the City of Seattle. The Mayor may:

- Issue a declaration of Emergency or Civil Emergency Order when appropriate
- Authorize the activation of the City's Emergency Operations Center
- Provide necessary guidance and leadership
- Through ESF-15, and in conjunction with appropriate department PIO's, coordinate the dissemination of information through the Joint Information Center located at the Seattle EOC.

4 3.3   Lead Agency or Incident Commander

During the initial phase of the evacuation, evacuation activities will be managed and directed from the field incident command post. Once the EOC is sufficiently staffed, certain activities will be managed and directed from the field incident command post. Once the EOC is sufficiently staffed, certain activities may be delegated to the EOC as appropriate. Responsibilities for the lead agency at the incident command (or unified command) are:

- When practical, provide recommendations to the Mayor regarding the need for evacuation.
- Defining the evacuation/shelter-in-place footprint. This effort will usually be led by the lead agency as defined in the City of Seattle CEMP – Base Plan, Section IV.C.1.
- Through the agency Public Information Officer, coordinate the development and delivery of emergency public information and warning to ensue effective communications of evacuation procedures.
- Determine any other recommended protective actions.
- Identify any recommended transportation routes/corridors for evacuees and emergency response personnel.
- Determine mass transit resources or other modes of transportation (air, rail, water/boat) as appropriate to the incident.
- Field warning operations (door-to-door, public address systems, etc.).
- Identify collection points.
- Identify staging areas for evacuation related resources.
- Track assigned and unassigned resources supporting evacuation operations.
- Initially identify populations' specific needs and special considerations.

4 3.4   ESF-1 Transportation (Department of Transportation)

Initial Planning and Preparation

- Provide to Seattle Office of Emergency Management an analysis, based on the incident, of potential impacts to Transportation Department service delivery and impacts to public transit in Seattle and region.
- Identify evacuation routes and adjust routes to changing conditions.
- Develop transportation plans for evacuees, which include the feasibility of using transportation modes such as air, water, rail, road, and public transportation.
- Closely coordinate preparations with King County Metro Transit, Sound Transit and other transportation agencies in the region.
- Determine Washington State Department of Transportation strategy for Express Lane operation.
- Coordinate with Seattle Police Department to ensure sufficient street closure signs are available and distributed to designated locations throughout the City.

Seattle
Office of Emergency
Management

CITY OF SEATTLE CEMP
EVACUATION - SUPPORT OPERATIONS PLAN
CONCEPT OF OPERATIONS

- Notify Seattle Police Department and King County Metro Transit of anticipated need for assignment of Liaisons – update the Emergency Operations Center when liaisons are activated.
- In coordination with City pre-incident public messaging strategy, develop and disseminate public messaging regarding evacuation transit services.
- Determine need to assign a King County Metro Transit Liaison to the Seattle Department of Transportation Department Operations Center.
- Ensure Seattle Public Schools notifies the Emergency Operations Center of any school closures or modification to hours of operation.

Response (Emergency Operations Center Activated)

- Develop, implement, and continually adjust traffic plans to ensure that evacuation routes are kept clear.
- Closely coordinate operations with King County Roads Division, Washington State Department of Transportation, other transportation agencies in the region, King County Metro Transit, Sound Transit and other transit agencies to support transit operations.
- Monitor and provide updates on the status of rail, intercity bus service, taxi, marine and air transportation providers.
- Maintain and update the Master Street Closure List.
- Ensure Seattle Public Schools notifies the Emergency Operations Center of any changes in school bus schedules, students sheltered at schools or students stranded on buses.
- Rapidly address requests for emergency street clearing from the Police Department, Fire Department, Public Health Seattle and King County or others.
- Monitor traffic congestion.
- Assign highest priority to supporting life safety requests for assistance such as mass casualty incidents, hostage situations and fires.

4 3.5   ESF-2 – Communications (Department of Information Technology)

Initial Planning and Preparation

- Review and update list of vendors and communication contacts for use during EOC activations.

Response

- Monitor all communication modes (radio, telephone, networks/servers, etc) for impacts, especially power outages.

4 3.6   ESF-3 Public Works and Engineering (Seattle Public Utilities)

Initial Planning and Preparation

- Provide to Seattle Office of Emergency Management an analysis, based on the incident, of potential impacts to water, waste water and solid waste service delivery.
- In coordination with City pre-incident public messaging strategy, develop and disseminate public messaging.

Response (Emergency Operations Center Activated)

- Monitor water quality and flow.
- Provide subject matter experts for events involving water quality or dam safety.
- As needed, activate Department Operations Center to coordinate internal operations and with other departments.
- Be prepared to provide equipment and crews to assist in support of Seattle Department of Transportation operations.

4 3.7 ESF-4, 9, 10 Firefighting, Search and Rescue, Oil and Hazardous Materials (Seattle Fire Department)

Initial Planning and Preparation

- Provide to Seattle Office of Emergency Management an analysis, based on the incident, of potential impacts to Fire Department service delivery.
- Coordinate with Public Health Seattle and King County on public messaging.

