Puget Sound Region

Evacuation Annex

July 2014

Regional Catastrophic Disaster Coordination Plan

Part 1: User Guide

Part 2: Annex

The above links will take you directly to the User Guide or the Annex.

Evacuation Annex

User Guide

User Guide Purpose

This User Guide is designed to 1) provide an overview of the Evacuation Annex and to 2) be a practical, hands-on mechanism for navigating regional coordination of mass evacuation efforts. The User Guide is not a replacement for the full text of the Annex.

How to Use this Guide

This document provides an overview and practical guide to using the Evacuation Annex. The full text of the Annex is contained in Section C and separately bound Attachments.

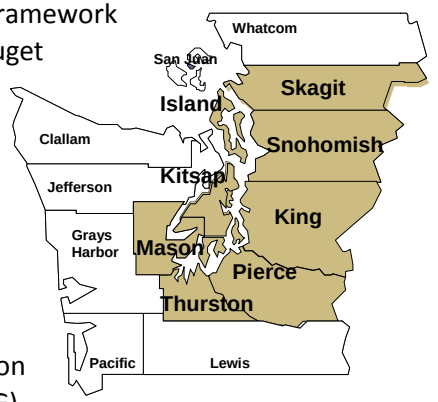
- Clicking on blue box with page number (p. #) will bring you to relevant information within this User Guide and full Toolkit document.

After clicking on a blue link, hold the Alt key down and press the left arrow key to return to the page you were viewing.

- Clicking on blue links will bring you to relevant external resources.

Context

This Evacuation Annex provides a framework and guidance on the roles of the Puget Sound RCPGP Region, State, county, and local governments in the coordination of evacuation and sheltering efforts during a catastrophic event.



The Annex is intended to guide agencies within the region through the initial formation of an Evacuation Regional Coordination Group (ERCG), provide resources to aid in sharing of situational awareness, develop guidance on facilitating policy level discussions, identify tools available for agencies to utilize for planning purposes, and identify recommendations for agencies to consider for future development.

The Annex supports the regional Coordination Plan.

USER GUIDE NAVIGATION

0-12 HOURS	12-72 HOURS	72 HOURS – 1 WEEK	1 WEEK OR MORE

EVENT

Conduct situational awareness for each jurisdiction

Discuss major resource shortfalls in regards to evacuation

A **Initialize ERCG group** (p.UG 3)

B **Conduct initial conference call** (p.UG 4)

Identify a course of action (p.UG 4)

C **Identify and communicate key policy level issues that have inter-jurisdictional effects** (p.UG 5)

D **Coordinate evacuation activities with neighboring jurisdictions, the region and other organizations** (p.UG 6)

E

TIP:

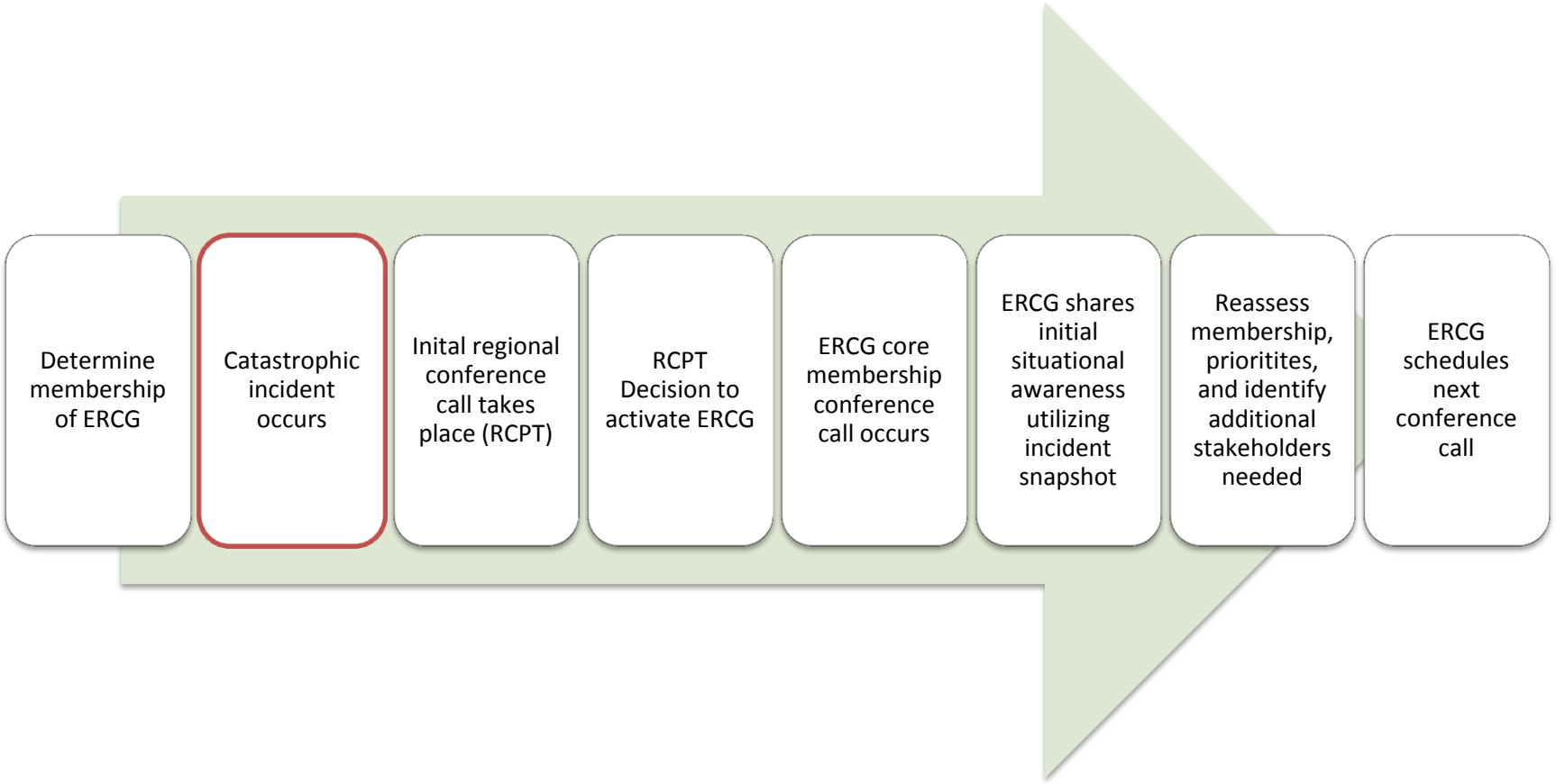
Clicking on the **highlighted blue page number** (p. #) to the right of each topic will take you directly to that page within the User Guide.

After clicking on a page number, hold the **Alt** key down and press **the left arrow key** to return to the page you were viewing.

USER GUIDE A INITIALIZE ERCG GROUP

When evacuation activities occur within the region, as defined by the Regional Catastrophic Planning Grant Program (RCPGP), the Evacuation Regional Coordination Group (ERCG) may be formed to address issues that arise from the evacuation involving more than one jurisdiction or county within the Puget Sound Region.

The diagram below describes the decision process the ERCG membership needs to follow in the initial response period to a catastrophic incident.



USER GUIDE B CONDUCT INITIAL ERCG CONFERENCE CALL

Regional Conference Call for Evacuation Regional Coordination Group (ERCG) (p.6)

The Evacuation Regional Coordination Group (ERCG) should be comprised of a multi-jurisdictional, multi-discipline team of subject matter experts from throughout the Puget Sound Region. The goal of the group is to address issues that may arise from an evacuation involving more than one jurisdiction or county within the Puget Sound Region. Goals of the ERCG can be viewed on (p.9).

WHO

Core Membership (p.6)

Typically, core members are the lead coordinator for evacuation activities within their agency. Key agencies to be represented include governmental agencies of the RCPGP region, state and federal government organizations, non-governmental organizations, and other key stakeholder groups.

Group Chairperson (p.7)

The ERCG will appoint a chairperson or leader from the core membership.

Subject Matter Experts (p.7)

Potential issues requiring subject matter experts can include:

- Household Pets and Service Animals
- Civil Rights and Accessibility
- Children and Aging
- Public Health

Potential subject matter experts can include:

- Department of Transportation
- Washington State Patrol
- Others, as deemed appropriate by the core members of the ERCG

WHEN

The onset of a catastrophic disaster as described in the Regional Coordination Program, or when one jurisdiction determines the need to activate the coordination group to support activities within the region.

