

# **EMERGENCY SUPPORT FUNCTION #16**

## **EVACUATION**

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**ESF COORDINATOR:**     **Police Chief**

**LEAD AGENCIES:**       **Police Department**

**SUPPORT AGENCIES:**   **Fire Department**  
                              **Emergency Operations Center**  
                              **All City Departments**  
                              **Zone 1 Coordinator**  
                              **King County Coordination Center**  
                              **Washington Emergency Management Division**  
                              **Washington State Department of Transportation**  
                              **Washington State Patrol**  
                              **Surrounding Cites, King County**

### **I.     INTRODUCTION**

#### **A.     Purpose**

This ESF has been developed to provide guidance to the City of Snoqualmie (City) to affect an evacuation should a major disaster threaten or occur within the City. Evacuations may result from naturally occurring events such as earthquakes, mudslides, health related incidents, flooding, volcanic activity, fires or from industrial accidents, dam failure, terrorism or illegal activities like drug labs and waste dumping. They City may evacuate all or part of the City, including certain population groups, in order to protect the general safety and welfare of its citizens

#### **B.     Scope**

This ESF addresses evacuation activities to ensure an efficient and effective evacuation of people within the City of Snoqualmie (City) and the authorization, direction, routing and relocation of people from their homes, schools and places of business.

#### **C.     Situation**

1. A public emergency or other significant event may be of such severity and magnitude as to require City response and recovery assistance to field efforts to save lives and protect property. A threat exists that necessitates conducting evacuations.

#### **2.    Potential Evacuation Populations**

**a. Nighttime**

The City has slightly more than 11,000 residents living in the community that would presumably make up a large part of our night time population. However, there may be a large influx of people at the Snoqualmie Casino and Salish Lodge. The Salish Lodge may have thousands of people on-site, including occupying the 84 rooms. The Snoqualmie Casino may have tens of thousands of people; this may include non-English speakers, people with mobility issues, and tourists who are not familiar with the geography and risks of the City.

Sources:

<http://www.salishlodge.com/lodge.php>

<http://data.spokesman.com/census/2010/washington/cities/snoqualmie-wa/>

**b. Daytime**

The majority of employment is concentrated on the Snoqualmie Ridge Business Park, at Snoqualmie Casino and Salish Lodge. This can include a large influx of tourists. There is also a large concentration of people at the four schools in Snoqualmie, during the daytime.

**c. Homeless**

Approximately 5 – 10 people at any one time are living on the streets or open areas of the City of Snoqualmie.

**d. Tourists**

They City may have very large influxes of tourists at the Snoqualmie Falls, Salish Lodge, and Snoqualmie Casino. Furthermore, special attention should be considered when there are large scale public events that may require additional resources for evacuation of tourists. This could result in more Tourists, then actual City of Snoqualmie residents needing assistance during a large scale evacuation.

**e. Schools/ Students**

Snoqualmie Elementary School has approximately 675 Students; Cascade View Elementary School has 685 Students, Snoqualmie Middle School has 415 Students and Mount Si High School has 1,433. This makes a total Student population of approximately, 3,200 Students.

Source:

<http://www.svsd410.org/>

**f. Large Commercial**

The City of Snoqualmie has a few large industrial businesses including Technical Glass, Space Labs, HO Water Sports, Zetec manufacturing plants, as well as numerous smaller commercial businesses. It is estimated that these business employ approximately 1,000 people.

**g. Large Residential**

The City is made up mostly of suburban homes occupied by residents who work in the City and adjacent communities.

**h. Animals/ Farms**

There are no large animals or farms within the City boundaries.

**i. Car ownership**

According to the 2010 Census, the City of Snoqualmie has 72 people over the age of 16 with no vehicle, but the margin of error is +/-67.

Source:

[http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS\\_10\\_5YR\\_B08141&prodType=table](http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_10_5YR_B08141&prodType=table)

**j. Reliance on transit**

According to the 2010 Census, the City has approximately 4,400 people who are at least 16 years old and commute to work. Of these people, only 2.2% rely on public transit. 1.7% walk to work. The Census data does not include data on the number of people that may have used private buses to be transported to the Snoqualmie Casino, Snoqualmie Water Fall, and Salish Lodge. These populations may need additional assistance in evacuating the City during a large scale evacuation.

Source:

[http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS\\_10\\_5YR\\_S0801&prodType=table](http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_10_5YR_S0801&prodType=table)

**k. Commuting patterns**

There are key regional interstates and state routes that flow through the City of Snoqualmie. These include Interstate 90. A large portion of people use Interstate 90 to commute out of the City.

Approximately 50 percent of the population over the age of 16,

leaves between 7am and 8:30am to go to work.

Source:

[http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS\\_10\\_5YR\\_B08541&prodType=table](http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_10_5YR_B08541&prodType=table)

**l. Populations with Special Needs**

According to the 2000 Census, 535 of those, 58 have find it difficult to go outside the home to shop or visit a doctor due to their disability and therefore might require additional resources to evacuate. It should be noted that the Census does not currently consider many “hidden” disabilities, such as epilepsy, arthritis, and diabetes to be disabilities and therefore does not collecting information on. Furthermore, a large portion of the City’s population may be Tourists and the City is unable to adequately track the disabilities of those people.

Although some people may need assistance in evacuation, there is not accurate and timely data on the specific location of this population, outside of what is stated in the above section. However, the City will coordinate with the KCECC and the Public Health - Seattle & King County to help identify and assist these citizens.

Source:

[http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=DEC\\_00\\_SF3\\_P041&prodType=table](http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=DEC_00_SF3_P041&prodType=table)

[http://www.disabilitystatistics.org/glossary.cfm?g\\_id=205&view=true](http://www.disabilitystatistics.org/glossary.cfm?g_id=205&view=true)

**m. Foreign Language**

According to the 2010 Census, approximately 1020 residents are linguistically isolated household. This includes 1,182 households that don’t speak English at home, of which 448 speak Spanish.

Source:

[http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS\\_10\\_5YR\\_S1603&prodType=table](http://factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_10_5YR_S1603&prodType=table)

- n. Populations in known areas of high risk are identified by the City of Snoqualmie GIS department through the use of the HAZUS program that was developed during the mitigation planning.

**D. Assumptions**

1. Washington State Emergency Management Division will support the region with carrying out evacuation and coordinate with federal and private agencies.
2. Washington State Department of Transportation will support the City with carrying out evacuation planning.
3. Washington State Patrol will support the City of Snoqualmie with carrying out evacuation.
4. King County Offices of Emergency Management will support the City with carrying out evacuation and sheltering activities.
5. King County Department of Transportation will support the City with carrying out evacuation planning.
6. King County Offices of Emergency Management will coordinate with federal, state, volunteer and private agencies.
7. Local municipalities will support the City in carrying out evacuation and sheltering activities.
8. Due to the regional geology, and threats by earthquakes, flooding, and landslides, it is not always practical to have specific plans, procedures, steps, and resources spelled out in detail throughout the Evacuation Plan. For instance, the City might be able to reasonably predict liquefaction, and therefore can't predict evacuation route and resources required to implement a major evacuation, however, a major earthquake in the Seattle region may cause such severe damage to critical infrastructure that elements of evacuation pre-planning is impractical to determine prior to an actual evacuation.
9. The City is heavily dependent on King County and Washington State transportation infrastructure to support a major evacuation. This plan depends on the ability for those infrastructures to be operational.
10. Schools, hospitals, adult care facilities, group homes, and King County Housing Authority will have their own plans in place to coordinate sheltering and evacuation.
11. The Red Cross will not staff special needs shelters, but they may assist with training staff on shelter operations.
12. Pet friendly shelters will be coordinated through King County ECC.
13. The Police Department is very limited in the number of personnel who

are on duty at any one time. This may limit their ability to conduct a large scale evacuation, until the City's EOC can be active and additional resources are available. The police department may have to rely heavily on utilizing RCW 43.43.971, Washington State All Risk Mobilization to acquire mutual aid from law enforcement assets from areas in the state not impacted by the evacuation event.

14. The Police Department may be limited in its ability to request additional King County Sheriff's Office resources due services being contracted through the King County Sheriff's Office having other jurisdictional responsibilities.
15. The ability to evacuate the medically fragile will be limited to the availability of ambulances and cabulances that are available at the time. The majority of private ambulance services would not be available to provide assistance in the City of Snoqualmie, due in part to their commitments to areas with higher populations like the City of Seattle.
16. There is not adequate and accurate information on the specific locations of people who are medical fragile, but who do not live in a registered care facility. Furthermore, although census data includes information on people with disabilities and language barriers, there is little information on the specific location of these populations. Therefore, these people should have a personal plan on how they will be evacuate and shelter their residence.
17. Although the City may be able to provide information in multiple languages, targeting the specific areas with language barriers may be difficult or not practical with emergency staffing levels and available resources.
18. It is assumed that the City will have enough accurate and adequate notice to implement an evacuation successfully. There may be times were there is too little or too late of notice to successfully evacuate all or certain parts of the population.
19. It is assumed that citizens have the proper resources to shelter in place and the City has accurate information to implement shelter in place.
20. It is assumed that the City has accurate and timely information on hazards throughout the City and has the capability to communicate these hazards and what is needed to the community.
21. This plan is heavily dependent on roads, bridges, and assets that are not owned or operated by the City and therefore are heavily dependent on the ability for other agencies to provide the necessary infrastructure and support to conduct a small and/or large scale evacuation. For instance, although the School District and King County Metro have buses within

the City, they may not have the necessary staffing to operate them in an evacuation.