Response (Emergency Operations Center Activated)

- Manage evacuation operations including defining the course of action, recommended protective actions, parameters of evacuation zones, transportation routes, field warning operations (door-to-door, public address systems, etc.) for all hazards in which they are lead agency.
- Serve as lead agency for coordinating with outside agencies as appropriate for any evacuation and re-entry plans involving waterways in or adjacent to the City of Seattle.
- Provide subject matter expertise for all hazards on which fire is the lead agency.
- Coordinate the management of pre-hospital patient care and movement of Emergency Medical Services (EMS) resources with ESF-8.
- Provide Command Staff level participation with in the Mayor's Emergency Executive Board.
- Through the Fire Alarm (911 communications) Center, facilitate notification of, and communication between, the incident command post and neighboring jurisdictions who may be within an evacuation zone defined as determined by the incident commander.
- As needed, activate Department Operations Center to coordinate internal operations and with other departments.
- Immediately notify the Emergency Operations Center of developing critical incidents with a potential for cascading impacts.

4 3.8 ESF-5 (Emergency Management)

Initial Planning and Preparation

- Coordinate the development and update of this annex. This responsibility is assigned to the Plans Coordinator of OEM unless otherwise specified by the Director of the OEM.
- Facilitate the City initial planning meeting.
- In coordination with the Mayor's Office, define City public and employee messaging strategy.
- Coordinate development and distribution of the City Consolidated Action Plan and Essential Elements of Information guide.
- Configure WebEOC (Base and Sub-Incidents).

Response (Emergency Operations Center Activated)

- Coordinate the activation of the of the EOC in support of any evacuation.

- Assign Office of Emergency Management Staff Duty Officers to general staff positions in the Emergency Operations Center.
- Update Essential Elements of Information guide as needed.
- Develop and distribute Snapshot and Situation Reports.
- Coordinate response mapping.
- Develop and distribute Consolidated Action Plans.
- Coordinate with King County Office of Emergency Management.
- Ensure continued coordination through the incident particularly with outside agencies including County, State, Military, and/or Federal resources.
- Coordinate public and employee messaging through the Joint Information Center.
- Coordinate Auxiliary Communication Service operations.

4 3.9 ESF-6 Mass Care, Housing and Human Services (Seattle Human Services Department)

Initial Planning and Preparation

- Identify population's specific needs and special consideration prior to, during, and after an evacuation.
- Provide to Seattle Office of Emergency Management an analysis, based on the incident, of potential impacts to vulnerable populations, human service agencies and ESF-6 departments' services (Parks, HSD, Libraries, Seattle Center, DON, Seattle Animal Shelter, Office of Housing).
- Define potential animal population requiring attention.
- Recognize that evacuation and transport of pets will require significant logistical support (e.g specialized, climate control transport) if pets are not integrated into their owners' evacuation options.
- Ensure human and pet evacuation resources, and shelter resources if needed, have been identified and activated.
- In coordination with City pre-incident public messaging strategy, develop and disseminate public messaging; remind evacuees not to leave pets behind.

Response (Emergency Operations Center Activated)

- Serve as ESF-6 coordinator when EOC is staffed and activated.
- Coordination of human services functions in the field.
- Continue assessing and reporting to the EOC impacts to vulnerable populations.
- Coordinate establishment of shelters or other mass care support as needed.
- Monitor mobility issues and transportation systems that support vulnerable populations, and notify City Emergency Operations Center of developing issues.

4 3.10 ESF-7 Resource Support (Finance and Administrative Services)

Initial Planning and Preparation

- Provide resource support.

Response (Emergency Operations Center Activated)

- Staff ESF-7 in the EOC.
- Provide reports on the condition and status of all city facilities within any established evacuation zone.

- Closely monitor reports from departments on burn rate of key supplies and arrange for resupply as needed.

4 3.11 ESF-8 Public Health and Medical Services (Public Health Seattle and King County)

Initial Planning and Preparations

- Provide to Seattle Office of Emergency Management an analysis, based on the incident, of potential impacts to healthcare community.
- Develop and distribute relevant health alerts according to public information strategy.

Response (Emergency Operations Center Activated)

- As needed, activate Health and Medical Area Command to coordinate internal operations and with other jurisdictions and departments.
- Provide subject matter expertise for events where a health emergency may necessitate quarantine or an evacuation of an area.
- Provide guidance and technical assistance regarding medical facilities, long term care facilities, adult day facilities, and health care agencies for planning and carrying out emergency evacuation and relocation of medically dependent persons.
- Coordinate transportation arrangements for individuals under client care who require Access Van support or have special transportation needs evacuating.
- In coordination with Northwest Healthcare Response Network, monitor emergency room services, blood bank, dialysis centers and other critical healthcare services for potential disruption and notify City Emergency Operations Center.
- Rapidly evaluate impact of utility service interruptions on affected health care providers:
    - Monitor Seattle City Light System Status website; and
    - Immediately notify the Emergency Operations Center of developing critical incidents with a potential for cascading impacts.
- Coordinate messaging through the Seattle Joint Information Center with Health Department.

4 3.12 ESF-12 (Seattle City Light)

Initial Planning and Preparation.

- Provide to Seattle Office of Emergency Management an analysis, based on the incident, of potential impacts to electrical service delivery.
- In coordination with City pre-incident public messaging strategy, develop and disseminate public messaging relevant to Seattle City Lights activities.

Response (Emergency Operations Center Activated).