AGENDA

1. Roll Call
2. Approve agenda and goals for the meeting
3. Review of current situations (ISNAP and Situation Reports from participating agencies)
4. Status of current activities
5. Emerging regional policy level issues
6. Discussion of evacuation specific issues impacting the region
7. Sharing of best practices
8. Additional support needed by the ERCG
9. Next meeting time

USER GUIDE C IDENTIFY AND COMMUNICATE KEY POLICY ISSUES

The ERCG is responsible for providing information from their agency in order to develop a unified evacuation and sheltering outlook prior to, during, and after an incident occurs. The group will discuss each individual jurisdiction and utilize different tools to assist in gaining awareness. Once awareness and discussion of the issues have been identified, key policy issues will be considered. If necessary, task forces may be set up when the level of work exceeds the group's capabilities or subject matter expertise.

Incident Snapshot (ISNAP) (p.9)

The Incident Snapshot (ISNAP) may be used initially to provide an assessment and guide the discussion.

More information regarding ISNAP is available in the Coordination Plan.

ERCG Task Forces (p. 10)

The ERCG may determine that the scope of certain issues requires the formation of task forces in support of a specific need. Task forces may be formed when the burden of work exceeds the group's capabilities or subject matter expertise.

Task forces provide a more focused scope of work in order to provide coordination and assistance with recommendations to the ERCG group membership. Task forces may address issues such as:

- Household Pets and Service Animals
- Host Community Planning
- Re-Entry Planning
- Evacuation Tracking
- Access and Functional Needs

ERCG Policy Issues (p.11)

The following are examples of potential strategic or policy-level issues that may be appropriate for consideration by the Evacuation Regional Coordination Group during the planning, response, and recovery from a catastrophic incident.

- Providing regional situational awareness for the evacuation
- Developing recommendations for evacuation priorities when multiple incidents are occurring across jurisdictions within the region
- Considerations for host community impacts on infrastructure
- Development of pass through community traffic plans
- Implications on how evacuation issues impact other RCPGP annexes
- Inclusion of evacuees into schools/education systems
- What jurisdiction is responsible for costs associated with evacuation
- Household pets and service animal acceptance policies

USER GUIDE D PLANNING CONSIDERATIONS FOR EVACUATION

Planning Considerations

A. Evacuation and Sheltering Gap Analysis

A gap analysis was conducted on citizen evacuation, shelter-in-place, and mass care plans and resources in Island, King, Kitsap, Mason, Pierce, Skagit, Snohomish, and Thurston counties, State of Washington EMD, Military (Ft. Lewis/ McChord), University of Washington, City of Bellevue, City of Seattle, and the American Red Cross.

B. Planning Considerations for High Risk Individuals in the Puget Sound Region

This document provides a comprehensive set of considerations for emergency planners to incorporate into current and future emergency plans in order to support high risk individuals during a disaster.

C. Planning Considerations for Host Communities and Re-entry in the Puget Sound Region

The purpose of this document is to provide ideas that will assist the Puget Sound Region with planning efforts for hosting evacuees from a disaster-affected area or evacuating a population that will be hosted by another community in the region.

D. FEMA Evacuee Support Planning Guide

This guide is a planning resource for States that may receive a substantial number of evacuees from another State and for states that may experience a large evacuation from one area of the State to another.

Evacuation Resources

A. Sheltering for Household Pets and Service Animals

This template is designed to assist jurisdictions in the Puget Sound Region with developing a Household Pet and Service Animal Annex.

B. The Mass Evacuation Incident Annex to the National Response Framework

This Annex provides an overview of mass evacuation functions, agency roles and responsibilities and overall guidelines for the integration of Federal, State, tribal, and local support in the evacuation of large number of people in incidents requiring a coordinated Federal response.

USER GUIDE E TOOLS FOR EVACUATION

The tools on the left address transportation issues related to evacuation. The tools on the right address the evacuation of diverse populations.

Routing and Tracking Tools and Templates

- Evacuation and Route Identification (p.13)
- National Mass Evacuation Tracking System (p.15)
- Recommendations for a National Mass Patient and Evacuee Movement, Regulating, and Tracking System
- King County UASI Evacuation Template

Transportation Recovery Annex

The Transportation Recovery Annex provides recommended guidelines for coordinating multi-jurisdictional regional transportation system recovery in the Puget Sound Region after a catastrophic incident. Some of the tools and resources within this document that are important to the evacuation effort include:

- Section I-E: The Transportation System
- Section I-G: The Transportation System Maps
- Section V: Information and Dissemination
- Section VI: Communications
- Appendix A: Alternate Routing and Level of Service Map Development
- Appendix B: Disruption Scenarios and Information and Maps
- Appendix F: Waterways Toolbox

Evacuation of Populations with Disabilities

- Transportation Assets for People with Access and Functional Needs (p.23)
- Planning Considerations for High Risk Individuals in the Puget Sound Region
- FEMA: Orientation Manual for First Responders on the Evacuation of People with Disabilities
- Federal Highway Administration: Evacuating Populations with Special Needs
- National Fire Protection Association: Personal Emergency Evacuation Planning Tool for School Students with Disabilities

Evacuation of Children

- National Center for Missing and Exploited Children: Natural Disasters
- Reuniting Fractured Families after a Disaster: The Role of the National Center for Missing & Exploited Children

Puget Sound Region

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July 2014

Regional Catastrophic Disaster Coordination Plan

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I. INTRODUCTION

A. Purpose

The purpose of this annex is to provide guidance for coordinating evacuation efforts within the Puget Sound Regional Catastrophic Planning Grant Program (RCPGP) region during a catastrophic incident. The annex is intended to guide agencies within the region through the initial formation of an Evacuation Regional Coordination Group, provide resources to aid in sharing of situational awareness, develop guidance on facilitating policy level discussions, identify tools available for agencies to utilize for planning purposes, and identify recommendations for agencies to consider for future development.

B. Scope

This annex applies to all entities that are responsible for providing or coordinating evacuation activities in the Puget Sound Regional Catastrophic Planning Grant Region. This annex addresses the coordination of information and recommendations for evacuation activities within the Puget Sound Region; from the planning, response, and recovery phases of such issue.

This annex is not intended to provide operational direction, rather it is intended to provide guidance on issues that may arise prior to, during, and after the onset of a catastrophic incident.

C. Anticipated Situation

During a catastrophic event potentially tens of thousands of people may need to be evacuated out of harm's way at the onset of an event or evacuated from the disaster impacted area following an event. A substantial number of people are expected to move under their own power to existing shelters and other intact structures. Those without transportation resources may need to be assisted in moving to areas with services. While those with transportation will require information on routes, traffic, evacuation points, etc. In most cases, a 'no-notice' event (i.e. earthquake, volcanic eruption, release of hazardous materials, etc) will affect infrastructure to the point that travel or movement will be limited or difficult. Coordination of an evacuation during a "no-notice" or "notice" event of this magnitude will require regional information sharing and coordination of regional assets.

It is anticipated, that the supply of external resources will not begin arriving in the region until several days after the disaster occurs. The anticipated delay in arrival of resources calls for close coordination throughout the region to accommodate the needs of those affected within the region.

II. INITIAL COORDINATION

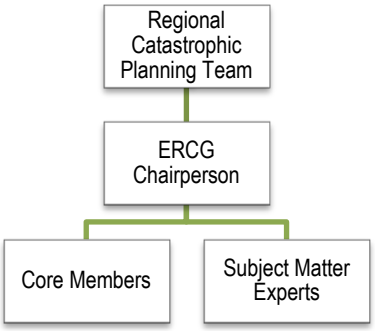
A. Evacuation Regional Coordination Group

Evacuation is a complex issue when performed by a single jurisdiction. It becomes an even more complex issue when a disaster of a catastrophic magnitude crosses jurisdictional boundaries. It is recommended when evacuation activities occur within the region, as defined by the Regional Catastrophic Planning Grant Program (RCPGP), a coordination group is formed to address issues that may arise from an evacuation involving more than one jurisdiction or county within the Puget Sound Region.

The Evacuation Regional Coordination Group (ERCG) should be comprised of a multi-jurisdictional, multi-discipline team of subject matter experts from throughout the Puget Sound Region.

B. Membership

The Evacuation Regional Coordination Group is intended to be a voluntary multi-jurisdictional, multi-discipline team of subject matter experts in evacuation from the region. Members should have an in-depth understanding of previous planning efforts, operational experience, and the ability to effectively communicate the response goals of their agency.