22. Large commercial companies, such as the Salish Lodge and the Snoqualmie Casino maintain the necessary plans to evacuate their establishments in an effective manner.

#### **E. Policies**

1. All activities within ESF #16 – Evacuation will be conducted in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF) and will utilize the Incident Command System (ICS).
2. Primary emergency evacuation responsibilities will be coordinated by the Police Department (PD). The Police Department is the lead agency for the coordination of evacuation activities within the City. The Police Department has pre-designated individuals to be assigned to the EOC to facilitate the coordination of ESF 16 operations.
3. In accordance with RCW 38.52.110, (1) in carrying out the provisions of this chapter, the governor and the executive heads of the political subdivisions of the state are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the state, political subdivisions, and all other municipal corporations thereof including, but not limited to, districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the governor and to the emergency management organizations of the state upon request notwithstanding any other provision of law.
4. As a signatory to the Regional Disaster Framework (RDF), the City will conduct activities in accordance with the RDF whenever possible.
5. All City owned vehicles (not otherwise involved in emergency response) will be made available for use by the Evacuation Coordinator.
6. As a signatory of the King County Regional Disaster Framework, through the use of the states intra-state mutual aid system, WAMAS, and through local mutual aid agreements, the City will make resources available to other jurisdictions through the Z1 EC and KC ECC, whenever possible.

## II. CONCEPT OF OPERATIONS

### A. General

1. All operations conducted within the scope of ESF #16 - Evacuation, will utilize the Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) and the National Response Framework (NRF).
2. In the event of an incident requiring the evacuation of a part or all of Snoqualmie, the evacuation order may be issued by the Mayor, City Administrator, Emergency Management Director\Fire Chief or the Police Chief . On-scene incident commanders may issue evacuation orders to mitigate dangers and/or life threatening situations. Except when an immediate life-threatening situation exists, evacuation efforts should be coordinated through the EOC.
3. The individual ordering an evacuation shall notify the Emergency Management Director who shall notify the King County Emergency Coordination Center and City Administrator any time there is a need to evacuate individuals to public shelters or across jurisdictional boundaries.
4. The Police Department is responsible for the evacuation of the City. In the event all City and mutual aid resources have been expended, the Police Department will notify the City's Emergency Operations Center (EOC) that additional assistance is needed. The EOC will request outside assistance through the Z1 EC or the KC ECC. Every effort will be made to make initial requests through the Z1 ECC. In the event the Z1 EC and KC ECC are not available, the EOC will submit requests for assistance directly to the WA EMD utilizing WAMAS.
5. Public Works staff will coordinate with the Police Department to provide direction and control for the movement of people within the City. Coordination with other jurisdictions and authorities involved in the evacuation and/or acceptance of victims shall be through the EOC and King County Emergency Management.
6. The City will coordinate, as appropriate, with jurisdictions within Zone 1 Coordinator and the King County Emergency Coordination Center and the Washington State Duty Officer/State EOC to ensure expeditious resolutions to issues resulting from an emergency or disaster.



7. For purposes of this plan, an evacuation is the removal of persons from the area at risk prior to an emergency's impact. Physical removal of victims from an area impacted by the emergency is considered a rescue and is covered in ESF 9 Search and Rescue.
8. Requests for resources through existing mutual aid agreements and/or contracts through private contractors will be coordinated through the EOC.
9. In the event of a sizeable evacuation that negatively impacts the traffic flow of the major arterials, Interstate 90 and/or HWY 18, affecting Snoqualmie and the surrounding communities, every effort will be made to include representatives of those impacted areas in the planning process. The Washington State Department of Transportation and the Washington State Patrol may provide technical expertise to develop an integrated evacuation plan. Neighboring cities will be notified of any route that may include their cities.

## **B. Organization**

1. The Police Department is the lead agency for the coordination of evacuation activities within the City. The Police Department has pre-designated individuals to be assigned to the EOC to facilitate the coordination of ESF #16 operations (see ESF #5 - EOC Activation/Call Out Information).

## **C. Acknowledgment**

### **a. Proclamation**

Per Section Snoqualmie Municipal Code (SMC), the Mayor may issue a proclamation of emergency and it must be sustained by the City Council, when practical.

### **b. Proclamations of Authority from the Governor**

In accordance with RCW 38.52.110, (1) in carrying out the provisions of this chapter, the governor and the executive heads of the political subdivisions of the state are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the state, political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extent practicable, and the

officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the governor and to the emergency management organizations of the state upon request notwithstanding any other provision of law.

**c. Authority to issue Evacuation Order**

- In the event of an incident requiring the evacuation of a part or all of the City of Snoqualmie, the evacuation order may be issued by the City Mayor, Director of Emergency Management/Fire Chief, or the Police Chief, or Emergency Operation Center Manager
- On-scene incident commanders may issue evacuation orders to mitigate dangers and/or life threatening situations.
- Except when an immediate life-threatening situation exists, evacuation efforts should be coordinated through the Emergency Operations Center (EOC).

**D. Diverse Communications Strategy**

<b>Medium</b>	<b>Description</b>	<b>Strengths</b>	<b>Weaknesses</b>
<b>Broadcast Media</b>	Use of radio and television to provide general, large scale travel update messages to a general audience, either through commercial media reports or the Emergency Broadcast System	Widespread coverage and accessibility; Available pre-evacuation and en-route; high degree of familiarity	Not able to provide detailed, pinpointed information tailored to a user's specific needs
<b>Traveler Information Websites</b>	Websites operated by transportation agencies (e.g. KC, WSDOT) that provide traveler information bulletins to the public. You can also directly contact the Snoqualmie Casino and Salish	Ability to provide access to significant amounts of traveler information, including evacuation alerts and instructions, traffic speed information, and video images	Not available to many users while en-route or those without internet access

	Lodge.		
<b>511 Telephone Traveler Information System</b>	Automated telephone system operated by WSDOT that provides detailed route-specific information by telephone as part of a national system	Provides detailed information tailored to traveler's requests; available en-route during an evacuation; has the capability to provide "floodgate" general evacuation instructions to callers	Call volume capability is limited, and large-scale events may overwhelm its ability to accommodate all incoming calls
<b>Reverse 911</b>	Automated system that calls households in an affected region to provide pre-recorded emergency instructions	System 'pushes' information out to the public; messages can provide instructions to be followed	Information typically limited to high-level emergency instructions; not suited for dissemination of real-time updates to travelers en route
<b>Fixed and Portable Dynamic Message Signs</b>	Fixed or trailer-mounted electronic signs that can provide brief messages to travelers on the road or at key transit locations	Able to reach travelers en-route with specific information relevant to certain roadways or conditions; mobile signs can be deployed to evacuation traffic management hotspots	Limited number of fixed and mobile signs; limited reach based upon where DMS signs are located; cannot provide detailed information

**E. Inter-agency Communications and Procedures.**

- !. Notification
  - a. The individual ordering an evacuation shall notify the Mayor, City Administrator, Emergency Management Director
  - b. The Emergency Management Coordinator shall notify the King County Emergency Coordination Center and City Manager any time there is a need to evacuate individuals to public shelters or across jurisdictional

boundaries.

- c. All avenues available will be utilized to notify the targeted population to include but not limited to: the City/County's Alert and Warning system, the City's Emergency AM radio station, TV and Radio Media, NOAA Radio, Emergency Activation System (EAS) through the King County 911 Communications Center, City's WEB Site, Social Media Sites, posting on the Regional Public Information System (RPIN), Police and Fire driving the impacted areas giving voice commands over their Public Announcement systems.

**2. Institutional interoperability**

- a. The City operates an 800 MHz radio system that is integrated with Police Department and Fire Department dispatch.

**3. Systems Integration**

- a. The city owns satellite phones cell phones, 800 MHz radios, and has an active Ham Radio communications group. Furthermore, the KCECC has access to an Alert and Warning system for additional staffing and communications needs.

**4. Clear Protocols**

- a. All staff are trained to operate equipment that is issued to them, including communications equipment.