- As needed, activate Department Operations Center to coordinate internal operations and with other departments.
- Notify the City Emergency Operations Center and Public Health Seattle and King County of significant interruptions to electrical service delivery.
- Closely coordinate with Seattle Department of Transportation to determine priority for clearing downed power lines so key transportation routes can be reopened in a timely manner.

4 3.13 ESF-13 (Seattle Police Department)

Initial Planning and Preparation

- Provide to Seattle Office of Emergency Management an analysis, based on the incident, of potential impacts to Police Department service delivery.

Response (Emergency Operations Center Activated)

- Manage evacuation operations including defining the course of action, recommended protective actions, parameters of evacuation zones, transportation routes, and field warning operations (door to door, public address systems, etc.) and on all hazards for which they are lead agency.
- As needed, activate Department Operations Center to coordinate internal operations and with other departments.
- Provide crowd and traffic control, site, and perimeter security.
- Assist in the development of traffic plans and management of evacuation routes.
- Immediately notify the Emergency Operations Center of developing critical incidents with a potential for cascading impacts.
- Provide Command Staff participation in the Mayor's Emergency Executive Board.
- Through Seattle Police Communications, facilitate notification of, and communication between, the incident command post and neighboring jurisdictions that may be within an evacuation zone defined as determined by the incident commander.

4 3.14 ESF-15: Public Information

Initial Planning and Preparation

- Prior to activation, assign a lead PIO to coordinate pre-event messaging and serve as a point of contact for media inquiries. This individual should come from the Department which has lead of the hazard.
- Brief department PIOs on the situation.
- Develop a staffing plan consisting of PIOs from City departments to staff the Joint Information Center when the EOC activates.
- Participate in planning meetings, facilitated by OEM, to develop the response plan.
- Coordinate with partners at King County and the State as necessary.
- Briefing the EOC Director on the plan for JIC operations.
- Finalize and push any pre-event messaging to internal and external stakeholders including the media through the lead PIO.

Response

The JIC, staffed by PIOs from City departments, is the primary site and source of public information to the community using a variety of communications channels. Leveraging their combined expertise, the PIO team provides timely, accurate, and comprehensive information to the public. Public messaging activities include:

- Refine messaging with the Mayor's Office and EOC ESF Representatives as needed based upon impacts and actual conditions; and
- Monitor media and social media; and
- Coordinate with the Mayor's office and key Department representatives to ensure coverage for on camera or phone interviews with the media; and

- Develop and disseminating the City's public messages; and
- Integrate public messaging strategy with other response operations; and
- Coordinate messaging with regional counterparts; and
- Brief EOC staff on how the City's messages are being received by the community; and
- Contribute to the development of EOC Snap Shot and Situation Reports; and
- Maintain direct contact with mainstream (TV, radio, newspapers), alternate (social, including blogs and on-line) and ethnic (as maintained by the Mayor's Office of Immigrant and Refugee Affairs (OIRA) media sources from local, regional and international organizations; and
  - Ensure that key messages, especially those pertaining to life safety issues are translated into Tier 1 and Tier 2 languages; and
  - Guided by the City's Inclusive Outreach and Public Engagement (IOPE) policy, ensure emergency information gets out to as broad a base as possible using OIRA, the Community Communications Network (CCN), which is managed and maintained by Seattle-King County Public Health, and other available forums; and
  - Ensure that public messaging is accessible to all parts of the community, such as providing American Sign Language (ASL) interpreters, for any emergency news conference.

PIOs can use several outgoing communications channels to reach external audiences, including, but not limited, to, news releases; and Seattle Channel; and the City's public Web site; and Emergency Alert System (EAS), the alerts.seattle.gov blog; and social media, such as Twitter and Facebook; and regional communications channels, such as King County Metro listservs and Govlink; and resident information lines.

4 3.15 Department of Planning and Development (DPD)

- Coordinate the inspection of structures within the evacuation zone in conjunction with ESF-4, ESF-7, and ESF-13.

4 3.16 King County Metro

- Provide mass transportation for the movement of evacuees to designated public shelters, evacuation staging areas, or other safe areas as requested.
- Coordinate and notify the Seattle EOC of the resources used, destination and number of people transported.
- Assist in the development of traffic plans to ensure continuation of mass transit outside the evacuation zone.

4 3.17 US Coast Guard

- Manage port and water traffic when impacts extend to area waterways.
- Assist with the coordination of maritime-based evacuation assets when appropriate.
- Provide a liaison to the Seattle EOC when requested.
- Keep the EOC informed of the status of the port when applicable.

4 3.18 Port of Seattle

- Coordinate with the Seattle EOC when evacuations impact port property.
- Serve as a liaison with air/freight carriers for possible evacuation transportation modes.

4.4   Authority to Issue Evacuations

As the Chief Elected Official, the Mayor has the ultimate authority on whether to issue and evacuation or shelter in place order. However, there will be instances where, due to factors such as time or accessibly, it may not be possible to obtain Mayoral approval. In cases where a delay could result in unacceptable risk to the public, the authority to evacuate rests with the following individuals (in order of authority):

1. The Director or Chief whose department is the designated lead for the hazard listed in the CEMP-Base Plan Section IV, C,1.