1. Core Membership

Core membership in the group should be predetermined by each jurisdiction or group involved in the pre-planning, response, and/or recovery phases of the incident. Typically, core members are the lead coordinator for evacuation and sheltering activities within their agency. Key Agencies to be represented include governmental agencies of the RCPGP region, state and federal government organizations, non-governmental organizations (NGOs), and other key stakeholder groups. Membership in the group is voluntary.
Core members are responsible for supporting the overall ERCG objectives outlined below. The core membership may consist of representatives from participating jurisdictions including:

- ✓ ESF #1 – Transportation provides transportation technical assistance and analysis for evacuation operations and evacuation route conditions.
- ✓ ESF #3 – Public Works and Engineering ensures debris removal and clearance of evacuation routes.
- ✓ ESF #4 - Ensures the safest evacuation routes are utilized during Hazmat events.
- ✓ ESF #5 – Emergency Management provides situational awareness of and coordination of mass evacuation efforts.
- ✓ ESF #6 – Provides information and coordination in the nonmedical mass care aspects required for mass evacuations, including housing and human services.
- ✓ ESF #7 – Logistics Management and Resource Support provides goods and services to support evacuation efforts and transportation services.
- ✓ ESF #8 – Provides supplemental assistance to tribal and local governments in identifying the public health and medical needs of victims, to include patient evacuation and child reunification with appropriate adult.
- ✓ ESF #11 – Agriculture and Natural Resources provides information and coordination for the evacuation of household pets and livestock.

- ✓ ESF #13 – Public Safety and Security provides support of State, tribal, and local public safety and security measures (e.g., crowd control, traffic direction, and control of contra flow lanes used in evacuations).
- ✓ ESF #15 – Ensures that sufficient County and Local assets are deployed to the field to provide accurate, coordinated, and timely information to affected audiences.
- ✓
- ✓ Other subject matter experts as needed such as private transportation providers (bus companies, school buses, taxis), transportation brokers, Medicaid contractors, etc.

2. Group Chairperson

The ERCG will appoint a chairperson or leader from the core membership. This person may be identified ahead of time, and/or at the time of activation, depending on the availability of membership. The chairperson is responsible for arranging group meetings, facilitating conversation, and providing communication to the Regional Catastrophic Planning Team (RCPT) when requested.

3. Subject Matter Experts

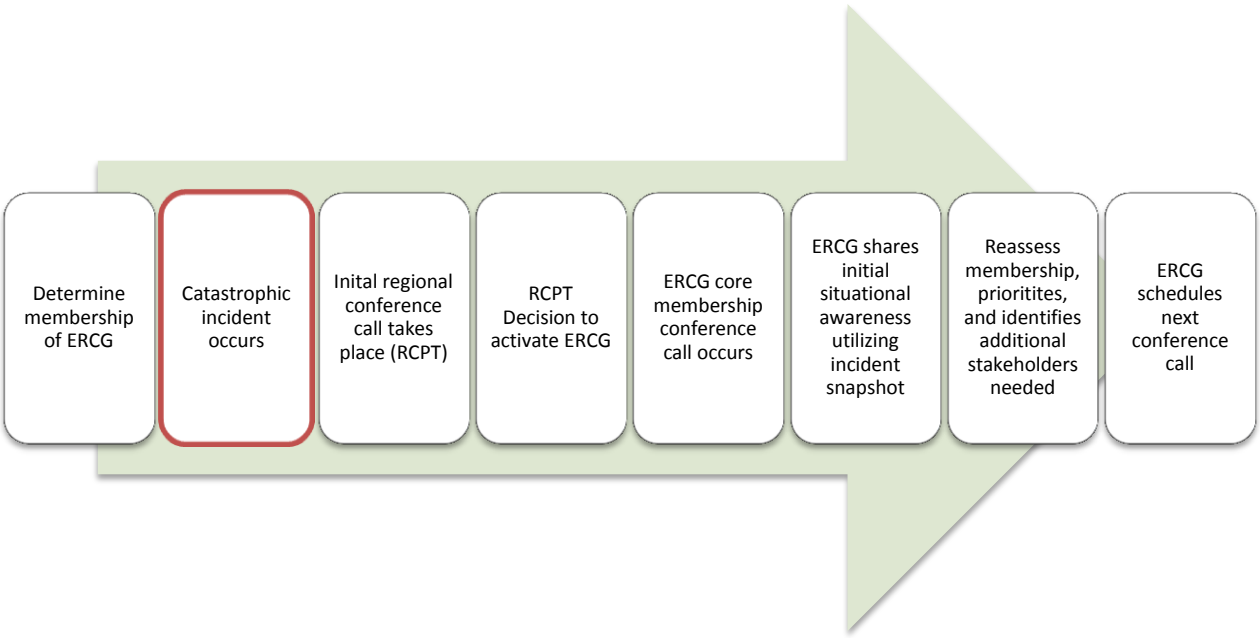
The ERCG has the flexibility to call on a variety of subject matter experts (SMEs) during any phase of operations to provide guidance, on an as-needed basis, depending on the type of incident and the jurisdictions involved. SME advisors should provide advice and guidance on issues in order to assist the group in developing recommendations. Potential SME advisors include, but are not limited to, the following subjects:

- Household Pets and Service Animals
- Civil Rights and Accessibility
- Children and Aging
- Public Health
- Department of Transportation
- Washington State Patrol
- Others, as deemed appropriate by the core members of the ERCG

A membership list should be maintained by the Pierce County Department of Emergency Management, and should be updated annually to ensure the best accuracy.

C. Activation

The triggering mechanism of the Evacuation Regional Coordination Group is the onset of a catastrophic disaster as described in the Regional Coordination Plan, or when one jurisdiction determines the need to activate the coordination group to support activities within the region. The activation of the group may occur during a regional conference call held by the Regional Catastrophic Planning Team (RCPT), or when the need to form the group is requested by a jurisdiction within the Puget Sound Region.



Other potential triggers for implementation of the ERCG may include:

- ✓ Pre-incident multi-jurisdictional planning need
- ✓ Mass evacuation order
- ✓ Potential for catastrophic loss life
- ✓ Designation as host community for persons displaced by catastrophic event

The ERCG consists of a core membership that convenes virtually (typically via a conference call) whenever this annex is implemented.

D. ERCG Meeting Format

The Evacuation Regional Coordination Group typically meets virtually during a catastrophic incident through the use of teleconferencing capabilities. The Chairperson should assign a member to type meeting minutes. Group Chairperson will moderate the discussion and ensure that specific tasks are addressed. The following discussion format is followed during the meeting:

- The ERCG Coordination Group Chairperson introduces a topic
- Core members and SME advisors discuss the specific topic and its implications for the region, and identify options or potential solutions
- The ERCG Chairperson, in collaboration with core members, develops a consensus-based recommendation to address the specific topic
- Each representative provides this input to their respective agency
- The ERCG Chairperson should schedule the next ERCG meeting before the group adjourns.

A sample meeting agenda is outlined below:

Meeting Agenda
1. Roll Call
2. Approve agenda and goals for the meeting
3. Review of current situation (ISNAP and Situation Reports from participating agencies)
4. Status of current activities
5. Emerging regional policy level issues
6. Discussion of evacuation specific issues impacting the region
7. Sharing of best practices
8. Additional support needed by the ERCG
9. Next meeting time

E. ERCG Goals

Members of the Evacuation Regional Coordination Group are responsible to provide information from their agency in order to develop a unified evacuation and sheltering outlook prior to, during, and after an incident occurs. Upon activation the participants on the initial ERCG conference call should consider the following goals:

- ✓ Establish situational awareness
- ✓ Facilitate information sharing to gain a common operating picture
- ✓ Identify planning concerns, gaps, and needs
- ✓ Establish goals and objectives for the group
- ✓ Coordinate with private and non-profit sectors
- ✓ Coordinate with Federal programs and support functions
- ✓ Provide public information recommendations to the regional Joint information System (JIS)

F. ERCG Considerations for Discussion

Generally the primary considerations for discussion should include gathering of situational awareness through discussion of each jurisdiction's current situation and may utilize different tools to assist in gaining awareness. One tool which may be used to provide an assessment is the Incident Snapshot (ISNAP). This tool can guide the discussion through a format that each jurisdiction utilizes. The ISNAP should include an assessment of the overall impact to County/Tribe (cities will roll up into each county's report):

RED	YELLOW	GREEN	BLACK
Critical	Significant	Limited	Unknown

While the ISNAP is intended to assess broad scale impacts and can guide the discussion, it is important to consider assessment from other sources such as situation reports and situation summaries from each jurisdiction. Consider impacts identified in the ISNAP and related them to how they impact evacuation issues:

Impacts from ISNAP	Considerations for ERCG discussion
Government Infrastructure	Have key policy issues been discussed surrounding host community, pass through communities, and accessibility?
Transportation	Is there major infrastructure damage on roadways, overpasses and bridges

	that may impact flow of evacuees? What mass transportation resources are available to assist with the mass movement of those seeking shelter? Have there been transportation considerations for people with access and functional needs? What portion of the population relies solely on public transportation? Are pass-through communities aware of the potential transportation impacts that may be on the way?
Utilities	**Do transportation providers have power?** Is there sewer and water contamination**?** ***Does the alternative power support, elevators, HVAC or lights only?*** ***Is the local sewer system able to accommodate the shelter population numbers?*** ***Is facility sewer system dependent on electric lift pumps?*** ***Are port-a-potties readily available at the site? Including ADA accessible?*** ***Is the local water system stable and potable?*** ***Are the utilities impacting the communications, wireless internet, telephone, radio access?***
Medical	Do the regional shelters co-locate medical and general populations? Have medical needs shelters been identified? Are feeding operations necessary at the facility?
Communications	Has a regional JIS been activated to ensure clear and uniform dissemination of information? Are there communications systems available at the facilities? How are evacuation routes being communicated? Are evacuees able to receive information while en-route to a shelter?
Public Safety	Are there public safety concerns related to safety of evacuees during travel? Are there facility security considerations? Are there health and sanitation concerns in the area where evacuees are being directed?
Environment	Are there any environmental threats restricting the ability for some to evacuate?

A discussion of issues that may be identified as needing to be coordinated regionally:

Key issues that may be coordinated regionally by the ERCG	
✓	Evacuation routes, pass through routes, and inter-jurisdictional traffic planning
✓	Public information priorities to be communicated through the JIS
✓	Common logistical elements needed
✓	Evacuation Tracking
✓	Evacuation points, transportation points
✓	Transportation considerations for Access and Functional Needs

G. Task Forces

The ERCG may determine the scope of certain issues requires the formation of task forces in support of a specific need. Task forces may be formed when the burden of work exceeds the group's capabilities or subject matter

expertise. Task forces provide a more focused scope of work in order to provide coordination and assistance with recommendations to the ERCG group membership. Task forces may be formed to address issues such as:

Task Forces	
✓	Household Pets and Service Animals
✓	Host Community Planning
✓	Re-Entry Planning
✓	Evacuation Tracking
✓	Access and Functional Needs

H. Policy Issues

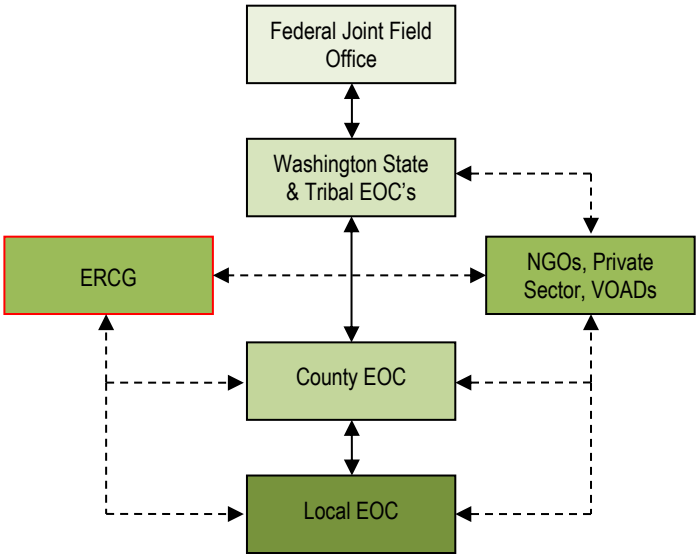
The following are examples of potential strategic or policy-level issues that may be appropriate for consideration by the Evacuation and Sheltering Regional Coordination Group during the planning, response, and recovery from a catastrophic incident.

- ✓ Providing regional situational awareness for the Evacuation
- ✓ Developing recommendations for evacuation priorities when multiple incidents are occurring across jurisdictions within the region
- ✓ Considerations for host community impacts on infrastructure
- ✓ Development of pass through community traffic plans
- ✓ Implications on how evacuation issues impact other RCPGP annexes
- ✓ Inclusion of evacuees into schools/education systems
- ✓ What jurisdiction is responsible for costs associated with evacuation
- ✓ Household pets and service animal acceptance policies

I. Coordination with Incident Management Entities

While the ERCG is comprised of members from a variety of agencies, it is important to utilize existing linkages defined within the National Incident Management System. The figure below shows the formal pathway for incident management coordination and support (designated by solid black lines), which flows from local jurisdictions to their respective County Emergency Operations Center (EOC), then to the State EOC, Tribal EOCs, and finally to the Federal Government.

The ERCG does not usurp or infringe upon this coordination structure. Instead, the ERCG provides a mechanism for evacuation leads to share information and to develop regional situational awareness and recommendations on issues related to evacuation topics.



III. RESOURCES

There are many different of resources available to agencies in the region that may augment the tools they currently have in use. Below is a list of potential resources that can be used region wide to assist in an evacuation incident.

A. Evacuation & Route Identification

Primary evacuation routes consist of the major interstates, highways and major arterials within the Region. Local jurisdictions will work with the State EOC, law enforcement officials, WSDOT, WSP, public works departments, and other applicable agencies/departments to identify evacuation points and transportation routes, particularly for use in 'notice' events, where infrastructure in many areas may remain intact. In addition, transportation points will be identified to collect and transport those people without transportation resources to evacuation points.
It will be necessary to identify evacuation points before evacuation routes are announced to the public. Evacuation routes will be determined based on the location and extent of the incident and will include as many pre-designated transportation routes as possible.

Important roadway characteristics and factors to be considered when selecting an evacuation route	
✓	Shortest route to the designated destination area
✓	Maximum capacity of roadway, travel lanes open
✓	Ability to increase capacity and traffic flow using traffic control strategies
✓	Maximum number of lanes that provide continuous flow through the evacuation area
✓	Availability of infrastructure to disseminate real-time conditions and messages to evacuees en route, such as variable messaging signs
✓	Minimal number of potentially hazardous points and bottlenecks, such as bridges, tunnels, lane reductions, etc.

Traffic conditions must be monitored along evacuation routes and operational adjustments should be made as necessary to maximize throughput. These adjustments may include the identification of alternative evacuation routes. The primary evacuation routes in the Puget Sound region will rely on the existing infrastructure. There are several major evacuation routes throughout the area, however based on the type of incident modes of transportation may vary.

Potential modes of transportation during an evacuation
Local Roadways
Highways
Private vehicles
On-road transit (bus and Para-transit vehicles)
Commuter and regional rail systems
Ferries
Pedestrian movement

Additional resources including a planning overview, template, and planning checklist can be found in the appendix to aid in the development of local plans.

B. Catastrophic Incident Snapshot (ISNAP) for Counties and Tribal Governments

As outlined in the Coordination Plan the standard tool for counties and tribal governments to report status for shared situational awareness will be the ISNAP. This tool can be found at:
http://www.emd.wa.gov/plans/plans_index.shtml#R or by double clicking here.

Incident Snapshot for Counties and Tribal Governments

Send To: *Washington State Emergency Operations Center* via internet, fax, amateur radio or post on WA State WebEOC.

1. Date/Time	2. Initial ☐ Update ☐ Final ☐	3. Incident Type	4. State Mission Number
5. Affected Jurisdiction(s)			6. County
7. Point of Contact (Name and Number)		8. EOC Status (open/closed)	9. County status*: RED, YELLOW, GREEN, or BLACK
10. Briefly describe the situation....			

Overall Incident Impact to County/Tribe (cities will roll up into each county's report)
Red – Critical
Yellow – Significant
Green – Limited
Black – Unknown

11. Impacts	12. Status** (Red/Yellow/ Green/Black)	13. Comments
14. Government	15.	16.
17.Transportation	18.	19.
20. Utilities	21.	22.
23. Medical	24.	25.
26. Communications	27.	28.
29. Public Safety	30.	31.
32.Environment	33.	34.

**See attached category and impact definitions

C. National Mass Evacuation Tracking System

There are a number of systems nationwide that can provide evacuation tracking support. These range from the simplest of tools, paper and pen to the more complex electronic and web based systems. The National Mass Evacuation Tracking System is a FEMA run program that was created to help provide tracking support to States that have yet to implement an evacuation system.