**F. Public Communications**

1. The City shall incorporate evacuation preparation into its General education and public awareness programs
2. Initial Notification should include
  - a. Evacuate or shelter-in-place
  - b. Areas that need to be evacuated, with reference to known geographic features
  - c. Why and when residents should evacuate
  - d. Time required for evacuation efforts
  - e. Assembly point locations
  - f. Shelter locations, including availability
  - g. Where to pick up children (for when an evacuation happens during the weekday and school children are evacuated)
  - h. The designated transportation and evacuation points and evacuation routes

- i. Available transportation options (start/end time, transportation point locations, frequency of pick-ups, travel destinations)
  - j. What residents should take from their homes
  - k. How long the evacuation is expected to last
  - l. How pets will be accommodated
  - m. Security plans that are in place to protect residential property
  - n. When informational updates will be made available
  - o. Other information deemed appropriate and required before residents evacuate
3. Information Updates should include
- a. Location of assembly points and shelters
  - b. Current evacuation routes
  - c. Current road and area closures
  - d. Availability of hotels, food, fuel, medical and other essential services
  - e. Current traffic conditions
  - f. Updated shelter capacities
  - g. Security measures being implemented
  - h. Weather conditions, if applicable
  - i. Changes to the original evacuation order

**G. Ongoing situational awareness**

As the situation changes, the EOC will regularly provide information to those sheltering and/or to evacuees.

## **H. Actions**

### **1. Preparedness**

- a. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency,
- b. Maintain a list of City and Police Department assets that can be deployed during an emergency; refer to the NIMS Resource Typing in organizing these resources, if applicable,
- c. Assign and schedule sufficient personnel to implement identified tasks for an extended period of time,
- d. Ensure lead agency personnel are trained in their responsibilities and duties,
- e. Develop and implement emergency response strategies relating to Evacuation
- f. Maintain liaison with support agencies,
- g. Conduct All Hazards exercises involving Evacuation

### **2. Response**

See ESF 16 Appendix B Evacuation Standard Operating Procedures (SOP's)

### **3. Recovery**

Recovery efforts for this ESF will be addressed by the Recovery Task Force appointed by the City Administrator and Mayor.

### **4. Mitigation**

Mitigation activities for this ESF are covered in the City of Snoqualmie Hazard Mitigation.

## **III. RESPONSIBILITIES**

### **A. Lead Agency**

#### **1. Police Department**

- a. Provide direction and control for evacuation efforts.

- b. Coordinate ESF #16 activities with appropriate agencies and jurisdictions.
- c. Provide internal and perimeter security of evacuation zone.
- d. Provide emergency traffic control in and around the evacuation zone.
- e. Coordinate evacuation activities with police from adjacent jurisdictions and the State Patrol as appropriate.
- f. Provide dissemination of evacuation information to the public as appropriate.
- g. Coordinate with other Police Agencies necessary to obtain marine and/or air assets to support response and recovery.
- h. Communications shall be through normal established channels. (See ESF #2 – Information Systems, Communications and Warning)

**B. Support Agencies**

**1. Emergency Operations Center**

- a. Activate, when necessary, to provide for coordination of resources with all agencies involved.
- b. Notify Z1 EC, KC ECC and/or WA EMD regarding the evacuation efforts within the City.
- c. Coordinate evacuation information between various departments within the City to ensure efficient and accurate communication.
- d. Submit requests for additional resources to the Z1 EC, KC ECC, or WA EMD.
- e. Provide information on emergency services including evacuation information and routes, staging areas and public shelters.

**2. Public Works Department**

- a. Provide assessment of transportation routes, identify alternate

routes, and provide temporary traffic control measures/devices and operational control of traffic signals.

- b. Coordinate public transportation resources planned for use in an evacuation and coordinate with outside resources
- c. Provide for the removal of debris and vehicles abandoned or having mechanical problems from evacuation routes as requested.
- d. Provide for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to staging areas when requested.
- e. Coordinate receiving and sheltering evacuees from other local and regional localities.

### **3. Fire Department**

- a. Provide support to the EOC in dissemination of evacuation information to the public.
- b. Provide assistance, as possible, during the evacuation efforts.
- c. Assist with direction and control of evacuation notification.
- d. Assist with identification of vulnerable populations and the resources to assist in evacuating and communicating with them.

### **4. All Departments**

- a. Assist in evacuation information to the public.
- b. Provide support in evacuation efforts affecting the city.

### **5. Zone 1 Emergency Coordinator**

- a. Communicate and coordinate with jurisdictions within Zone 1 and KC ECC regarding the status of evacuation activities within the area.
- a. Coordinate with Zone 1 jurisdictions and KC ECC to ensure proper distribution of resources.



**6. King County Emergency Coordination Center**

- a. Communicate with Zone 1, 3, and 5 ECCs and cities, WA EMD and all related agencies regarding evacuation efforts within the area and associated activities.
- b. Coordinate requests for resources with the above entities and facilitate the equitable distribution of available resources.
- c. Coordinate activities of the KC DOT.
- d. Coordinate activities in conjunction with regional priorities. See ESF 6 App C Puget Sound Region Evacuation Annex.

**7. Washington Emergency Management Division**

- a. Provide coordination of State resources to provide support to local jurisdictions, as appropriate, when all local, regional and county resources have been expended.
- b. Facilitate the requisition of resources from other jurisdiction using the Washington State Mutual Aid System.
- c. Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC).
- d. Request and coordinate Federal resources through the Federal Emergency Management Agency (FEMA).

**8. Washington Department of Transportation**

- a. Provide damage assessment, emergency repairs and periodic status reports of state highways and bridges, as appropriate to ensure efficient and effective evacuation activities.
- b. Coordinate emergency transportation resources, as appropriate.

**IV. APPENDICES**

- A. Evacuation Routes
- B. Standard Operating Procedures

## APPENDIX A

### ROUTES AND MAPS

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#### Daytime / Nighttime Routes Leaving City Evacuation

- **Primary Regional Routes Leaving City - Downtown**
  - North
    - SE Railroad Ave to SR 202 to SR 203
  - South
    - SE Railroad Ave to SE Snoqualmie Parkway to Hwy 18 & I-90
  - East
    - SE Railroad Ave to North Bend
  - West
    - SE Railroad to SR 202 through Fall City.
  
- **Primary Regional Routes Leaving City – Ridge Area**
  - North
    - SE Snoqualmie Parkway; to Railroad to SR 202 to SR 203
  - South
    - SE Snoqualmie Parkway; south to Hwy 18
  - East
    - SE Snoqualmie Parkway; south to I-90 interchange, then East on I-90
  - West
    - SE Snoqualmie Parkway; south to I-90 interchange, then West on I-90 to Seattle
  
- **Secondary Regional Routes Leaving City – Downtown Area**
  - North
    - SE Railroad Ave to Meadowbrook, to SE North Bend Way, to WB I-90 to I-405, then North to Bellevue
  - South
    - SE Railroad Ave to Meadowbrook, to SE North Bend Way, to WB I-90 to I-405, then South to Renton
  - East

- SE Railroad Ave to Meadowbrook, to SE North Bend Way; then East to North Bend; Right on Bendigo Blvd to I-90; then EB I-90.
- West
  - SE Railroad Ave to Meadowbrook, to SE North Bend Way, to WB I-90
- **Secondary Regional Routes Leaving City – Ridge Area**
  - North
    - SE Snoqualmie Parkway; South to the I-90 Interchange; WB I-90 to I-405 then North to Bellevue
  - South
    - SE Snoqualmie Parkway; South to the I-90 Interchange; WB I-90 to I-405 then South to Renton
  - East
    - SE Snoqualmie Parkway; south to the I-90 Interchange; EB I-90 to Snoqualmie Pass
  - West
    - SE Snoqualmie Parkway; south to the I-90 Interchange; WB I-90 to Seattle

#### **EMS Routes**

- **Primary**
  - **North/ South**
    - SE Snoqualmie Parkway
  - **East/ West**
    - SR 202 SE Railroad Ave
- **Secondary**
  - **North/ South**
    - Meadowbrook
  - **East/ West**
    - I-90

#### **Key Addresses for Medical Evacuation**

- **Snoqualmie Valley Hospital**

9801 Frontier Ave SE  
Snoqualmie, WA 98065  
Phone: 425-831-2300

- **Swedish Issaquah**  
751 NE Blakely Dr.  
Issaquah, WA 98029  
Phone: 425-313-4000
- **UW Medical Center**  
1959 NE Pacific  
Seattle, WA 98195  
Phone: 206-598-3300
- **Harborview Medical Center**  
325 Ninth Ave.  
Seattle, WA 98104  
Phone: 206-744-3000
- **Evergreen Medical Center**  
12040 NE 128th Street  
Kirkland, WA 98034
- **Seattle Children's Hospital**  
4800 Sand Point Way NE  
Seattle, WA 98105
- **Swedish Medical Center**  
500 17th Ave.  
Seattle, WA 98122  
Phone: 206-320-2000
- **Virginia Mason Medical Center**  
1100 Ninth Ave.  
Seattle, WA 98101  
Phone: 206-223-6600