2. If applicable, the on-scene Incident Commander whose department is the designated lead for the hazard listed in the CEMP-Base Plan Section IV, c, 1.

In cases where the event involves a community-wide emergency or other unique incident, evacuation decisions will be made at the EOC. In these situations, the determination to take protective actions will be made by a group of ESF leads at the EOC and led by the EOC Director. At a minimum, this group will consist of the senior EOC representatives present from Seattle Police, Seattle Fire, Seattle OEM (as the EOC Director), and Seattle Transportation.

4.5   Transportation Considerations

4 5.1   Transport of Evacuees

Every effort should be made to encourage evacuees to leave in their own vehicles, if it is safe to do so. Given the significant number of residents without a vehicle, King County Metro buses will be used to transport evacuees and their pets. All transportation requests should be routed through the EOC, if it is activated or the Seattle OEM Staff Duty Officer if not activated.

The Seattle Police Department has a limited number of police officers who are certified to drive full-sized commercial buses. This pool of drivers could be used to fill a gap in volatile situations or if King County Metro drivers are not available.

4 5.2   Schools

Additional coordination concepts to consider include the coordination of students. Any required school evacuations should be coordinated with the affected school system. Normally, school buses will be used for this transportation whenever practical and may be a resource if not in use at that time.

4 5.3   Selection of Evacuation Routes

In most cases, the selection of evacuation routes will be done in the field at the incident command post. In some cases, this responsibility may be delegated to a subject matter expert within Seattle Transportation, the Traffic Management Center (if open), or the Seattle EOC (if activated). Considerations that should be considered when selecting an evacuation route are:

Seattle
Office of Emergency
Management

CITY OF SEATTLE CEMP
EVACUATION - SUPPORT OPERATIONS PLAN
CONCEPT OF OPERATIONS

- Shortest paths to established shelters or safe area(s).
- Maximum number of lanes that provide continuous flow through the evacuation area.
- Roadways that are not expected to become impassible while the evacuation is in progress.
- Existing signal control and signal coordinated corridors.
- Routes that minimize traffic crossing conflicts at intersections.
- Availability of infrastructure to disseminate real-time conditions and messages to the traveling public (e.g., medial, Alert Seattle, variable message signs).
- Minimal number of potentially hazardous points and bottlenecks on evacuation routes such as bridges, tunnels, roadways at risk for landslides.
- Maximum existing capacity.
- Ability to add capacity on a temporary basis.
- Availability of real-time traffic flow and route condition information to decision makers and the public (e.g., from closed-circuit television cameras, traffic detectors, or spotter).

4 5.4   Traffic Control

When possible, Seattle Police, in conjunction with Seattle Transportation (or ESF-1 if the EOC is activated), will establish traffic control at all incident exit/entry points around the evacuation zone. Priority status will be given for barricade requests and from all City sources. A traffic plan supporting an evacuation will identify specific actions that will ensure a smooth flow form evacuation zones to the host shelter or zones of safety including:

- Traffic control points and the responsible agency for providing staffing and operation control.
- Barricade plans including location and staffing.
- Potential one way/reverse lane operations.

Special consideration will be given to personal protective equipment that may be needed by personnel at barricades or traffic control points. In appropriate situations, plans should look at the use of non-traditional personnel such as non-essential City employees to staff barricades.

4.6   Perimterer Security Plan

A security plan will be developed as part of any evacuation plan to prevent re-entry before conditions are safe and possible looting. The foremost consideration in any security plan will be personnel safety. Plans should establish access control points to limit entry into evacuated areas and, were possible, conduct periodic patrols within such area to deter theft by those on foot. To the extent possible, the security plan should include measures to ensure continued fire protection.

4.7   Management of High Risk Populations

Each incident and subsequent impacts may affect populations differently. In most disasters, populations that are potentially more vulnerable are people who are homeless; and are elderly; and are receiving medical treatments, such as dialysis; and have a disability; and rely on in-home case management services; and need power for medical or assistive devices; and become homebound and unable to go out during prolonged conditions; and have limited English proficiency and others. As the ESF-6 lead, each event is assessed by HSD using their incident-specific procedures and checklists, which can include identifying potential impacts to vulnerable populations. Additionally, information, ongoing assessment

and response activities are coordinated with ESF-8, ESF-5 and ESF-6 departments and partner agencies, including HSD, Libraries, Parks, Neighborhood Service Centers, Office of Housing, Commission for People with Disabilities, Seattle Animal Shelter, and 2-1-1.

Public information statements will include information targeted toward high risk groups. For example, who to call when transportation or evacuation assistance is needed (9-1-1, 3-1-1 or a specifically established hotline).

Public warning notification tools have been identified that will reach high risk populations at the same time as the general population. Field incident action plans also will target high risk groups or facilities with door-to-door notifications wherever practical. Additional information on public warning notifications for high risk and on-English speaking populations can be found in the Public Warning Annex of the CEMP-Emergency Operations Plan.

The housing, mass care, and management of high risk populations is addressed in ESF-6 Appendix to the CEMP-Base Plan.