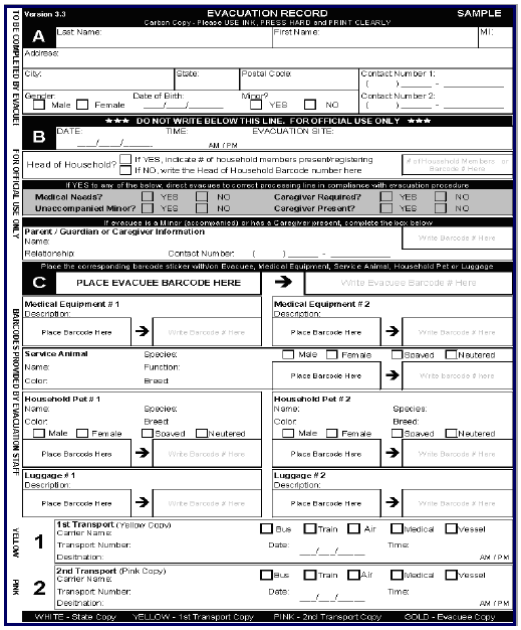
NMETS is composed of both manual and computer-based systems that are designed to assist States in tracking the movement of transportation-assisted evacuees, their household pets, luggage and medical equipment during evacuations. Furthermore the system can be used to communicate and report information on persons and their possessions during an evacuation. NMETS is a tool that can be used to support multi-State, State-managed, or local level evacuation operations.

The National Mass Evacuation Tracking System (NMETS) is the recommended system for the Puget Sound Region to track evacuees during a catastrophic incident. The software and basic training are free to States. Equipment and maintenance costs would be the responsibility of the State. Before or during a

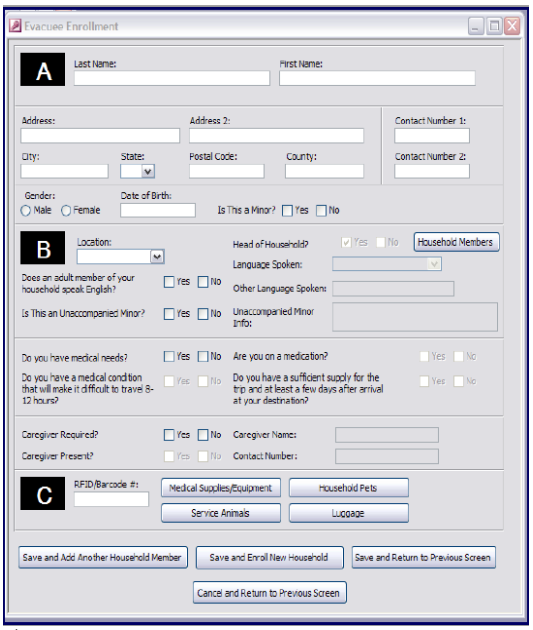
The System includes three distinct evacuation support tools that can be used during an incident affecting the region, ranging from low cost to moderate cost for equipment. These options are:

- Paper Based
    - Low cost, inexpensive to produce, utilizes paper records, wristbands and pre-printed barcode stickers
- Low – Tech (LT)
    - Low cost, deployable on laptops for field work, utilizes Microsoft Access Database, wristbands
- Advanced Technology (AT)
    - Web based, utilizes hand held scanners, laptop computers, RFID readers, and wristbands with unique barcodes

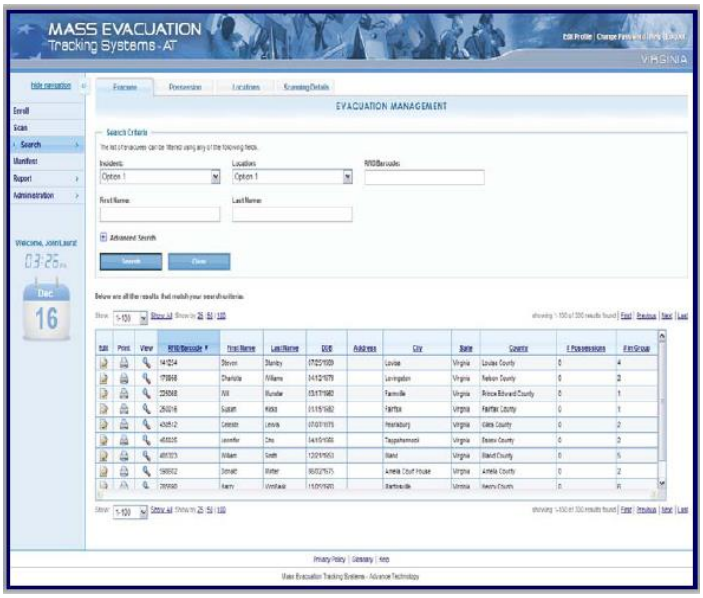
Paper Based



Low Tech



Advanced Technology



Each tool is designed to be used with wristbands that include unique numbers and barcodes. During enrollment, RFID (radio frequency identification)/barcode wristbands are given to evacuees and their possessions. The wristband numbers are used to link all household members and their possessions electronically in the system. The wristbands, which contain a unique identifying number that is associated to an evacuee's information, are scanned at each site to record the evacuee's location and departure/arrival times. This information may be used to create transportation manifests, determine sheltering requirements and inform operational decision-making regarding the allocation of emergency resources.

Key Information Captured
Name
Date of Birth
Gender
Pre-Evacuation Address
Service Animals
Household Pets
Luggage
Medical Supplies/Equipment
Additional Family Members

During a catastrophic event the ERCG should make recommendations on evacuation tracking, whether that be utilizing paper and pen or requesting more advanced capabilities, to ensure that the region is coordinating evacuation tracking efforts.

D. List of Mass Notification Systems in the Puget Sound

System	Communities Served	Description	Capabilities	Owner and Contact Info
AlertSense, Inc.	Statewide	State duty officer notifications	911 database and landlines only	WA EMD Duty Officer 800-258-5990
	King County (City of Bellevue)		911 database and landlines only	King County OEM Duty Officer
	Snohomish County		911 database and landlines only	Snohomish County Duty Officer
	Island County (Whidbey and Camano Islands and City of Oak Harbor)	Emergency and community alerts	911 database and landlines only	Island County DEM
	City of Seattle	OEM Staff and volunteer notifications	Opt-in	Seattle OEM Mark Sheppard 206 684 5027 mark.sheppard@seattle.gov
AlertCast	Thurston County	River Flooding Alerts	Opt-in	Thurston County EM
All Hazards Alert and Broadcast (AHAB) Sirens	City of Oak Harbor	Siren for outdoor alert/warning	Wail, other sounds, and verbal instructions	Dave Hollet, Island County DEM and Emergency Manager, City of Oak Harbor
	Pierce County – Lahar inundation zone in Puyallup River Valley	Siren for outdoor alert/warning	Wail, other sounds, and verbal instructions	Pierce County DEM, Washington EMD, and SS911 (dispatch center)
	City of Tukwila	Siren for outdoor alert/warning	Wail, other sounds, and verbal instructions	City of Tukwila
Cassidian, Communicator NXT	City of Seattle	Supports City Light outage notification and limit public and staff notification	911 Database, lists, and API to business systems	Seattle Department of Information Technology Phil Black 206 386 1528 phil.black@seattle.gov
Code Red	City of University Place	Public safety-focused alerts	911-database (landlines) and Opt-in	City of UP Public Safety Jennifer Hales
	City of Auburn	Emergency and community alerts	911-database (landlines) and Opt-in	City of Auburn Sarah Miller 253-876-1909
	City of Kent	Emergency and community alerts	911-database (landlines) and Opt-in	
	City of SeaTac	Emergency and community alerts	911-database (landlines) and Opt-in	
	City of Federal Way	Emergency and community alerts	911-database (landlines) and Opt-in	
	Mason County	Emergency and Community alerts	911-database (landlines) and Opt-in	Mason County Division of Emergency Management
Emergency Alert System	Region-wide	Emergency alerts over TV and radio		State and local EOC