#### **Key Addresses for Large Commercial Populations**

**Snoqualmie Casino**  
37500 Southeast North Bend Way  
Snoqualmie, WA 98065  
Phone: 425-888-1234

**Salish Lodge & Spa**

6501 Railroad Avenue SE  
Snoqualmie, WA 98065-1109  
Phone: 425-888-2556

**HO Water Sports**

7926 Bracken Place  
Snoqualmie, WA 98065  
Phone: 800-938-4646

**Spacelabs Industries**

35301 SE Center St,  
Snoqualmie, WA 98065  
Phone: 425-396-3300

**Technical Glass**

8107 Bracken Pl SE  
Snoqualmie, WA 98065  
Phone: 425-396-8200

**Zetec Corporation**

8226 Bracken Place SE, Suite 100  
Snoqualmie, WA 98065  
Phone: 425-974-2700

## **Appendix B**

### **Evacuation Standard Operating Procedures**

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- (12) CITIZEN'S PRE-PRINTED EVACUATION INSTRUCTIONS**
- (13) SAMPLE CITIZEN'S NOTIFICATION AND INFORMATION UPDATE CONTENT LIST**
- (14) CITY MAYOR EVACUATION ORDER FORM**

**The speed and effectiveness of an evacuation will be determined by how thoroughly the following operations are carried out:**

**NOTE: Due to the limited amount of time available in many evacuation situations it is understood that each of the below steps may not be followed to the letter. Again, it is important to plan ahead.**

## 1. INCIDENT ANALYSIS

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### Types of Evacuations:

#### **Evacuation Alert Level I (Ready)**

This evacuation is issued when it is believed that a hazard has a high probability of posing a significant threat to people living in the areas at risk. Citizens are encouraged to leave the danger area; however the decision to evacuate will be theirs. It will be issued when the probability of impact by the hazards is high and the vulnerability of the residents is great.

Sample Message to Citizens:

“There is a threat or injury or property damage due to the (incident) nearby. You are encouraged to consider evacuation and should prepare in any case to move to a safe area away from this (incident)”

#### **Evacuation Alert Level II (Set)**

This evacuation order is issued to person who may be at risk. The decision to heed an Evacuation Alert Level II is solely that of the resident at risk. It will be issued in instances when it is believed that although the possibility of a hazard impacting an area is real, that the probability of impact is not high. For example, such an order may be issued to residents or businesses in floodplains or areas prone to landslides when moderate amounts of rain are forecasted.

Sample Message to Citizens:

“There is a good possibility that the (incident) will limit the ability to provide public safety services. It is recommended that you evacuation yourself and others.”

#### **Evacuation Alert Level III (Go)**

This evacuation order is issued when it is believed that a hazard is almost certain to adversely impact an area. After an Evacuation Alert Level III has been issued all persons MUST LEAVE the danger zone. There will be no choice in the decision to evacuate. In the event of an evacuation, the Incident Commander will determine the extent of resources that may be needed and will notify the appropriate personnel to report. They will also deem the appropriateness of activating the City’s EOC.

*NOTE: There is no Washington law allowing forced or mandatory evacuation. However, the Incident Commander should make every reasonable effort to insure that every resident has been fully appraised of the threat to their safety.*

### Command and Control

1. Notify the Emergency Management Coordinator, Fire Chief, and Police Chief of Evacuation.
2. Notify the King County Emergency Coordination Center and City Manager any time there is a need to evacuate individuals to public shelters or across jurisdictional boundaries. Notify the King County Emergency Coordination Center of the Evacuation Alert Level from Incident

Analysis in Section B-1 of this document.

3. Establish the perimeter of area(s) to be evacuated. Use street names/highway numbers/geographic separations (rivers, streams, etc.) to define perimeter. Draw on map.
4. Determine the number of dwelling units to be evacuated.
5. Determine time allotted for evacuation.
6. Determine resources necessary to accomplish evacuation.
7. Determine assignment of personnel to divisions based on safety, protective equipment required, and personnel resources. Define areas of responsibility -- what agency (police, fire, public works, or SAR volunteers) will evacuate what sectors.
8. Establish evacuation routes and develop an evacuation traffic management plan. What routes are people going to use to evacuate? Are they clear? Do you need to alter traffic flow (turn streets into one-way)? Hopefully, you have a generic and/or site specific evacuation plan already prepared; if so, use it.
9. Establish ingress/egress routes for emergency response. These routes should be separate from evacuation routes when available. If there is only one road in and out of an area, develop a traffic control plan to be able to control traffic on the route.
10. Establish control points along ingress/egress routes to block unwanted traffic and to facilitate rapid movement out of the affected area.
11. Identify special needs of population to be evacuated. Do they require transportation? Do they understand English? If not, do you need an interpreter and for what language(s)? Do you have disabled or non-ambulatory persons?
12. Arrange for buses to transport those persons who do not have their own transportation.
13. Provide transporters with the number of persons who will or could require transportation.
14. Provide transporters with routes they are to use.
15. Where is the public going to evacuate to? People need to know where you want them to go. Just sending them out of an area will cause confusion and traffic congestion.
16. Requested shelters are established. This can be requested of the Parks Department Staff who will coordinate with the Red Cross if they are available. Administrative Services Department is the Lead and will coordinate these efforts.

**NOTE:** Many evacuees will not require long term shelter as they can find shelter with friends and relatives. The number of self-sheltering persons is difficult to determine initially so plan to shelter your total estimated number of evacuees.

Also, sheltering of pets is a priority and shall be established when mandatory evacuation (Level III) is ordered.



17. If there is no time to establish a sheltered area prior to evacuation, establish an evacuation staging area; a large well-lighted parking lot will do. This will enable citizens to leave the hazard area and provide for some orderly transition to a shelter once it is established.
18. Work with the EOC and make arrangements for pets and livestock. Coordinate with Humane Society.

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### **Planning Section**

1. Data collection effort (sources and methods)
2. NOAA Watch (<http://www.noaa.gov>) can provide information on weather prediction, including plume exposure predictions.
3. Seattle Fire Department can provide information on Hazardous Material response.

### **Operations Section**

1. Data collection activities
  - a. Field-based
    - i. Police, Fire, EMS, and Public Works (to include CRT and Park Maintenance Staff), can provide initial assessment of structural damage to evacuation and emergency routes using windshield surveys and other methods.
    - ii. Building Inspectors can provide damage assessment of structural damage to evacuation and emergency routes.
    - iii. The City may be able to use registered Emergency Management Volunteers, such as Auxiliary Communications Service Amateur Radio Team and CERT Volunteers.
  - b. Data system-based
    - i. Information will be managed in the EOC after Rapid Damage Assessment and other necessary assessments are completed. Efforts will be made to plot damage using GIS, and submitted to the county for situation awareness purposes.

### **Logistics Section**

1. Identification of resources available for conducting and evacuation
  - a. Staff
    - i. Police Department personnel
    - ii. Fire Department personnel
    - iii. Public Works personnel
    - iv. School District Bus Drivers (If needed)
    - v. Registered Volunteer Disaster Workers (CERT)
  - b. Assets

- i. Traffic Signs
- ii. Traffic Cones
- iii. Traffic Barriers
- iv. Mobile variable message signs
- v. Debris removal equipment
- vi. Vehicles
- vii. Materials

**Finance Section**

1. Tracking and recording of all expenses associated with response to incident shall be the responsibility of the Finance and Administration Section.

## 2. WARNING

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### Command and Control

1. The Operations Section Chief (or appropriate ICS personnel) shall strive to review the situation every hour (for the first 12-24 hours), to ensure proper areas are being evacuated based on risk analysis and situational changes.
2. Consider assigning PIO
3. Consider assigning Evacuation Division under Police Branch of ICS
4. Approve message and methods of notification:
  - a. **NOTE:** Public messages regarding evacuation and personal protection measures should be consistent. Evacuation plans may need to be altered to meet unexpected conditions. However, inconsistent alert information can lead to great confusion among evacuees.
5. The Evacuation Branch Director in consultation with a law enforcement liaison(s) will determine the rules of the evacuation route.
6. Rules that govern **non-evacuees** should also be communicated (e.g., prohibition from evacuation routes, prohibition from the evacuated area).

### Planning Section

1. The following organizations should be notified ahead of evacuation (If, possible):
  - a. Snoqualmie School District
  - b. YMCA
  - c. Hospitals
  - d. Convalescent/long term care facilities.