4 7.1 Considerations for ADA populations

- Coordinate the use of school buses, transit buses, or specialty vehicles to pick up people with access and functional needs at prearranged locations (e.g. group homes, nursing homes, pick-up-points).
- Coordinate with ESF-1, ESF-6, ESF-8, and ESF-9 to transport high risk people with functional and access or medical needs.
- Prioritize the needs of people with disabilities when loading general, public transportation to ensure that those with disabilities are properly situation for transport.

Additionally, transportation resources that can be used for the transportation of high risk populations include, but are not limited to the following:

- Paratransit vehicles.
- Ambulances.
- Portable steps and/or ramps for bus/train entry.
- Appropriate transport vehicles provided by nonprofit community partners.

4 7.2 Evacuation Involving Schools

Seattle Public Schools have detailed plans oh evacuation of school campuses. These plans provide for the use of school busses to transport students to other campuses. Evacuation of schools should be done in coordination with school district security and conform with these plans to the extent that time and circumstances permit. School Districts should be prepared for the arrival of parents at schools that have been either evacuated or used as a shelter for displaced students.

4.8 Re-Entry

Following an evacuation, it will eventually be necessary to repopulate evacuated areas. In most events, the reentry plan will be developed at the EOC. Evacuees will typically remain in shelters or safe areas until they receive communications that it is safe to reenter. However, evacuees will often try to return

to the evacuation area as soon as possible to assess the state of their property. Since they may be unable to enter the impact area, they will require sheltering closer to the impact area.

4 8.1 Evacuation Involving Schools

The Seattle EOC will develop a re-entry task force that will be responsible for development and implementation of procedures for managing the re-entry of business owners and residents who have a legitimate need to re-enter the evacuated area. This task force will:

- Coordinate with City leaders and those who are at the incident command post to develop criteria to determine who can re-enter the evacuation zone, under what circumstances and when.
- Established a centralized point for fielding requests from businesses and residents who need to re-enter the evacuation zone prior to the order being lifted.

The task force will be responsible for the development of the overall reentry plan.

4 8.2 Authorization for Reentry

In most cases, the authorization for reentry will be made by the Mayor supported by the Mayor's Emergency Executive Board. Subject matter experts from City departments including the lead agency and Seattle Police may be called up to provide advice to the Mayor and/or the Emergency Executive Board.

4 8.3 Considerations for Allowing Re-Entry

The following considerations should be assessed before repopulation can take place including:

- Is the danger still present? (Lead agency, ESF-13, ESF-4)
- Have the necessary inspections taken place? (Department of Planning and Development)
- Have safety and security concerns been addressed? (ESF-13, ESF-4, ESF-8)
- Is there a security plan for re-entry? (ESF-13)
- Have essential services been reestablished? (ESF-1, ESF-2, ESF-12)
- Are there resources available for managing repopulation? (ESF-7, All appropriate departments and ESF's)
- Have re-entry routes been identified? (ESF-1)
- Has appropriate messaging been developed for release? (ESF-15)
- Is there transportation for those who were evacuated, including pets? (ESF-1)
- Have arrangements been made for high risk populations including companion animals? (ESF-6)
- Has the Mayor authorized re-entry?

Once it has been determined that it is safe to reentry and a plan has bene implemented, evacuees may return. Some evacuees will be able to return to their homes; others may attempt to return to the impact area, but their homes may have been significantly damaged or destroyed. Sheltering may still be required for those who are unable to occupy their homes.

4.9   Guidance for Large Scale or Spontaneous Evacuations

Certain hazards or situations may require the evacuation of large or densely populated areas of the City. These evacuations may be planned or spontaneous. The following concepts should be considered in large scale or spontaneous evacuations:

- Coordinate evacuation plan development and its implementation through the EOC.
- If possible, attempt to develop and incident specific plan. Planning concepts can include a sector-based approach to the evacuation by geography and/or time of evacuation. Provide maps or diagrams to the media.
- Provide a clear message to the public. Utilize the Mayor and/or senior uniformed personnel to deliver the message.
- Consider ongoing use of "live" media broadcasts, particularly radio, from the EOC to provide the latest traffic and evacuation information.
- Utilize ASL interpreters when delivering on-camera emergency and safety information.
- Clear outbound traffic routes of construction and other impediments.
- Utilize life traffic control at critical intersections that can improve traffic flow.
- Notify the King County OEM (or the ECC if activated) to assist with coordination traffic management with outside communities.
- Post Tow Trucks or "push" vehicles at appropriate locations to immediately clear stalled or wrecked vehicles.
- Have ESF-1 and ESF-13 collaborate on the possibility of establishing one-way traffic lanes if this will improve traffic flow.

According to the last FEMA guidance Planning Considerations: Evacuation and Shelter-in-Place v201707 for evacuation plans, jurisdictions are encouraged to consider a zone-based approach to evacuations. This approach will allow emergency managers to target the most vulnerable areas, while also limiting the need for evacuating large areas not under the treat of the hazard. It is recommended that these zones be easily recognizably by first responders and citizens alike to ensure clear messaging on protective actions. It is therefore recommended that Seattle City planners discuss the option of a zone-based evacuation plan for future inclusion into this annex.

4.10 Recovery

Recovery includes short-term and long-term efforts to rebuild and revitalize areas affected by disaster. For the purposes of this plan, recovery will include the following tasks:

- Support communication systems and reunification of families.
- Initiate return of evacuees, when it is safe to do so.
- Carry out appropriate public information activities.
- Coordinate temporary housing for those who cannot return to their homes.
- Coordinate assistance for those with access and functional needs in returning to a safe housing situation.