(EAS)				
Everbridge	Pierce county (PC ALERT)	Emergency and community alerts	911-database (landlines) and Opt-in	Pierce County DEM Duty Officer 253-798-7470
	Pierce County (PC WARN)	Specified groups w/in Pierce County – i.e. Public Safety, Health, SAR	Opt-in	Pierce County DEM Duty Officer 253-798-7470
	City of Renton (Renton RedAlert)	Emergency and community alerts	911-database (landlines) and Opt-in	City of Renton EOC Duty Officer 425-766-2720
	City of Shoreline	Emergency and Community alerts	911-database (landlines) and Opt-in	City of Shoreline EM Duty Officer 206 801 2700
GovDelivery	City of Bellevue	Emails/cell phones/wireless devices for alerting and public information	Only opt-in	City of Bellevue OEM
IPAWS	Nationwide	Integrated Public Alert and Warning System	Utilizes EAS, WEA, NOAA's NWS networks and internet applications	WA EMD Duty Officer 800-258-5990
Mapstorm ENS (Emergency Notification System)	Skagit County	Reverse 9-1-1 type system	9-1-1 database and opt-in for cell phone/wireless device	Skagit 9-1-1
NOAA Weather Radio	Region-wide	Radio alerts on specific radio channels; requires purchase and programming by user	Dependent upon radio signal reception	NOAA
NW WARN	Statewide	Critical Infrastructure and Private Sector	Opt-in	Northwest Warning, Alert & Response Network. https://nwwarn.mystateusa.com/ nwwarn@nwwarn.org 866.287.6079
OneCallNow	City of Seattle	Supports Water and Solid Waste customer notification for emergencies and service disruption	Uses imported lists from customer information databases and other sources	Seattle Public Utilities Ned Worcester 206 233 2000 ned.worcester@seattle.gov
PIER System	Kitsap County	Voluntary sign up for Alert and Warnings, monthly preparedness messages. Also used as first responder call out	Only opt-in	Kitsap County DEM
Reverse 911	Bellevue, Kirkland, Mercer Island, Clyde Hill, Medina, Woodinville, Shoreline,	Emergency and community alerts	911-database (landlines) and Opt-in	NORCOM

	Bothell, Northshore, Snoqualmie, Fall City, Duvall, Redmond, Skykomish, and Issaquah			
	Snohomish County	Emergency and community alerts	911-database (landlines) and Opt-in	Snohomish County Duty Officer
Skagit County Email List-Serve	Skagit County	Email/cell phone/wireless device alerting & public information	Only opt-in	Skagit County Information Services
Telecom Recovery	Nisqually Tribe		911-database	Telecomrecovery.com

E. Regional Transportation Resources and Contracts

Agency	Contact Person	Phone #	Email Address	# of Vehicles	Maximum Seated Passengers	Wheelchair Positions	Total # Passengers
Community Transit	Dawn Asselin	425-438-6170	Dawn.Asselin@commtrans.org	199	39	-	7,761
Everett Transit	Marc Bolland	425-257-8911	Mbolland@ci.everett.wa.us	77	202	-	2,253
Intercity Transit	Jim Merrill	360-705-5889	jmerrill@intercitytransit.com	96	111	-	2,588
Island Transit	Phyllis Brett	360-678-9532	brett@islandtransit.org	65	156	-	1,678
King Co Depart of Trans	Edie-Mae Mariano-Rapanan	206-263-3140	Edie-Mae.Mariano@kingcounty.gov	1,440	66,403	-	66,403
Kitsap Transit	Hayward Seymore	360-478-6229	HaywardS@KitsapTransit.com	539	8,443	446	8,889
Mason County Transportation Authority	Jay Rosapepe	360-426-9434 X110	jrosapepe@masontransit.org	40	51	-	1,051
Pierce Transit	Sandy Beyers	253-581-8012	sbyers@piercetransit.org	272	6,348	596	6,944
Seattle Department of Transportation	Rodney Maxey	206-684-0150	-	-	-	-	-
Seattle Monorail Services	Thomas Ditty	206-905-2601	thomd@seattlemonorail.com	2	250	-	500
Skagit Transit	Mari Nelson	360-757-8801 X227	mnelson@skagittransit.org	46	1,123	113	1,236
Sound Transit	Peregrin Spielholz	206-398-5000	peregrin.spielholz@soundtransit.org	339	26,147	-	26,147
Northwest Regional Council	Judy Shantz	360-676-6749	shantje@dshs.wa.gov	116	811	60	876
King County: Hopelink	Lynn Moody	425-943-6764	lmoody@hope-link.org	-	-	-	-
Buckley Senior Center	Jennifer Bacon	360-829-0190	seniorcenter@cityofbuckley.com	1	14	-	14
Camano Island Senior Services Assoc	Karla Jacks	360-387-0222	karla.jacks@camanocenter.org	2	21	-	21
Catholic Community Services/Volunteer Chore Service	Jodie Moody	253-502-2741	jodiem@ccsww.org	-	-	-	-
Mt. Si Senior Center	Jonathan Nelson	425-888-7001	-	5	38	-	62
Neighborhood House	Bill Eby	206-461-8430 x237	bille@nhwa.org	10	104	6	110
Northshore Senior Center	Jim Seeks	425-286-1026	jims@seniorservices.org	18	30	5	245

Northwest Connections	John Sigala	253-988-3809	nwconnections@transpro.org	5	31	-	76
Pierce County Paratransit Services	Ann Kennedy	360-377-7176 X325	atk@paratransit.net	208	848	191	1,039
Pierce County Community Action	Sherry Martin	253-798-3835	smartil@co.pierce.wa.us	-	-	-	-
Senior Services (King County)	Cindy Zwart	206-727-6255	cindyz@seniorservices.org	-	-	-	-
Senior Services of Snohomish Co.	Thomas Dietz	425-290-1272	tdietz@sssc.org	69	994	-	994
Solid Ground	Mary Benson	206-694-6700	maryb@solid-ground.org	-	-	-	-
Squaxin Island Tribe	John Taylor	360-462-3500	jtaylor@squaxin.nsn.us	4	58	-	116
Stillaguamish Tribe Transit Services	Cynthia Derrick	360-629-0503	www.stillaguamish-transit.com	8	48	5	56
Together	Karen Parkhurst	360-956-7575 x2522	parkhuk@trpc.org	-	-	-	-
Transia	Idris Elhamar	206-624-3426	transia@aol.com	29	46	-	438
Upper Skagit Indian Tribe	Donna Schopf	360-854-7040	donnas@upperskagit.com	16	32	-	87
Volunteers of America	Bill Brackin	425-609-2213	bbrackin@voaww.org	-	-	-	-
Travel WA Dungeness /Olympic Bus	Jack Heckman	360-417-0700	jackheckman@olypen.com	4	49	-	99
Greyhound Lines	Gary Fessler	206-390-4982	gary.fessler@greyhound.com	27	110	-	1,485
Washington State Ferries Division	Helmut Steele	206-515-3474	hsteele@wsdot.wa.gov	20	9,305	-	30,881
			Totals (As of May 2010)	**3,657**	**121,812**	**1,422**	**162,049**

F. ERCG Meeting Agenda Example

Meeting Agenda
1. Roll Call
2. Approve agenda and goals for the meeting
3. Review of current situation (ISNAP and Situation Reports from participating agencies)
4. Status of current activities
5. Emerging regional policy level issues
6. Discussion of evacuation specific issues impacting the region
7. Sharing of best practices
8. Additional support needed by the ERCG
9. Next meeting time

G. Transport Assets for People with Access and Functional Needs:

Washington State Department of Health updates and maintains a list of EMS and Auxiliary Transport vehicles based on homeland security regions, called the ***Emergency Medical Services (EMS) and Auxiliary Transport Fact Sheet and Patient Transport Assets Matrix***. This tool was created as a planning tool to supply information on available transportation resources and capacities.

Matrix includes:

- EMS vehicles; air and ground ambulance and aid vehicles.
- Auxiliary transport (school buses, local transit, care facilities, tribal transit, etc.)
- Estimated numbers of patients per vehicle.
- Names and contact information for regional homeland security coordinators and local emergency managers.
- State Emergency Operations Center 24/7 contact information.

Region 5 EMS Patient and Auxiliary Patient Transport Assets and Capacities – Apri								
	Number of Vehicles that May Be Available [i]				Number of Patients that May Be Transported [ii]			
County, Tribe, Agency, Other	Ground Ambulance	Aid Vehicles	County Auxiliary Transport [iii] Vehicles	Total Transport Vehicles	Ground Ambulance Patients [iv]	Aid Vehicles [v] Patients	County Auxiliary Transport [vi] Patients	Total Patients
Pierce	141	155	608	904	423	155	26,642	27,220
Department of Social and Health Services			49	49			745	745
Health Care Authority (HCA) Medical Transportation Sub contractors			179	179			989	989
Air Statewide				46				92
REGION 5 TOTALS	141	155	836	1,177	423	155	28,376	29,046

This information is housed on the Department of Health webpage. To access the information by Public Health Regions in the Puget Sound Combined Statistical Area click links below.