### Operations Section

1. Broadcast of message(s)

### Logistics Section

#### 1. Emergency Alert System (EAS)

- a. As the primary means for alert of a large area, in conjunction with Cable Interrupt, PA systems, door-to-door notification, telephone notification, or web and social media, depending on the needs of the incident. Consider using CodeRED.
- b. **Procedure**
  - i. Activate the EAS through King County OEM (206) 577-3130 or (206) 577-3090 (24 hour).
  - ii. Consult with the OEM Duty Officer (contact through King County 9-1-1 if necessary).
  - iii. **NOTE:** EAS use is restricted to situations where other warning messages

would be ineffective and where time is critical.

- iv. **NOTE:** It is the choice of each media outlet as to whether they want to broadcast the alert.

## **2. Media Outlets -- Primarily Radio and Television**

- a. For the evacuation of larger areas.
- b. For less urgent situations.
- c. As a follow-up to an EAS broadcast.
- d. To provide more detailed information than an EAS alert.
- e. Procedure
  - i. Assign a Public Information Officer to ensure that news conferences, press releases, and interviews include correct and consistent information about the evacuation.

### *Telephones to Notify Large Occupancy Buildings*

- i. *Hospitals, convalescent/long term care facilities.*
- ii. *Large office buildings, plants. (This should include Snoqualmie Casino and Salish Lodge)*
- iii. *Schools.*

### *3. Door to Door Notification*

- a. *As the primary method for evacuating a small area.*
- b. *For evacuation of population with special needs (e.g., elderly, handicapped, foreign language speakers).*
- c. *Procedure*
  - i. *Specific divisions or sectors should be developed; i.e., the Fire Department would be responsible for evacuation of those areas where special equipment and/or protective clothing would be needed or in areas where rescue, decontamination, or medical services may be needed on a large scale.*
  - ii. *Law enforcement can be responsible for notification in non-hazardous sectors.*
  - iii. *Provide a system for keeping a detailed record of the addresses of the residences that have been contacted and of any special conditions or needs that exist in specific residences or neighborhoods.*

- iv. *Prepared instructions for citizens on evacuation speeds up notification.*
- v. *NOTE: There is no Washington law allowing forced or mandatory evacuation. However, the Incident Commander should make every reasonable effort to insure that every resident has been fully appraised of the threat to their safety.*

#### **4. Vehicle Mounted and Portable Public Address Systems**

- a. When there is not sufficient time for a door to door evacuation.
- b. For notification of evacuees in large open areas, e.g., parks, large businesses, concert halls, clubs, and pedestrian areas.
- c. PA systems should be used as a last resort because this is not an efficient means of providing detailed alert information.
- d. Utilize Fixed and Portable Dynamic Message Signs through Public Works Department, WSDOT, and KCDOT.

#### **5. Web and Social Media**

- a. Utilize during large scale evacuation, when time permits.
- b. Emergency Management Coordinator and/or Communications Unit should send out message using Social Media tools. City of Snoqualmie Facebook Pages.
- c. Emergency Management Coordinator and/or Communications Unit should send out message using City Website tools.
- d. Utilize Traveler Information Websites though King County ECC and WA State DOT
- e. Utilize My State USA
- f. Utilize City Channel (Channel 21)

#### **6. Telephone Notification**

- a. Utilize during large scale evacuation, when time permits.
- b. Utilize 511 Telephone Traveler Information System
- c. Utilize reverse 911

#### **Finance Section**

- 1. Tracking and recording of all expenses associated with response to incident shall be the responsibility of the Finance and Administration Section.

### 3. PREPARATION TO MOVE

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#### Command and Control

1. The Operations Section Chief (or appropriate ICS personnel) shall strive to review the situation every hour (for the first 12-24 hours), to ensure proper areas are being evacuated based on risk analysis and situational changes.
2. Consider assigning School Evacuation Group under the Evacuation Division
3. Consider assigning Nursing Home Evacuation Group under the Evacuation Division.
4. Coordinate with logistics and operations to ensure that the evacuation routes do not interfere with routes that may be used for other functions related to the incident, e.g., abatement, emergency medical services, routes used by SAR or other emergency personnel and equipment.
5. The Evacuation Branch Director in consultation with a law enforcement liaison(s) will determine the rules of the evacuation route.
  - Consider the amounts and types of property that evacuees can bring with them (e.g., RVs, trailers, farm machinery, etc.).
  - Consider the prohibition of evacuees from return roads into the evacuation area.
  - **NOTE:** What types of vehicles/equipment will be allowed on evacuation routes? For example, will commercial machinery, semis, RVs, trailers, etc., be allowed on the transportation route?
  - **NOTE:** The Evacuation Branch Director should decide whether non-evacuation traffic should be allowed on the evacuation and emergency service transportation routes.
  - **NOTE:** It should be clear that evacuation cannot be forced.

#### Planning Section

1. Final determination of areas/populations to be evacuated based on risk assessment.
2. Assessment of integrity of transportation and communications infrastructure. Consider the quality of road surfaces and the potential for any damage to transportation routes that may have occurred during the disaster. Public Works is responsible for assessing damage to roads.
3. Selection of rally points to be used if small scale evacuation is needed:
  - Consider Parks, Schools, and City Facilities.
  - Consider Snoqualmie Casino
4. Selection of destinations (safe areas) to be used:
  - Consider opening shelters (coordinate with King County ECC)
  - Ensure that there are pet friendly shelters available that can accommodate pets and service animals to comply with the PETS Act.
  - If evacuees cannot provide shelter for themselves, e.g., staying with family, friends, neighbors, etc.
  - **NOTE:** The King County/Seattle Red Cross can assist with coordinating the majority of Shelter Operations. This includes identification and inventory of shelters, opening and

closing of shelters, registration, medical care, feeding and the accountability of personnel occupying shelters. If they are not available, this function will be provided by the City of Snoqualmie Parks Department if resources are available.

- Provide either agency with the following information:
  - Number of people needing shelter.
  - Expected length of evacuation.
  - Special needs of evacuees.

## Operations Section

### 1. Decisions about tactical approach to evacuation

- **Evacuation stages (e.g., walk to mustering location, then buses, etc.)**
  - Consider those at highest risk first (i.e. hospitals, elderly, nursing homes, etc.)
- **Transportation modes**
  - Consider metro bus routes, including Park and Rides
  - Consider trains
  - Consider using Public School buses for pick up at schools and/or parks. **(Use Metro and/or Community Transit Services and/or School Buses). When requesting this resource it is important to also include the request for qualified bus drivers.**
- For transportation of elderly or handicapped populations.
- For transportation of school children in the event that school buses cannot be activated easily for emergency use.
- For evacuees who do not have ready access to transportation.
- **Metro and/or Community Transit Services Procedure**
  - There is informal agreement that Metro may provide emergency transportation services.
  - Notify EOC of the need to activate Metro.
  - Provide the Police with:
    - a. Pickup location.
    - b. Number of evacuees to be transported.
    - c. Shelter location.
    - d. Route to shelter location.
    - e. Name of person in charge of pickup place (and phone number if available)
    - f. Phone number or other means of communication to be used for follow-up.
- **School Bus Procedure**
  - When time allows for long-range planning of an evacuation.

- For transportation of students when drivers are available.
- Contact school district superintendent or transportation office. If the EOC is activated, this resource **must** be ordered through the EOC.
- **NOTE:** In King County, school buses are unavailable for emergency use for most of the normal workday, on weekends, and holidays. As a rule, Evacuation Division Supervisors should exclude school buses as a choice in the event of an immediate evacuation.
- **NOTE:** School buses may be an option in situations where time allows long range planning of an evacuation.
- **NOTE:** The primary use of school buses in a disaster will be for the implementation of the school or school district’s emergency plan.
- **NOTE:** Be aware that Metro Transit, Community Transit, and/or school district buses may be used as back up for Emergency Medical Services, temporary shelter, or decontamination. This may limit the number and availability of buses.
- **NOTE:** In major evacuations car-pooling should be encouraged to alleviate traffic congestion.
- **Evacuation routes**
  - See ESF #16 EVACUATION APPENDIX A
  - Coordinate with the Washington State Patrol and WSDOT in the event that evacuation routes will affect state highways and roads.
  - Mark the evacuation routes (Public Works).
- **Traffic management tactics**
  - Control points should be set up to regulate and direct evacuation traffic.

Tactic	Description
No changes to normal roadway operations	No implementation of any specialized traffic management tactics.
Phased releases of outbound vehicles, through timed control of major parking centers	Coordinated release of parking facilities would theoretically reduce congestion on evacuation routes. To accomplish implementation of this tactic, parking facilities would be inventoried and categorized according to size, location, or other relevant factors. A phased release protocol would be developed that would provide for gradual release of privately owned vehicles (POVs) from downtown parking facilities. This would theoretically modulate vehicular congestion on designated evacuation routes.
Reduction of outbound vehicles, through closure of major parking centers (i.e., forcing car owners to evacuate via walking transit)	Long-term closure of major parking facilities during an evacuation would reduce the number of POVs on evacuation routes and thus theoretically improve travel times on these routes during an evacuation.
Closure of inbound lanes on selected roads and highways	Closure of inbound lanes on highways utilized for evacuation routes would prevent motorists on these routes from entering the city while the evacuation is underway.



