

EVACUATION GROUP SUPERVISOR (FOG 16-4): The Evacuation Group Supervisor is responsible to organize and direct public evacuation operations during the incident. This includes coordination with the Traffic Control Group to limit entry into controlled areas and to identify egress routes.

- a. Review Common Responsibilities (Page 1-2).
- b. Obtain a briefing from the Law Enforcement Branch Director or supervisor.
- c. Develop evacuation plan to meet incident objectives by:
 - Coordinate with fire agencies to avoid duplication / conflicting efforts.
 - Determine statutory authority for evacuation; mandatory / voluntary.
 - Identify scope of the evacuation problem;;
 - o number and location of those at risk – define perimeter.
 - o Hazards present
 - o Urgency
 - Develop Evacuation Group organization chart and assign supervisors / team leaders; ensure they read position descriptions.
 - Determine the appropriate action to shelter in place or evacuate those at risk (immediate vs. planned with trigger point).
 - Identify and obtain necessary resources.
 - Identify evacuation route(s) to be used and correlate with shelter locations.
 - Notify those at risk to shelter in place or evacuate.
 - Consider pre-notification to potential at-risk population.
 - Coordinate with DEM / Red Cross to request shelter activation.
 - Identify and communicate shelter locations
 - School district notification if appropriate.
 - Consider activation of the Emergency Alert System (EAS) and / or Alert Spokane (Emergency Notification System) as appropriate. Use applicable forms for information collection / message generation.
 - Verify evacuation / shelter in place status (complete / in progress).
 - Establish and maintain perimeter control (consider plume / spread potential).
 - Coordinate with animal rescue personnel as necessary.
 - o Consider HEART (Humane Evacuation Animal Rescue Team) to establish animal holding area.
 - Provide for security of evacuated areas (perimeter / area) and the evacuation shelters.
 - Establish an evacuee briefing site(s). Coordinate with PIO, perimeter team leader and contact team leader.
 - Coordinate plans and activities with Traffic Group Supervisor for maintenance
 - Develop the access / re-entry criteria in cooperation with the Operations Section Chief and IC.
 - Brief the PIO on evacuation plan and progress. Consider need for media support in message distribution.
- d. Notify DEM & the Spokane County Incident Management Team Area Coordinator.
- e. Provide briefings to assigned resources; initial / ongoing
- f. Implement the evacuation plan (immediate/planned).
- g. Supervise Group activities.
- h. Participate in the Planning process with Branch Director / Operations Chief approval.
- i. Ensure documentation plan is developed and implemented – stress need for personnel to document activities / actions.
- j. Review assignments for effectiveness and modify as needed.
- k. Confirm that the Alert Spokane / Emergency Broadcast System message has been disseminated.
- l. Identify any addresses / phone numbers not contacted and plan for contact verification.
- m. Report progress and needs to the Law Enforcement Branch Director or Operations Chief.
- n. Provide input to the Branch Director or Operations Chief for the Incident Action Plan.

- o. Revise the Evacuation Plan as necessary.
- p. Request additional logistical support such as transportation busses to move large numbers of people.
- q. Develop re-entry protocol and non-emergent access (i.e., pets, prescription drugs, mail, contractors).
- r. Provide for orderly repopulation of evacuated area as appropriate.
- s. Maintain Unit Log (ICS Form 214).

POSITIONS CHECKLISTS

CONTACT TEAM LEADER (CTL)

A Contact Team Leader (CTL) is needed when evacuation is possible, probable or people are in immediate danger and Incident Commander (IC) does not have sufficient resources to effect necessary actions. The CTL reports to the Evacuation Group Supervisor (EGS) when one is assigned to the incident, otherwise to the LE Branch director then the Operations Section Chief (OSC) and lastly, the IC. The CTL is responsible for ensuring people in the evacuation area are informed of the current danger level. The CTL coordinates with the Public Information Officer (PIO) and manages assigned contact teams to inform people using any combination of: posting information bulletins in locations specified by the PIO, telephone calls, and direct, house-to-house contact. Duties include those of all needed subordinate positions not filled.