1. Region 1: Island, San Juan, Skagit, Snohomish, and Whatcom Counties
   http://www.doh.wa.gov/Portals/1/Documents/1400/TransportRegion1.pdf
2. Region 2: Clallam, Jefferson, Kitsap Counties, and Makah Nation
   http://www.doh.wa.gov/Portals/1/Documents/1400/TransportRegion2.pdf
3. Region 3: Grays Harbor, Lewis, Mason, Pacific, Thurston Counties, and Quinault Nation
   http://www.doh.wa.gov/Portals/1/Documents/1400/TransportRegion3.pdf
4. Region 5: Pierce County
   http://www.doh.wa.gov/Portals/1/Documents/1400/TransportRegion5.pdf
5. Region 6: King County
   http://www.doh.wa.gov/Portals/1/Documents/1400/TransportRegion6.pdf

IV. TOOLS

A. Templates and Guides

1. The Mass Evacuation Incident Annex to the National Response Framework

http://www.fema.gov/pdf/emergency/nrf/nrf_massevacuationincidentannex.pdf

2. King County UASI Evacuation Template

http://www.kingcounty.gov/safety/prepare/EmergencyManagementProfessionals/Plans/EvacuationTemplate.aspx

3. FEMA Evacuee Support Planning Guide

http://www.fema.gov/pdf/emergency/disasterhousing/evacuee_support_guide.pdf

4. FEMA: Orientation Manual for First Responders on the Evacuation of People with Disabilities

http://www.usfa.fema.gov/downloads/pdf/publications/FA-235-508.pdf

5. Reuniting Fractured Families after a Disaster: The Role of the National Center for Missing & Exploited Children

http://pediatrics.aappublications.org/content/117/Supplement_4/S442.full.pdf

6. Recommendations for a National Mass Patient and Evacuee Movement, Regulating, and Tracking System

http://archive.ahrq.gov/prep/natlsystem/natlsys.pdf

7. National Center for Missing and Exploited Children: Natural Disasters

http://www.missingkids.com/missingkids/servlet/PageServlet?LanguageCountry=en_US&PageId=3252

8. Federal Highway Administration: Evacuating Populations with Special Needs

http://ops.fhwa.dot.gov/publications/fhwahop09022/

9. National Fire Protection Association:

Personal Emergency Evacuation Planning Tool for School Students with Disabilities

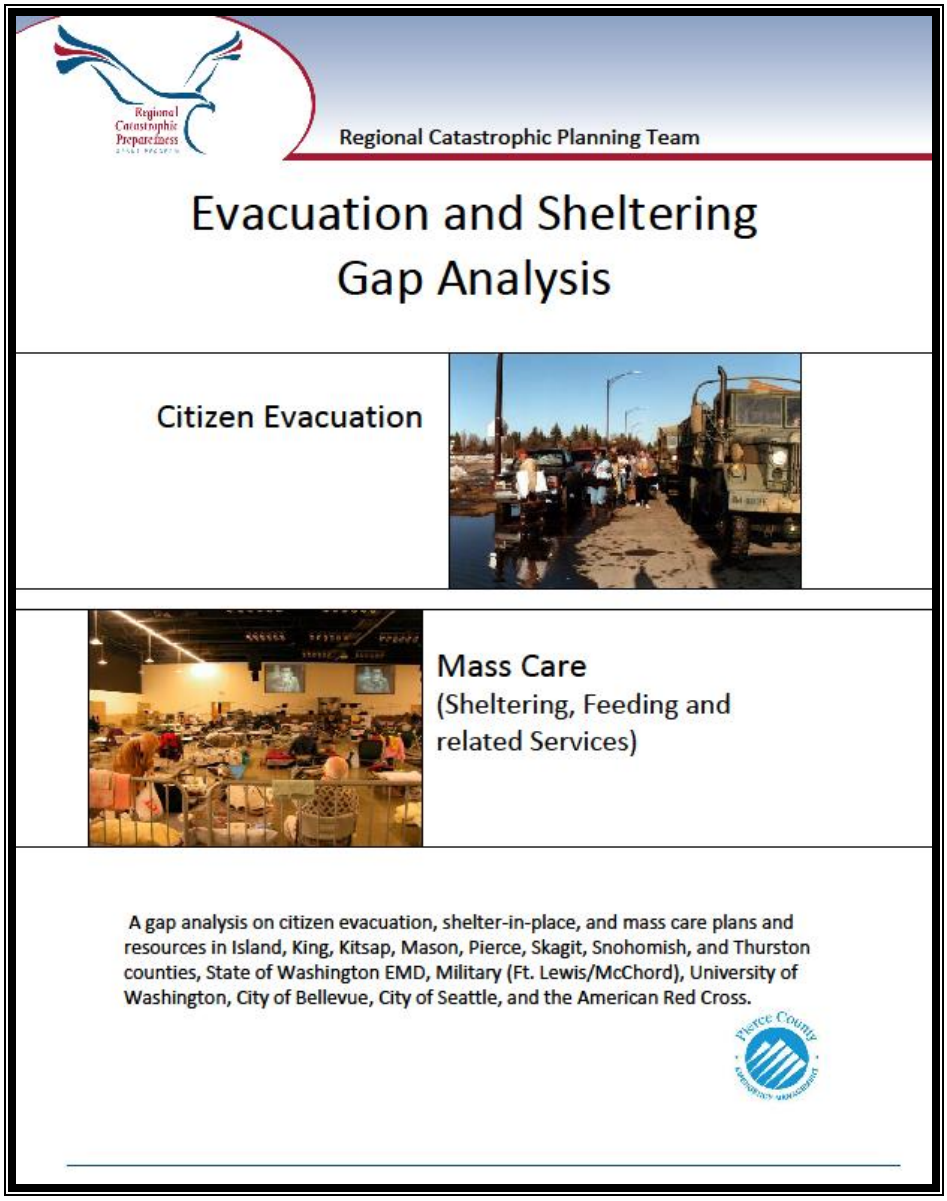
http://www.nfpa.org/safety-information/for-consumers/populations/people-with-disabilities/educational-materials

Emergency Evacuation Planning Guide for People with Disabilities

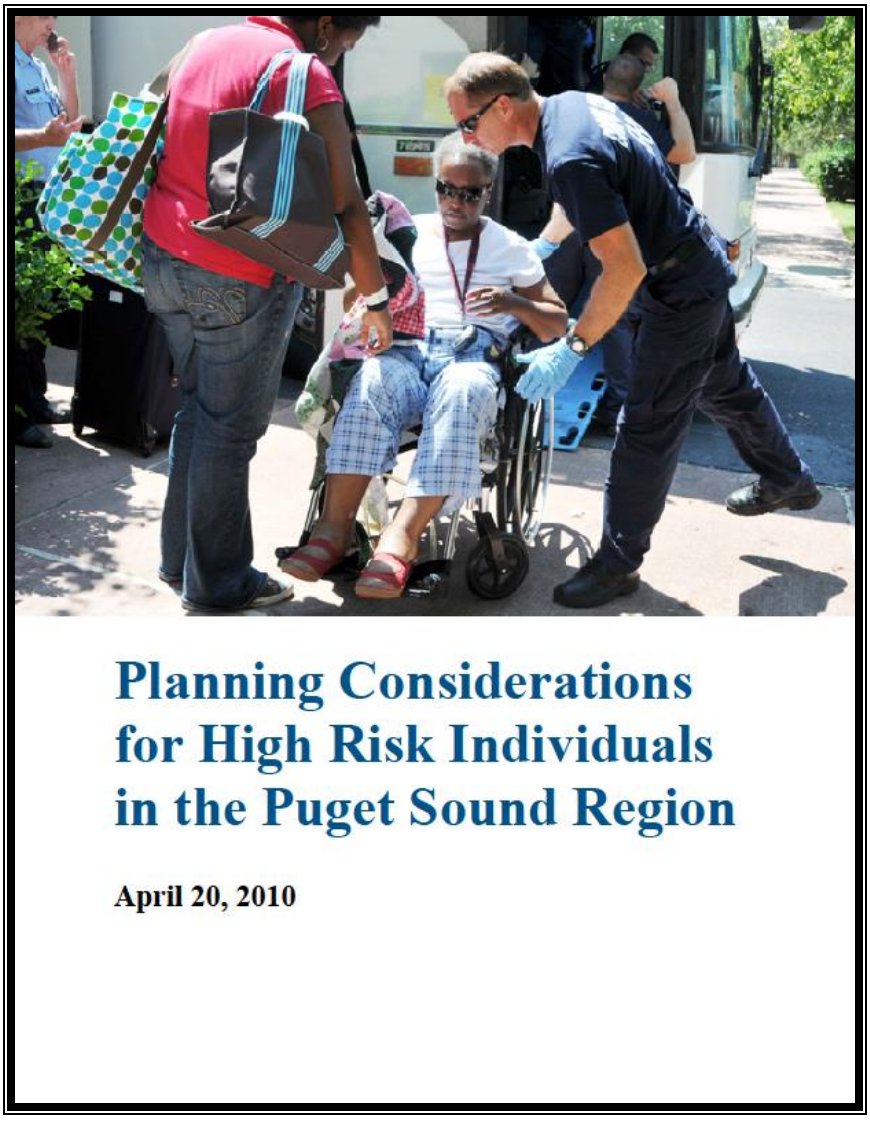
http://www.nfpa.org/~/media/Files/Safety%20information/For%20consumers/Disabilities/evacuationguidePDF.pdf