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<p>Closure of outbound off-ramps on limited-access roads and highways</p>	<p>Closure of outbound off-ramps on highways utilized for evacuation routes would keep evacuees on these routes until they reached planned evacuation destinations.</p>
<p>Closure of outbound on-ramps on limited-access roads and highways</p>	<p>Closure of outbound onramps on designated evacuation routes would reduce congestion on these roadways due to traffic originating at intermediate locations between evacuation origins and destinations.</p>
<p>Limited contra flow on selected limited-access roads and highways: e.g., one lane for bus convoys, etc.</p>	<p>Reversal of one or more lanes of highway to accommodate an increased flow of traffic in one direction. Contra flow has been implemented as a component of hurricane evacuation planning in certain southern and southeastern states, but is not a common feature of many disaster evacuation plans because of the need for a long lead time prior to the evacuation during which the contra flow can be established.</p>
<p>Unlimited contra flow on selected limited-access roads and highways- all normally inbound lanes used for outbound traffic</p>	<p>Redirection of all lanes of a designated evacuation route to accommodate rapid evacuation from a city or region. This is a tactic that lends itself primarily to limited access roadways.</p>
<p>Limited/unlimited contra flow on selected unlimited-access arterials</p>	<p>Temporary closure of inbound travel lanes on selected unlimited-access arterial roadways (such as parkways and boulevards) and allowing outbound traffic to utilize these lanes during an evacuation.</p>
<p>Traffic Control Points (TCP)</p>	<p>Locations along designated evacuation routes, which are staffed by emergency management personnel and utilized to maintain a greater degree of evacuation management. TCPs can enhance the efficiency of an evacuation, reduce public confusion during an evacuation, and allow increased operational flexibility during an evacuation.</p> <p style="text-align: center;"><b>Procedure</b></p> <ol style="list-style-type: none"> <li>1. Establish control points safely outside of any exclusion zone that requires protective equipment or clothing, yet close enough to provide maximum coverage and control.</li> <li>2. Appoint non-law enforcement personnel to control points to hand out information and provide other non-law enforcement related duties. This will free up law enforcement resources.</li> <li>3. Update control points with up to the minute information about the incident, information about evacuation routes and alternate evacuation routes, and printed materials.</li> <li>4. Check identification in the event that re-</li> </ol>

	<p>entry is allowed to residents of an evacuated area.</p> <p>5. Have control points provide access passes to allow entry into restricted roads and areas.</p> <p>6. Check identification in the event that evacuation routes are restricted to residents of the evacuated area.</p>
Segregation of Pedestrian and Vehicle Traffic	Certain urban roadways would be designated for use by pedestrians. This would provide separation between vehicles and pedestrians during an evacuation, thus reducing confusion and increasing the efficiency of evacuation from densely populated areas.

- Public Works is responsible for placing the signs that will show evacuation routes.
  - Identification of critical intersections and other points (e.g., railroad crossings, bridges, potential bottlenecks) along evacuation routes to be monitored and/or staffed by response personnel
  - Consider sending Police Officers and/or Public Works/City Operations personnel to staff key intersections.
2. Initial activation of rally points to be used
    - Consider Parks
    - Consider Park and Rides
    - Consider Schools
  3. Initial activation of destinations (incl. shelters) to be used
    - Coordinate with Human Services and King County ECC.
  4. Identification and activation of communications systems to be used among responders
    - Coordinate with Communications Unit in the EOC.
  5. Selection and deployment of measures for assisting special needs populations
    - Coordinate with Hospital/ Nursing Home Evacuation Group.
  6. Broadcast of routing and destination information to general public
    - Broadcasts should be as frequent as possible, with information updates at least every 4 hours.

**Logistics Section**

1. Tracking of vehicles being used to support evacuation movement
2. Deployment of traffic management and sheltering staff and assets
3. Identification of addition vehicles and resources to assist in evacuation

### **Finance Section**

1. *Tracking and recording of all expenses associated with response to incidents shall be the responsibility of the Finance and Administration Section.*

## **4. MOVEMENT & EN-ROUTE SUPPORT**

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### **Command and Control Section**

1. The Operations Section Chief (or appropriate ICS personnel) shall strive to review the situation every hour (for the first 12-24 hours), to ensure proper areas are being evacuated based on risk analysis and situational changes.

### **Planning Section**

1. Identification and resolution of real-time contingencies/obstacles on the routes as they arise
2. Plan for additional staff and resources

### **Operations Section**

1. Traffic management and monitoring in affected areas and along evacuation routes in coordination with Police and Public Works.
2. Establishment of dedicated inbound/outbound routes for emergency response vehicles
  - See Evacuation Route Map.
3. Full activation and staffing of rally points
4. Sweeping of area being evacuated to encourage people to leave and identify/aid those who need assistance shall be coordinated by Evacuation Division.
5. Broadcast of ongoing information updates to evacuees (media, variable message signs (VMS), EAS, Reverse 911, NOAA Emergency Radio, County's MyStateUSA, Highway Advisory Radio (HAR) if available, driving streets reading the evacuation notification over PA systems, and door to door is applicable.
6. Consider Law enforcement presence in evacuated area and along evacuation routes (and at ingress/egress points) to maintain order
7. Pre-transportation quarantine and decontamination activities, if needed (based on nature of incident) Fire Branch shall coordinate.

### **Logistics Section**

1. Implementation of transit support (public and private) for people without personal vehicles
2. Implementation of para-transit support (public and private) for vulnerable populations
3. Deployment of measures, interpreters and assistance communication to the deaf, deaf and muted, and sight limited. for assisting vulnerable and special needs populations

4. Activation of assistance locations (fuel, water, medical support) at designated points along evacuation routes in coordination with KCECC and State EOC.

**Finance Section**

1. *Tracking and recording of all expenses associated with response to incident shall be the responsibility of the Finance and Administration Section.*

## **5. RECEPTION AND SUPPORT**

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### **Command and Control Section**

1. The Operations Section Chief (or appropriate ICS personnel) shall strive to review the situation every hour (for the first 12-24 hours), to ensure proper areas are being evacuated based on risk analysis and situational changes.

### **Planning Section**

1. Prediction of size of evacuation populations traveling to shelter and support locations. (See: Snoqualmie Transportation Analysis Zones Map created May 2010 for Daytime and Nighttime Populations Estimates based on 2010 Census)
2. Based on predicted populations, estimates of needed resources at locations

### **Operations Section**

1. Full activation of sheltering destinations (general population dormitory, pet shelters, medically fragile shelters) and special needs populations (pets, etc.)
2. Selection and deployment of measures for assisting vulnerable and special needs populations in coordination with KCECC and State EOC.
3. Information updates to evacuees regarding status of overall evacuation and sheltering effort (See Section 4.5 Public Communications of this plan)
4. Evacuee identification and registration activities, to track shelter populations and assist communications among evacuees and loved ones utilizing EOC Software, if available and in consultation with KCECC and State EOC.

### **Logistics Section**

1. Resource management activities to ensure sufficient supplies, facilities, and resources at sheltering destinations
2. Deployment of medical staff and supplies distributed among sheltering destinations as needed and in consultation with KCECC and State EOC.

### **Finance Section**

1. *Tracking and recording of all expenses associated with response to incident shall be the responsibility of the Finance and Administration Section.*

## **6. RETURN**

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### Command and Control Section

1. Decision to end evacuation and allow re-entry into affected area shall be only given by the Operations Section Chief and Incident Commander.
2. De-activation of command structure
  - **NOTE:** Safety of the public and emergency personnel is the primary concern when making decisions on re-entry. Once the re-entry process begins it is often difficult to stop or turn around.
  - **NOTE:** Authorities can restrict entry back into an evacuated area. Personnel staffing control points restricting access to the evacuated area will be faced with an onslaught of persons requesting to be allowed back into the area.
  - **NOTE:** The determination must be made if it is safe to allow anyone to return into the area, based on the incident.

### Planning Section

1. Criteria for decision to end evacuation and initiate “Return” phase
2. Determination of timing for vacating shelters and conducting “Return” activities
3. Selection of transportation options for evacuees without personal transport
  - Do not forget about persons requiring transportation from their shelter location back to their homes or drop-off points near their homes.
4. Responsible for Demobilization Plan
5. **NOTE:** Pre-printed Closed Area Access Passes are helpful to identify individuals who have permission to be in the closed area.