- a. Review Common Responsibilities (Page 1-2)
- b. Obtain briefings from the Evacuation Group Supervisor or the LE Branch Director.
- c. Review all position descriptions within your span of control and evaluate need for additional resources.
- d. Review assignments with all contact resources.
- e. Keep the Evacuation Group Supervisor advised of status changes of resources assigned to the Team.
- f. Keep the Evacuation Group Supervisor advised of hazardous situations and significant events.
- g. Coordinate activities with Groups and other Teams.
- h. Ensure that contact resources are getting the correct message out to the citizens.
- i. Ensure that all assigned personnel are relieved at reasonable intervals.
- j. Evaluate performance of all resources assigned to the Team.
- k. Approve and turn in times for all resources assigned to the Team and maintain a unit log.

Phone Contact Resource

A Phone Contact Resource is needed when evacuation is possible, probable or people are in immediate danger and Incident Commander wants to make phone notifications but does not have sufficient resources. The phone notification situation dictates the number of resource members. They report to the Contact Team Leader (CTL). Resource members make phone notifications as instructed in writing by the CTL, to area residents listed within the danger area. Supplies and equipment required for each Resource member include:

- a. Review Common Responsibilities (Page 1-2)
- b. An operable telephone
- c. A chair or bench, table space, and writing materials
- d. Written instructions accompanying a notification message

- e. A list of names or numbers to call
- f. A supply of Pre-evacuation Contact Data sheets (used in Alert and Warning phase)

Mobile Field Contact Resource

Mobile Field Contact Resources are needed when evacuation is possible, probable or people are in immediate danger and Incident Commander wants to make field notifications but lacks sufficient resources. Each 2-person resource has a driver and a Leader. The number of people in the evacuation area dictates the number of resources. They report to the Contact Team Leader (CTL). Resources visit all known, accessible residences in the evacuation area and notify residents as directed by the CTL. Supplies and equipment required for each resource includes:

- a. Review Common Responsibilities (Page 1-2)
- b. A map identifying all known residences in the area the resource is to cover
- c. A vehicle appropriately equipped to travel the intended routes
- d. A public address phone and speaker
- e. A radio that can transmit and receive on a frequency also available to the perimeter Team Leader.
- f. Written instructions accompanying a notification message.
- g. A supply of Pre-evacuation Contact Data sheets (Instructions to give to evacuees used in Alert and Warning phases)

PERIMETER TEAM LEADER (PTL)

A Perimeter Team Leader is needed when evacuation is probable or people are in immediate danger. The PTL reports to the Evacuation Group Supervisor when assigned, or to the LE Branch Director then the Operations Section Chief and lastly to the Incident Commander. The PTL is responsible for Establishing and Securing perimeters around the affected area of the incident. The PTL is also responsible for assembling Evacuation Escort Resources to assist personnel that cannot evacuate themselves.

- a. Review Common Responsibilities (Page 1-2)
- b. Obtain briefings from the Evacuation Group Supervisor or LE Branch Director.
- c. Review all position descriptions within your span of control and evaluate need for additional resources.
- d. Review assignments with all Escort and Perimeter Security resources.
- e. Establish and maintain perimeter control of affected area(s).
- f. Provide for security of the evacuated area(s).
- g. Keep the Evacuation Group Supervisor advised of status changes of resources assigned to the Team.
- h. Keep the Evacuation Group Supervisor advised of hazardous situations and significant events.
- i. Coordinate activities with Groups and other Teams.
- j. Locate perimeter control points and set up checkpoints, roadblocks or road closures as needed.
- k. Ensure proper equipment is obtained to complete your objective. (I.e. barricades, cones, signs, etc.)
- l. Ensure that information used at checkpoints and roadblocks is accurate.
- m. Ensure communications between perimeter control points is operable and reliable.
- n. Set up and manage guide cars, flag stops, traffic directional control and other methods to ensure safe traffic flow in and around the incident.

- o. Ensure that all assigned personnel are relieved at reasonable intervals.
- p. Evaluate performance of all resources assigned to the Team.
- q. Coordinate reentry requests through the Evacuation Group Supervisor.
- r. Approve and turn in times for all resources assigned to the Team and maintain a unit log.

Evacuation Escort Resource

An Evacuation Escort Resource is needed when evacuation is probable or people are in immediate danger and the IC may be faced with a need for Law Enforcement officers to escort people from the evacuation area. The evacuation situation dictates number of resource members needed. They report to the Perimeter Team Leader. Two resource members respond to each Mobile Field Contact resource or other report of any person(s) in the evacuation area: who appears to be incapable of making a reasonable and informed decision due to their physical or mental condition, or is otherwise unable to comply with an evacuation directive, or any minor(s) unaccompanied by a parent or guardian.

