

# ROGUE VALLEY FIRE CHIEFS ASSOCIATION

<b>Document:</b>	<b>Evacuation Policy</b>
<b>Section &amp; #:</b>	Model Operational Guidelines #3.02
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<b>Developed / Updated By:</b>	Chief Karns / BC Lawless
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## Purpose

The purpose of this policy is to develop guidelines to assist personnel in management of incidents involving evacuations.

## Scope

Any incident involving the evacuation of residents from a hazard area requires a close coordination with multiple agencies. A unified command will be established between the various jurisdictions having authority and PIOs will be fully utilized to facilitate public and other notifications. Authority to order evacuation comes under ORS 162.255.

## General Provisions

1. The Incident Commander has the authority to order an evacuation.
2. Incident Commanders should utilize the Evacuation Checklist for developing incident mitigation.
3. A Unified Command shall be located and established when events are multi-jurisdictional
4. The Incident Commander shall identify the current situation, prioritize problems, and order resources in a timely manner to facilitate orderly evacuations.
5. Command Staff considerations shall be evaluated upon arrival.
6. A PIO shall be requested and an Evacuation Group shall be formed if evacuations are currently underway, or are imminent. Evacuation information must be disseminated to first responders, residents, businesses, media, dispatch centers, and other stakeholders.
7. Establish a command structure that meets the current needs, can be expanded to incorporate the future needs of the incident, and is designed to effectively manage evacuations.

## Pre-Incident Considerations

1. All agencies are encouraged to conduct preplanning for identified target hazard evacuation risks inclusive of potential event types (i.e. large gathering evacuation for a special event or a known potential for a localized flood event etc.). Educating residents on Ready/Set/Go is highly encouraged.
2. Preplanning should include but not be limited to: identified local evacuation/sheltering locations; local protocols for requesting immediate evacuation support resources; developing necessary agreements and MOU's for resource access and use; evacuation travel routes and traffic control plans; and contact list of critical partners, planning and operational templates to be used during the event.

3. Conduct localized exercises and train in-house responders in evacuation processes and incident management.
4. Develop local response protocol for formation of Evacuation Group for IA/emerging incident evacuation processes that can lay a successful foundation for an expanding incident.
5. All preplanning should be done in accordance with RVFCA and OSFM recommended best practices.

### **Evacuation Group Considerations**

- IA or Emerging Event: The IC or Unified Command will most likely be faced with limited resources for executing mitigation efforts and evacuations. Early critical decision making will be required to address the highest incident priority and initial response resources may be required to engage in early evacuation processes rather than mitigation efforts. Every effort should be made to ensure clear communications of the priority, the need to shift in effort, and maintaining effective incident management.
- Early incident organization is key and Task Force/Strike Team or Divisional/Group resources may be called upon to quickly transition as the incident dictates from mitigation to evacuation. This may continue to occur until such time as relief resources arrive or the incident threat is mitigated.
- For wildland fire incidents involving evacuations, the most likely management plan will involve wildland resources focusing on mitigation/control efforts and structural resources focusing on structure protection and evacuation efforts. The formation of an Evacuation Group with appropriate levels of overhead and coordination will be key to incidents with rapid incident growth potential.
- Be prepared to manage:
  - Re-entry of residents
  - Refusal to evacuate
  - Road closures / Road Blocks
  - Additional assistance can be obtained through local Search and Rescue or Trained CERT Teams where available.
- Utilize the Ready/Set/Go (Level 1,2,3) program for tiered evacuations:
  - **Ready – Level 1**
    - Be ready for the potential to evacuate
    - Have a “go kit” ready
    - Have an evacuation plan for your family and pets
    - Be Fire wise and create a defensible space
  - **Set – Level 2**
    - This level indicates significant danger, if you decide to stay, be ready to evacuate at a moment’s notice
    - This may be the only notice you receive if conditions worsen
    - Supply your “go kit” with all the essentials to last 2 weeks
    - Stay connected with emergency information and evacuation routes

- **Go – Level 3**
  - If you chose not to evacuate, emergency services may not be able to assist you
  - Grab your “go kit” and leave immediately
  - Follow your evacuation plan and stay informed

# RVFCA Evacuation Checklist ✓

**Considerations for a small localized event that affects less than 10 structures and can be handled with minimal resources:**

Incident Command located and established

Identify current situation/problems/potential

Prioritize problems /order resources

Notify Emergency Management

Command Staff Page Requested

Yes

No

Request PIO (**Consider 2 for larger incidents - 1 w/ IC and 1 w/ Evacuation Group/Branch**)

Establish Evacuation Group with PIO and Law assigned

Establish Divisions/Groups as necessary (**Escalating incidents**)

Establish Structural Branch if Unified Command (**Larger incidents 10 or more homes**)

Incident Commander or Branch Director to determine (**Based on size of incident**)

Number of structures threatened

Determine level of evacuation (one, two, or three)

Identify area to evacuate

Street name \_\_\_\_\_

Address block \_\_\_\_\_

Mile marker \_\_\_\_\_

Other \_\_\_\_\_

Method of notifying residents

I/A resources

Law

Citizen Alert in Jo/Jack County

Other

**Keep PIO and Evacuation Group/Branch informed!**

Shelter location/s for people and animals

Evacuation Routes/Roadblocks/Security

Special considerations

\*Elderly

\*Handicapped

\*Animals

\*Care facility

\*Other

Plans for return of residents (utilize PIO/Emergency Management/Law)