### Operations Section

1. Notification to emergency management, transportation and support agencies that “Return” phase to be implemented
  - **NOTE:** Everyone must know that re-entry is being allowed and under what circumstances.
2. Notification to evacuee populations regarding timing and method of transportation
  - It is important to advise evacuees that the danger is over and that their neighborhood has been evaluated and determined safe for them to re-enter.
  - **NOTE:** The public must be made aware of the re-entry policy and procedure including what qualifications must be met for re-entry, number of people per vehicle, identification requirements, length of time allowed in the evacuation area, and any escort requirements.
3. Transportation of evacuees
4. Selection and deployment of measures for assisting vulnerable and special needs populations in consultation with KCECC and State EOC.

5. Law enforcement presence in evacuated area and along re-entry routes to maintain calm and order
6. De-activation and return to readiness activities for sheltering facilities

**Logistics Section**

1. Staging of assets to be used for transportation of evacuees back to affected area

**Finance Section**

1. Tracking and recording of all expenses associated with response to incident

**7. 48-HOUR RESPONSE QUICK REFERENCE/ CHECKLIST FOR INCIDENT  
COMMANDER LAW**

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**QUICK REFERENCE RESPONSE ISSUES**

- 1. Directions and Control / Incident Command**
  - Set up Incident Command/Unified Command, Span of Control and Unity of Command.
- 2. Size Up and Damage Assessment**
  - Determined the size and the area affected population characteristics, and economic profile of the area.
  - Activate Damage Assessment / Windshield Surveys.
  - Damage Assessment is important to secure state and federal assistance.
- 3. Search and Rescue**
  - Prioritize emergency response – Life, Property, Environment.
  - Search the damaged area, rescue the injured, and recover the bodies.
- 4. Public Information**
  - Designate people to provide information to the media.
  - Establish a location to meet with the media away from the ECC/ICP.
  - Inform citizens of the status of the response and recovery.
  - Inform and update public officials.
- 5. Track Citizens' Needs**
  - Designate someone to keep track of requests for assistance and the delivery of that assistance.
- 6. Track Offers of Assistance**
  - Be prepared to deal with voluntary help.
  - Designate someone to keep track of offers of assistance.
  - Discourage shipments of donated goods.
  - Set up a location for financial donations. (Bank accounts, etc.).
  - Identify locations to store donated goods.
- 7. Debris Clean Up and Disposal**
  - Work with the Public Works on proper disposal of debris.
  - Inform the public of proper separation and disposal of debris.
- 8. Determine Outside Needs**
  - Activate Mutual Aid Agreements as situation warrants.
  - Contact Zone 1, King County and/or State ECCs.
- 9. Determine Public Health Issues**
  - Address health issues such as safe water and food, disease, and mental health, for victims and responders.
- 10. Site Security / Pass System**
  - Implement a pass/ID system for access to the affected area.
  - Relates to security, and orderly clean up and repair of the affected area.



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<b>0-2 Hours</b>	
	Establish Incident Command System.
	Activate the ECC.
	Notify all of the agencies with a role in your plan.
	Determine the size and nature of people, buildings and businesses affected by the incident.
	Conduct search and rescue as needed.
	Open shelters as needed.
	Determine if the area needs access control and set up roadblocks.
	Begin clearing roads and streets.
	Begin to determine the types and amounts of outside assistance you may need.
	Notify Zone 1 and King County ECCs, if necessary.
	Begin public information activities and issue protective actions for the public, if necessary.
	Hold one or more command staff briefings.
	Consult your agency's Response Checklist.
	Activate mutual aid agreements.
	Consider the need to declare a State of Emergency.

<b>2 – 4 Hours</b>	
	Continue search and rescue operations, if necessary.
	Continue public information activities and determine the need for establishing a JIC.
	Consider the need for 24-hour operations and the establishment of 12 hour shifts.
	Continue shelter operations as needed.
	Inform the hospital(s) of potential casualties.
	Begin preparations for establishing a pass/ID system for access to the affected area.
	Activate damage assessment teams.
	Assign people to handle request for assistance and to track the needs of special populations.
	Assign people to track requests for information on disaster victims.
	Assign people to track offers of assistance and donations.
	Continue clearing roads and streets.
	Determine how debris will be disposed of.
	Begin to determine the public health effects of the disaster.
	Begin to consider the needs of the special populations.
	Begin to take care of the needs of the responders.

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	Consult your agency's Response Checklist.
	Hold one or more Command Staff briefings.

<b>4-12 Hours</b>	
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	Continue search and rescue operations, if necessary.
	Continue public information activities.
	Prepare for the next shift to take over.
	Consider the need for ongoing mutual aid.
	If necessary, activate a pass/ID system for access to the affected area.
	Continue to inform the hospital(s) of potential casualties.
	Continue damage assessment activities, compile the information collected and report to King County ECC.
	Continue clearing roads and streets.
	Take debris to an appropriate land fill.
	Prepare a prioritized list of repairs to critical facilities and transportation routes.
	Begin cleanup activities on public and private property.
	Continue to track the requests for assistance and the needs of special populations.
	Continue to track requests for information on disaster victims.
	Continue to track offers of assistance and donations.
	Continue shelter operations, as needed.
	Address the public health needs of the disaster victims and responders.
	Take care of the personal needs of the responders.
	Conduct several command staff briefings.
	Consult your agency's Response Checklist.
	Brief the next shift.
	Coordinate with utilities in the restoration of service(s).
	Anticipate and address public health issues.

<b>12 - 24 Hours</b>	
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	Continue search and rescue operations, if necessary.
	Continue public information activities.
	Continue operation of the pass/ID system for access to the affected area.
	Continue damage assessment activities and submit a Situation Report to the Zone, County and/or State.

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	Continue repairs to critical facilities.
	Consider the need for ongoing mutual aid.
	Inform the hospital(s) of casualties, as necessary.
	Continue cleanup activities on public and private property.
	Take debris to an appropriate land fill.
	Coordinate the utilities in the restoration of service.
	Continue shelter operations as needed.
	Keep records of agency expenses.
	Anticipate and address public health needs.
	Track the requests for assistance and the needs of the special populations.
	Continue to track requests for information on disaster victims.
	Conduct several Command Staff briefings during each shift brief next shift.

<b>24 - 48 Hours</b>	
	Continue search and rescue operations, if necessary.
	Continue public information activities.
	Continue operation of the pass/ID system, if necessary.
	Continue damage assessment activities and submit Situation Report.
	Continue repairs to critical facilities.
	Consider the need for ongoing mutual aid.
	Continue cleanup activities on public and private property.
	Take the debris to an appropriate landfill.
	Coordinate with utilities in the restoration of service.
	Continue shelter operations, if necessary.
	Keep records of agency expenses.
	Anticipate and address public health needs.
	Continue to track the request for assistance and the needs of special populations.
	Continue to track requests for information on disaster victims.
	Coordinate activities of volunteers assisting with cleanup efforts.
	Begin planning for re-entry and long term recovery.
	Conduct several Command Staff briefings during each shift.
	Brief the next shift.

<b>48 and On-Going</b>	
	Continue public information activities.
	Continue operation of the pass/ID system, if necessary.
	Continue damage assessment activities and submit Situation Report.
	Provide updated estimates to Zone 1, County and/or State.
	Consider the need for ongoing mutual aid.
	Inform the hospital(s) of casualties as necessary.
	Continue cleanup activities on public and private property.
	Take debris to an appropriate land fill.
	Coordinate with utilities in the restoration of services.
	Continue shelter operations as needed.
	Keep records of agency expenses.
	Anticipate and address public health needs.
	Continue to track the request for assistance and the needs of special populations.
	Continue to track the requests for information on disaster victims.
	Coordinate planning for re-entry and long term recovery.
	Provide people to participate in the Preliminary Damage Assessment, if applicable.
	Conduct several Command Staff briefings during each shift.
	Brief the next shift.