- Initiate recovery activities for evacuees who have suffered loss of or damage to their homes or businesses as outlined in the Seattle CEMP-Recovery Plan.
- Consolidate paperwork for the post-incident after action review and possible State and Federal reimbursement.

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**CITY OF SEATTLE CEMP
EVACUATION - SUPPORT OPERATIONS PLAN**
RESOURCE REQUIREMENTS

5. RESOURCE REQUIREMENTS

In order to effectively respond to a major incident or disaster, there must be a location that has the capacity to house the various disciplines required to coordinate the City's response. The EOC is the location where much of that collaboration occurs or is initiated. Problems that cannot be solved in the field become the responsibility of EOC responders:

5.1 Logistical Support

OEM maintains the City's Emergency Operations Center (EOC) at 105 5th Avenue South. The EOC is a fully functioning site that can accommodate up to 150 responders at any given time. OEM has agreements in place with the University of Washington, Gates Foundation, and the Seattle College system for alternate locations for the City's EOC.

5.2 Communications and Data

Seattle OEM maintains the following communications systems:

- Telephones (City network, "hot and ring-down" lines, & cell phones); and
- Satellite Phone; and
- Ring-down telephone circuits; and
- All City Intercom; and
- Pagers; and
- Printers; and
- FAX Machine; and
- 800 MHz Radios (KC OEM talk-groups); and
- 800 MHz radio (OEM talk-group); and
- Washington State EMD SATCOM Unit; and
- Back-up Command and Control radio; and
- Internet Packet Radio; and
- LoBand, HF VHF and UHF radios; and
- Electronic Data systems (servers/desktops); and
- National Warning System (NAWAS) telephone; and
- Video Conferencing Systems; and
- WebEOC; and
- AlertSeattle.

6. ADMINISTRATION AND MAINTENANCE

This document is an external plan as defined by the City of Seattle Emergency Management Program Planning Policy and follows the maintenance process, which includes a method and schedule for evaluation and revision, as described therein.

Table 3

RECORD OF CHANGES			
DATE	TYPE	CONTACT	SUMMARY
March 2021	Update	M Auflick	Administrative changes for EMAP compliance
November 2017	Update	L Meyers	Completed annual maintenance with an evaluation and update.
November 2015	Update	K Neafcy	Completed annual update.
November 2014	Update	K Neafcy	Completed annual update.

6.1 Logistical Support

Responding department should maintain records of Protective Actions Notifications, press releases, warning logs, and other relevant materials related to the incident. If time and resources permit, consider keeping a record of individual and neighborhood notifications.

6.2 Post Incident Review

The Seattle CEMP Base Plan, Section IV. D outlines the process to be used to ensure a proper after-action review is conducted for all EOC activations and significant events. A standard template of questions is asked for all incidents. In addition to that consideration should be given to evaluating the concepts in this plan. Specific elements to consider in any post incident evaluation include:

- The use and effectiveness of transportation and route selection between the evacuation zone(s) and shelter(s).
- Assessment of public compliance with issued protective action notices.
- The coordination between transportation (ESF-1) and Incident Operations to safely evacuate residents.
- Appropriate assignment of responsibilities.
- The effectiveness of collaborating with neighboring jurisdictions, schools, and businesses.
- The ability to ensure that populations with access and functional needs were safely evacuated.

7. TERMS AND DEFINITIONS

Evacuation: National Incident Management System defines evacuation as an organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care to safe areas.

Evacuation Zone: A defined area to which residents may be directed to evacuate, depending on the impacts of the hazard.

No-Notice Event: An incident occurring with little or no warning and requiring rapid assessment, decision making, communication, and implementation of protective action.

Notice Event: An incident where jurisdictions have warning of an impending hazard. The officials have time to prepare in advance, assess, communicate, and implement protective action measures. Typically, initial preparation discussions regarding the impending hazard occur as soon as the jurisdiction receives first notice of impact.

Protective Action Notice: A statement which instructs people to take action to protect their life due to a danger or impending danger.

Self-Evacuees: The evacuees with the means and capability to evacuate the impacted area without government-provided transportation assistance. The primary modes of transportation during an evacuation are foot, bike, car, train, and bus.

Shelter-In-Place: The use of a structure to temporarily separate individuals from a hazard of threat. Sheltering in place is the primary protective action in many cases. Often it is safer for individuals to shelter-in-place than to try to evacuate. Sheltering in place is appropriate when conditions necessitate that individuals seek protection in their home, place of employment or other location when disaster strikes.

Spontaneous Evacuation: When individuals in threatened areas observe an incident or receive unofficial notice of an actual or perceived threat and, without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel are unorganized and unsupervised.