- a. Review Common Responsibilities (Page 1-2)
- b. A map identifying all known residences or locations in the area the resource is to respond too and where evacuees are to be taken.
- c. A vehicle appropriately equipped to travel the intended routes and transport evacuees.
- d. A public address phone and speaker.
- e. A radio that can transmit and receive on a frequency available to the perimeter Team Leader.
- f. Information and instructions on needs of evacuees being escorted out. (i.e. type of handicap- physical or mental)
- g. Proper documentation for chain of custody of the evacuees.

Perimeter Security Resource

A Perimeter Security Resource is needed when evacuation is probable or people are in immediate danger. The evacuation situation will dictate number of resource members needed. They will report to the Perimeter Team Leader. The Perimeter Security Resource will secure the perimeter of the affected area. They will use road blocks, closures and checkpoints to control egress and ingress to the area. Roving patrols will also be established to keep the perimeter secure.

- a. Review Common Responsibilities (Page 1-2)
- b. A map identifying the perimeter of the affected area and location of checkpoints, roadblocks, egress and ingress routes.
- c. A vehicle appropriately equipped to perform roving patrols within and around the perimeter.
- d. A public address phone and speaker.
- e. A radio that can transmit and receive on a frequency available to the Perimeter Team Leader.
- f. Information and instructions on actions to be taken when confronting citizens within and around the perimeter.

TRANSPORTATION TEAM LEADER

A Transportation Team Leader is needed when evacuation is probable or people are in immediate danger. The Transportation Team Leader reports to the Evacuation Group Supervisor when assigned, or to the LE Branch Director then the Operations Section Chief and lastly to the Incident Commander. The Transportation Team Leader is responsible for obtaining means of transportation (i.e. STA buses, School buses, etc.) and transporting evacuees from collection points to designated shelters.

- a. Review Common Responsibilities (Page 1-2)
- b. Obtain briefings from the Evacuation Group Supervisor or the LE Branch Director.
- c. Review all position descriptions within your span of control and evaluate need for additional resources.
- d. Review all Memos of understanding and mutual aid agreements that pertain to transportation vehicles.
- e. Review assignments with all Transportation Resources.
- f. Keep the Evacuation Group Supervisor advised of status changes of resources assigned to the Team.
- g. Keep the Evacuation Group Supervisor advised of hazardous situations and significant events.
- h. Coordinate activities with Groups and other Teams.
- i. Ensure communications are operable and reliable.
- j. Ensure that all assigned personnel are relieved at reasonable intervals.
- k. Evaluate performance of all resources assigned to the Team.
- l. Approve and turn in times for all resources assigned to the Team and maintain a unit log.

Transportation Resource

A Transportation Resource is needed when Evacuation is probable or people are in immediate danger. The Transportation Resource reports to the Transportation Team Leader. The Transportation Resource is responsible for the safe operation of Transportation vehicles and proper documentation of evacuees that are transported.

- a. Review Common Responsibilities (Page 1-2)
- b. A map identifying pickup and drop-off points for evacuees and the evacuation route with checkpoints, roadblocks and identified hazards.
- c. A vehicle appropriately equipped to perform mitigation and management of the evacuees.
- d. A public address phone and speaker.
- e. A radio that can transmit and receive on a frequency available to the Transportation Team Leader.
- f. Information and instructions on actions to be taken when transportation problems occur with evacuees.

Shelter Security Resource

A Shelter Security Resource is needed when Evacuation is probable or people are in immediate danger. The Shelter Security Resource Reports to the Transportation Team Leader. The Shelter Security Resource is responsible for the safety and security of evacuees/personnel that are residing or working within an activated shelter. Depending on the situation they can function as a roving or assigned resource.

- a. Review Common Responsibilities (Page 1-2)
- b. A map identifying all activated shelters.
- c. An appropriately marked vehicle for roving patrol between shelters.
- d. A public address phone and speaker.
- e. A radio that can transmit and receive on a frequency available to the Transportation Team leader.
- f. Information and instructions on actions to be taken if a problem arises at an assigned shelter.

EVACUATION GROUP ORGANIZATIONAL CHART