**8. SHELTER-IN-PLACE PROS AND CONS**

<b>PRO</b>	<b>CON</b>
<p><b>1. <u>Immediate Protection.</u></b> Protection can be provided immediately with little or no time required after warning.</p>	<p><b>1. <u>Public Training Needed.</u></b> The general public needs to be trained on shelter-in-place actions and acceptance, as this action may be contrary to normal human nature to run from danger.</p>
<p><b>2. <u>Short Warning Message.</u></b> The public warning message is short since it is only necessary to identify the danger, describe the area affected, describe expedients to reduce air infiltration to the home or building, etc.</p>	<p><b>2. <u>Indoor Air Uncertainties.</u></b> Uncertainties may exist about whether indoor air concentrations will remain sufficiently low for a sufficiently long time period.</p>
<p><b>3. <u>Little Preparation Time.</u></b> Little or no preparation time is necessary for shelter (only possible to “sealing” of room by expedient improvements).</p>	<p><b>3. <u>Explosive/Flammable Materials.</u></b> Inappropriate where releases of explosive or flammable gases could enter structures and be ignited by furnace and water heater ignitions.</p>

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<p><b>4. <u>Ideal Life Support System.</u></b> The home is an ideal life support system with food, water, sanitation, medicines, bedding, clear air, communications (TV, radio, telephone), and familiar surroundings.</p>	<p><b>4. <u>Long-term Exposures.</u></b> May be very inappropriate for long-term exposures (“plume” potential) of 92 hours or more.</p>
<p><b>5. <u>Short-term Exposures.</u></b> May be very appropriate for short-term exposures (particularly “puff” releases) of 2-4 hours duration.</p>	<p><b>5. <u>Need To Air Out.</u></b> Infiltration of contaminated air into the structure over a period of time could result in high cumulative inhalation exposures unless the structure is vacated and “aired out” after the plume outdoors has passed on or dispersed.</p>
<p><b>6. <u>Little Staff Support.</u></b> Requires considerably less emergency staff support than evacuation, as public shelter, traffic control, special transportation, and security personnel are not needed.</p>	<p><b>6. <u>Transients.</u></b> Those in parks, marinas, campgrounds, and outdoor sporting events may not have suitable shelter available and would have to travel to such.</p>
<p><b>7. <u>Reduced Liability.</u></b> An in-place public protection action issued for a chemical leak may not be as liable as an evacuation order if the protective action decision was made using a sound decision-making process with good faith effort.</p>	

**9. SHELTER-IN-PLACE INSTRUCTIONS**

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1. Go inside your home or other building. If possible, choose a room with few or no windows.
2. Close all doors and windows. Use duct tape, wet rags or similar materials to seal air leaks around doors and windows.
3. Close fireplace dampers
4. Turn off and cover all exhaust fans: i.e., bathroom, kitchen.
5. Turn off all HVAC systems and air conditioners. If applicable, place vents in the closed position, set the ventilation system to 100% recirculation.
6. School children will be with school officials who are prepared to take special care of them. **DO NOT** go to the school to pick up your children.
7. Do not use telephone lines. They will be needed for official business.
8. Stay inside until your TV or radio announces that you may safely leave. If the emergency involves hazardous materials, authorities will notify you when to open windows and doors to ventilate the building.

**10. SHELTER-IN-PLACE PROTECTION CHECKLIST**

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1. Determine area to be sheltered in place by readily identifiable boundaries.
2. Activate alert warning devices (sirens, bullhorns, etc.).
3. Issue specific instructions to population (through EAS, cable TV).
4. Implement in-place protection instructions including:
  - a) Stay inside house or building, or go inside immediately.
  - b) Close windows and doors.
  - c) Turn off air conditioners and heating system blowers.
  - d) Close fireplace dampers.
  - e) Gather radio, flashlight, food, water, medicines, duct tape.
  - f) Go to inside room or basement of building and seal cracks and openings to provide extra protection (particularly if inside stay is to be longer than 2 hours).
  - g) Provide protective breathing if necessary (may be wet towel).
5. Provide special sheltering for transient populations (people in campgrounds, marinas, parks, etc.).
6. Provide special instructions to special populations (hospitals, nursing homes, etc.).
7. Provide special instructions to group quarters (prisons, jails, senior centers, care centers, etc.).
8. Provide special instructions to handicapped (mental and physical).
9. Once conditions have stabilized, monitor and inspect affected areas for safe exit.
10. Issue all-clear.
11. Instruct residents to go outdoors, air out house or building.

**11. FIRE/LAW ENFORCEMENT EVACUATION INSTRUCTIONS**

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1. Drive slowly on all streets and roads in assigned areas using high\low siren.
2. Stop frequently, turn off siren and use the public address systems. Announce in a calm, clear voice that "Immediate Evacuation is recommended due to the hazardous material spill in the vicinity. If you need transportation assistance please come outside. For further information tune your radio \_\_\_\_\_on the AM dial or \_\_\_\_\_on the FM dial".
3. Direct residents to use the designated evacuation routes to the nearest reception center.
4. Do not use force to ensure evacuation.
5. Log name and address of persons who will not evacuate.
6. Continue to travel your designated area until all residents have been notified to evacuate.
7. Upon completion of evacuation and confirmation of your assigned area, notify King County Communications Center and relocate your vehicle to staging area.



## **12. CITIZEN'S PRE-PRINTED EVACUATION INSTRUCTIONS**

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Whenever an emergency has the possibility of becoming life threatening you may be asked or ordered to prepare for an evacuation.

When you are directed to evacuate, take the following steps:

1. Stay calm -- gather your family.
2. Gather only what you need:
  - a) This leaflet
  - b) Pets (No exotic or farm animals)
  - c) Extra clothing, blankets
  - d) Eyeglasses, dentures, prescriptions, other medicines, and a first aid kit
  - e) Baby supplies
  - f) Portable radio or TV, flashlight, fresh batteries
  - g) Checkbook, credit cards, cash
  - h) Driver's license, other identification
2. Your children in school will be taken to the evacuation center/shelter for their school area.
3. Lock your house, turn off lights and household appliances.
4. Do not use more than one car for your family. Take neighbors who need a ride. Keep car windows and vents closed. Listen to your car radio for information.
5. Police/Traffic Officers may be stationed along emergency routes to direct you to an evacuation center.
6. If you only have minutes to pack, grab these items:
  - a. Medical supplies: prescription medications, eyeglasses, and dentures.
  - b. Disaster supplies: flashlight, batteries, radio, first aid kit, bottled water
  - c. Clothing and bedding: a change of clothes and a sleeping bag or bedroll and pillow for each household member
  - d. Car keys and keys to the place you may be going (friend's or relative's home)
7. Items to take to Pet Shelters:

**Don't forget your pet when preparing a family disaster plan. Assemble a portable pet disaster supplies kit.**

Keep items in an accessible place and store them in sturdy containers that can be easily carried. Your pet disaster supplies kit should include:

1. Medications, immunization records and a first aid kit.
2. Sturdy leashes, muzzles, harnesses, carriers or cages to transport pets safely. Carriers should be large enough for the pet to stand comfortably, turn around and lie down. Include blankets or towels for bedding and warmth.
3. Current photos of your pets in case they get lost.
4. Food, drinking water, bowls, cat litter/pan and can opener.
5. Information on feeding schedules, medical conditions, behavior problems and the name and number of your veterinarian.
6. Pet beds and toys, if easily transportable.

**(13) SAMPLE CITIZEN'S NOTIFICATION AND INFORMATION UPDATE CONTENT LIST**

- Notification should include:
  - (INSERT) Citizens Pre-Printed Evacuation Instructions OR Shelter In-Place Instructions
  - Areas that need to be evacuated, with reference to known geographic features
  - Why and when residents should evacuate
  - Time required for evacuation efforts
  - Assembly point locations
  - Shelter locations, including availability
  - Where to pick up children (for when an evacuation happens during the weekday and school children are evacuated)
  - The designated transportation and evacuation points and evacuation routes
  - Available transportation options (start/end time, transportation point locations, frequency of pick-ups, travel destinations)
  - What residents should take from their homes
  - How long the evacuation is expected to last
  - How pets will be accommodated
  - Security plans that are in place to protect residential property
  - When informational updates will be made available

- Other information deemed appropriate and required before residents evacuate
- Information Updates should include:
  - Location of assembly points and shelters
  - Current evacuation routes
  - Current road and area closures
  - Availability of hotels, food, fuel, medical and other essential services
  - Current traffic conditions
  - Updated shelter capacities
  - Security measures being implemented
  - Weather conditions, if applicable
  - Changes to the original evacuation order

**(14) CITY MAYOR EVACUATION ORDER FORM**

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WHEREAS, the Director of Emergency Management/ Incident Commander has reported to the City Mayor of the City of Snoqualmie, that beginning (date) \_\_\_\_\_, (time)\_\_\_\_\_, (type of event)\_\_\_\_\_

has/will cause (type of damage)\_\_\_\_\_

\_\_\_\_\_

in the City of Snoqualmie, and, (incident description)\_\_\_\_\_

\_\_\_\_\_

and, these problems have created a threat to life, property, or the environment, and

WHEREAS, Snoqualmie Municipal Code authorizes the City Mayor, acting as the Senior Advisor, to make rules and regulations reasonably needed to protect life, property, and the environment and,

Therefore, this event constitutes a need for an Evacuation Order as defined by the City of Snoqualmie Emergency Operations Plan and necessitates the implementation of the City of Snoqualmie Evacuation Plan and, Therefore,

**IT IS PROCLAIMED BY THE CITY MAYOR OF THE CITY OF SNOQUALMIE:**

A local emergency exists within the City of Snoqualmie due to (type of event) \_\_\_\_\_ and an Evacuation Alert Level (type of alert level from Appendix B (1) Incident Analysis) \_\_\_\_\_ is given:

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ADOPTED: \_\_\_\_\_

CITY MAYOR OF THE CITY OF SNOQUALMIE

\_\_\_\_\_  
Signature

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.