8. ACRONYMS

- ADA: American Disabilities Act
- ASL: American Sign Language
- CEMP: Comprehensive Emergency Management Plan
- COOP: Continuity of Operations
- DOC: Department of Corrections
- DPD: Department of Planning and Development
- ECC: Emergency Coordination Center
- EMS: Emergency Medical Services
- EOC: Emergency Operations Center
- EPCRA: Emergency Planning Committee Right-to-Know Act
- ESF: Emergency Support Function
- FAS: Finance and Administrative Services
- IC: Incident Commander
- ICS: Incident Command System
- JIC: Joint Information Center
- MOU: Memoranda of Understanding
- NIMS: National Incident Management System
- OEM: Office of Emergency Management
- PIO: Public Information Officer
- RMC: Resource Management Center
- SARA: Superfund Amendments and Reauthorization Act
- SDOT: Seattle Department of transportation
- SPD: Seattle Police Department
- SPOC: Seattle Police Operations Center
- TMC: Traffic Management Center
- WAMAS: Washington State Intrastate Mutual Aid System

9. REFERENCES

- 2016-2017 SDOT Winter Weather Readiness and Response Plan
- City Municipal Code, Chapter 10.02.020 – Authority of Mayor to issue certain orders
- City of Seattle Comprehensive Emergency Management Plan
- City of Seattle Winter Response Plan for Homeless Persons
- Emergency Management Assistance Compact (Pub. Law 104-321)
- Emergency Planning and Community Right-to-Know Act
- Executive Order 13166 – Limited English Proficiency
- Executive Order 13347 – Individuals with Disabilities in Emergency Preparedness
- City of Seattle Executive Order 2017-10: Language Access (2017)
- Washington State R.C.W. 38.52.070: (Substitute Senate Bill 5046): passed on 05-16-2017, effective 07-23-2017.
- FEMA Planning Considerations: Evacuation and Shelter-in-Place
- Incident Command System (ICS)
- King County Comprehensive Emergency Management Plan
- Seattle Hazard Identification and Vulnerability Analysis
- National Response Framework (NRF)
- National Incident Management System (NIMS)
- Pet Evacuations and Transportation Standards (PETS) Act of 2006
- Puget Sound Transportation Recovery Annex
- WAMAS: Washington State Intrastate Mutual Aid System
- Washington State Comprehensive Emergency Management Plan
- Winter Storm Incident – City-Wide Coordination Checklist

Seattle Office of Emergency Management

CITY OF SEATTLE CEMP
EVACUATION - SUPPORT OPERATIONS PLAN
APPENDIX 1 – GENERAL EVACUATION/SHELTER-IN PLACE CHECKLIST

10. APPENDIX 1 – GENERAL EVACUATION/SHELTER-IN PLACE CHECKLIST

✓	Action Item	Assigned
	Initial & Ongoing Actions:	
	Determine area(s) at risk: • Determine population of risk area(s) • Identify institutional facilities and populations with access and functional needs in risk area(s) • Approximate number of people in the evacuation zone	
	Notify Mayor of situation and attain authorization of evacuation (time permitting)	
	Notify OEM Duty Officer to activate the EOC.	
	Determine evacuation center and/or human and pet shelter requirements & preferred locations.	
	Determine traffic control requirements for evacuation routes.	
	Estimate public transportation requirements & determine pickup/staging points.	
	Determine temporary shelter requirements & select preferred shelter locations.	
	Develop and disseminate any Protective Action Notice.	
	Coordinate with institutional facilities and ESF-8 regarding precautionary evacuation.	
	Ready evacuation center(s) and/or human and pet shelter(s) selected for use.	
	Ensure that appropriate communication tools have been used to alert those with access and functional needs.	
	Coordinate with transportation providers to ensure vehicles & drivers will be available when and where needed.	
	Coordinate with school districts regarding closure of schools in the evacuation zone.	
	Advise neighboring jurisdictions that may be affected of evacuation plans.	
	Advise King County ECC and State Duty Officer that evacuation recommendation or order will be issued.	
	Through the Joint Information Center (JIC) provide additional information to the public through the media. Emergency public information should address: • What should be done to secure buildings being evacuated • What evacuees should take with them • Where evacuees should go & how should they get there • Provisions for populations with access and functional needs and those without transportation	
	Provide traffic control along evacuation routes & establish procedures for dealing with vehicle breakdowns on such routes.	

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CITY OF SEATTLE CEMP
EVACUATION - SUPPORT OPERATIONS PLAN
APPENDIX 2 - PLANNING CONSIDERATIONS FOR EVACUATION OF THE DOWNTOWN CORE

11. APPENDIX 2 - PLANNING CONSIDERATIONS FOR EVACUATION OF THE DOWNTOWN CORE

During the business day, downtown Seattle becomes the most densely populated area in the region. Along with the number of workers, a significant number of people now live downtown. It is also the seat of government for both the City of Seattle and King County. A significant disaster requiring the partial or complete evacuation of the downtown core presents a number of unique challenges that will have to be addressed.

Any call for mandatory evacuation will be made by the Mayor of the City of Seattle and be broadcast using multiple communication methods in order to reach downtown workers and building owners. A call for sheltering-in-place can also be made directly to building security personnel. Building owners or major employers may be called upon to assist in these notifications using internal (building or company) tools or by other available means of communication.

Prior to any evacuation, property managers, businesses and building owners should have established and practiced plans that cover how their facility will evacuate in case of an emergency.

Key Assumptions

- A significant number of downtown workers rely on mass transportation to get to and from work.
- High winds may cause damage from flying debris.
- Falling ice can be a life threatening hazards during a significant winter storm.
- Workers can leave downtown quickly if an orderly phased plan can be implemented.
- A sustained power outage in the downtown core presents significant transportation and worker movement challenges.
- The Downtown area has multiple venues which regularly hold large-scale events, including during the regular work week.

Concept of Operations

Any evacuation plan involving the downtown core should be developed in the Seattle EOC and involve input from key agencies including:

- Seattle Police
- Seattle Fire Department
- King County Metro
- King County Metro Police
- Downtown Seattle Alliance.
- Building Owners and Management Association
- Century Link/Safeco Fields; Convention Center

As a part of any downtown evacuation plan, transit corridors should be established for the:

- Movement of vehicles
- Exclusive use of mass transit (e.g. 3rd avenue).
- Exclusive use of emergency vehicles

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CITY OF SEATTLE CEMP
EVACUATION - SUPPORT OPERATIONS PLAN
APPENDIX 2 - PLANNING CONSIDERATIONS FOR EVACUATION OF THE DOWNTOWN CORE

Any plan should identify assembly areas for those without transportation. At a minimum an assembly area should be designated:

- North of downtown for those who need to travel to points north.
- South of downtown for those traveling south of Seattle. Consideration should be given to areas that allow for embarkation of passengers onto trains (e.g. Sounder) as well as buses.
- East of downtown (east of I-5) for those working on First hill or who may not be able to get to one of the other two locations.
- King County Metro should establish shuttle transportation between the 3 assembly areas to allow for the movement of people.

Assembly areas need to allow for:

- Adequate transportation flow for buses and trolleys
- Space for embarkation of passengers onto multiple buses at the same time.
- Accessibility for people with access and functional needs.
- Pets
- Space for shelter, cots, food, and other support elements that may be needed by those waiting for transportation for prolonged periods.

Role of City Departments

Seattle Police

Seattle Police will lead the development of any evacuation and/or re-entry plan for the downtown core. This includes:

- Coordinate with Seattle Department of Transportation (ESF-1) on how how best to manage traffic flow in and out of the downtown core
- Implement appropriate street closures and facilitate any downtown evacuation plan prior to, or during an event.
- Establish barricade perimeters and entry check points after an evacuation has been ordered.
- Establish entry policies to allow critical building owners, or tenants, access to "restricted" areas of downtown following a disaster.
- Provide resources for fulfilling requests to block off streets to effect post-event repairs.
- Provide traffic control on downtown streets where needed.
- Maintain order on downtown streets in the aftermath of an event.

Seattle Transportation

- Lead the development of an overall transportation plan for movement into and/or out of the downtown core.
- Remove debris from downtown streets after an event.
- Facilitate replacement/repairs to traffic control equipment as needed.

Seattle Fire

- Provide expertise to evaluate (and when necessary make recommendations about) the safety guidelines outlined in any evacuation or re-entry plans.

King County Metro

- Coordinate with SPD and SDOT on:
  - Establishing assembly areas for picking up evacuees
  - Ensuring any identified transportation corridors meet the needs (and are compatible with the use) of buses and trolleys.
- Provide information regarding availability of Bus and Light Rail operations to/from downtown businesses.
  - Prior to event (based on early closures and dismissals)
  - Service levels, availability, and timetables after an event

12.   APPENDIX 3 - RE-ENTRY PLANNING CONSIDERATIONS

The following should be considered planning guidance for the development of event specific re-entry plans following medium or large-scale evacuations.

Tiered reentry process

Any re-entry plan should consider the use of a tiered process for the access and management of personnel and resources in controlled areas. A tiered process allows for categorizing responders, recovery personnel, businesses, and residents into groups based upon safety considerations and priority of access to disaster areas. Tiered re-entry allows for quick deployment of resources and minimizes public exposure to hazardous conditions. The three-tiered system described below can be considered a starting point for the development of an event specified tiered plan:

- **Tier 1: Incident Stabilization:** Stabilize significant health and safety hazards to allow movement inside disaster area, establish access control, deploy first responders, identify and evaluate hazardous material threats, clear roadways, conduct search and rescue.
- **Tier 2: Damage Assessment/Critical Infrastructure Restoration:** Conduct preliminary damage assessments; re-establish critical infrastructure, public safety and hospital services; begin restoring power and utilities; manage debris; restore vital services and health care facilities.
- **Tier 3: Restoration of homes and businesses:** Allow for the return of general public. Begin reopening of businesses.

Perimeter security and access control plan

Seattle Police in conjunction with SDOT and other stakeholders will develop and implement an access control plan. Some key elements that a security access control plan should include are:

- Identification of the perimeter and whether an inner or outer perimeter is needed.

- Access or control points for entry and egress,

- Resources needed for execution of the plan including personnel, equipment, and materials,

- Which response tier is allowed in the zone or zones within the perimeter,

- The level of scrutiny that should be placed on the credentials, placards or agency identification for each responder.

Credentialing Policies

Credential policies should address the following:

- Identify the letter of access form that may be issued to individuals who require access through a checkpoint or into a secure perimeter or building.

- Identify vehicle placard form that will be used by public safety personnel to identify vehicles who have permission to be inside secure perimeters.

- Personal Identity Verification including a list of acceptable (recognized) forms of Identification.