V. APPENDICES

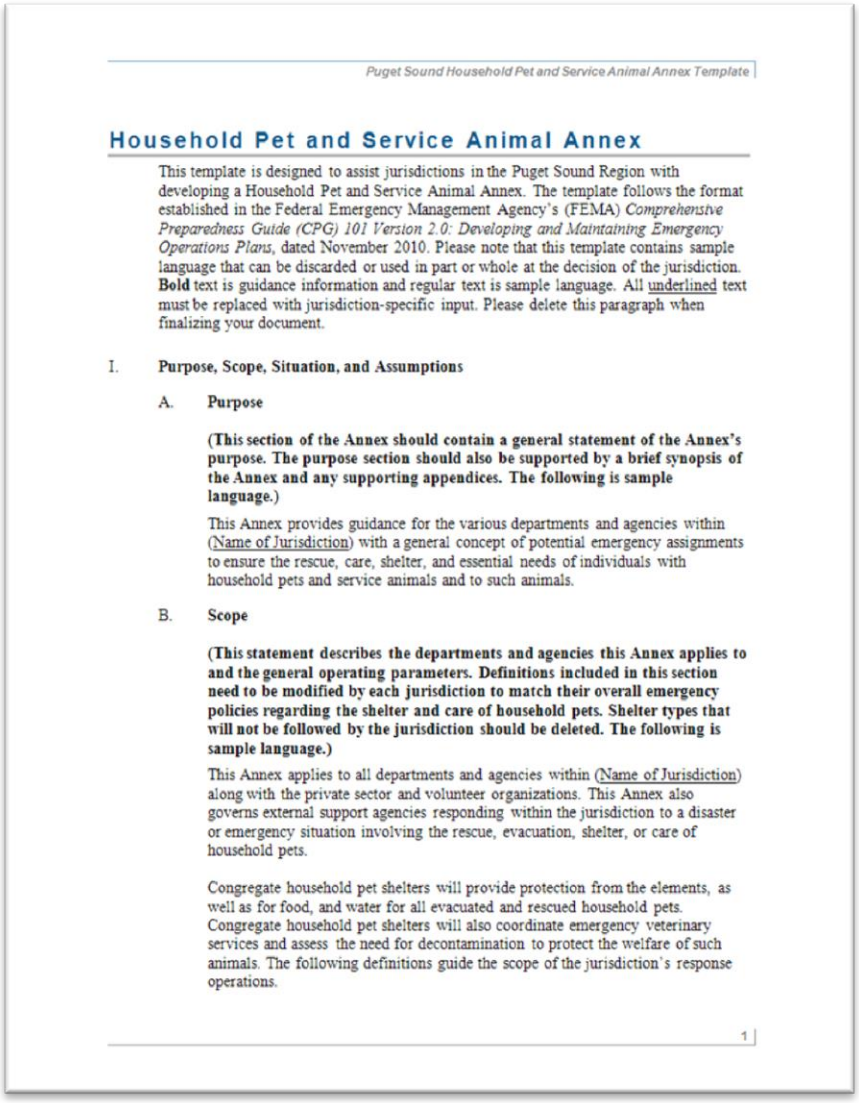
A. Evacuation and Sheltering Gap Analysis (Snapshot)



B. Planning Considerations for High Risk Individuals in the Puget Sound Region



C. Sheltering and Transportation for Household Pets and Service Animals



Household Pet and Service Animal Annex

This template is designed to assist jurisdictions in the Puget Sound Region with developing a Household Pet and Service Animal Annex. The template follows the format established in the Federal Emergency Management Agency's (FEMA) *Comprehensive Preparedness Guide (CPG) 101 Version 2.0: Developing and Maintaining Emergency Operations Plans*, dated November 2010. Please note that this template contains sample language that can be discarded or used in part or whole at the decision of the jurisdiction. **Bold** text is guidance information and regular text is sample language. All underlined text must be replaced with jurisdiction-specific input. Please delete this paragraph when finalizing your document.

I. Purpose, Scope, Situation, and Assumptions

A. Purpose

(This section of the Annex should contain a general statement of the Annex's purpose. The purpose section should also be supported by a brief synopsis of the Annex and any supporting appendices. The following is sample language.)

This Annex provides guidance for the various departments and agencies within (Name of Jurisdiction) with a general concept of potential emergency assignments to ensure the rescue, care, shelter, and essential needs of individuals with household pets and service animals and to such animals.

B. Scope

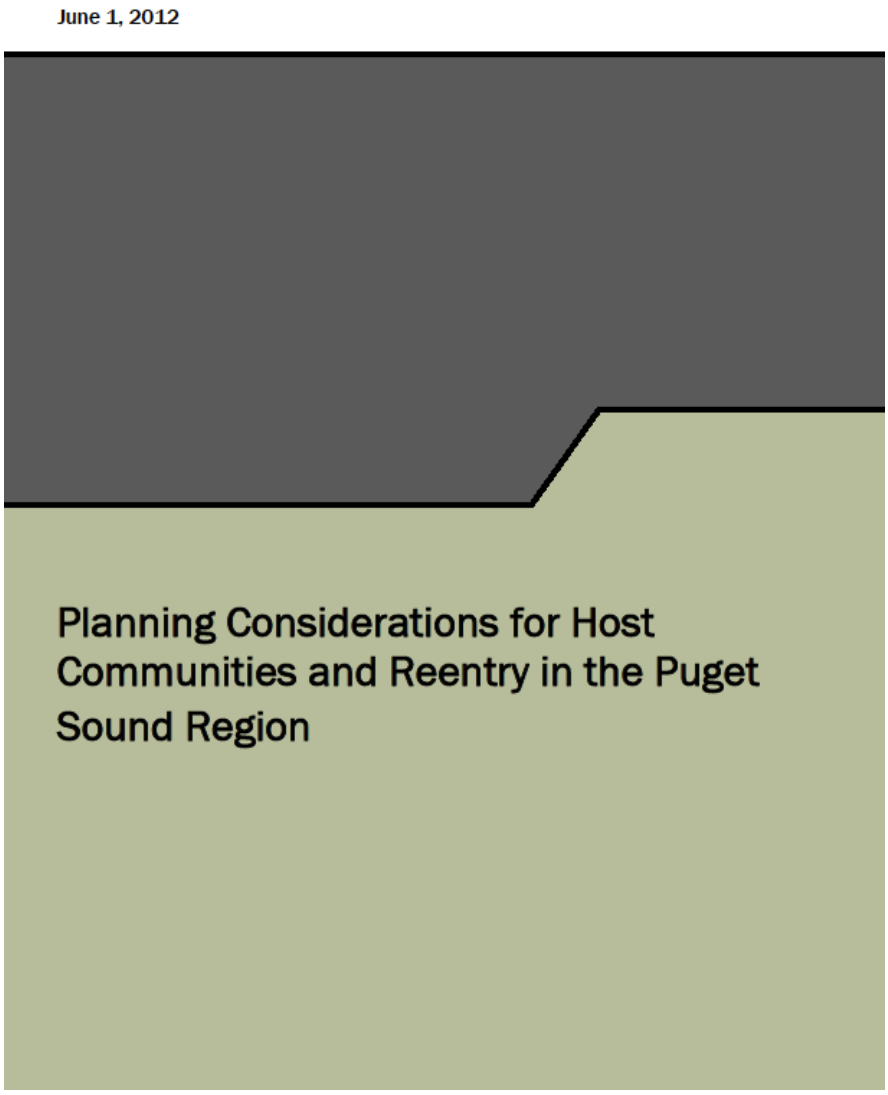
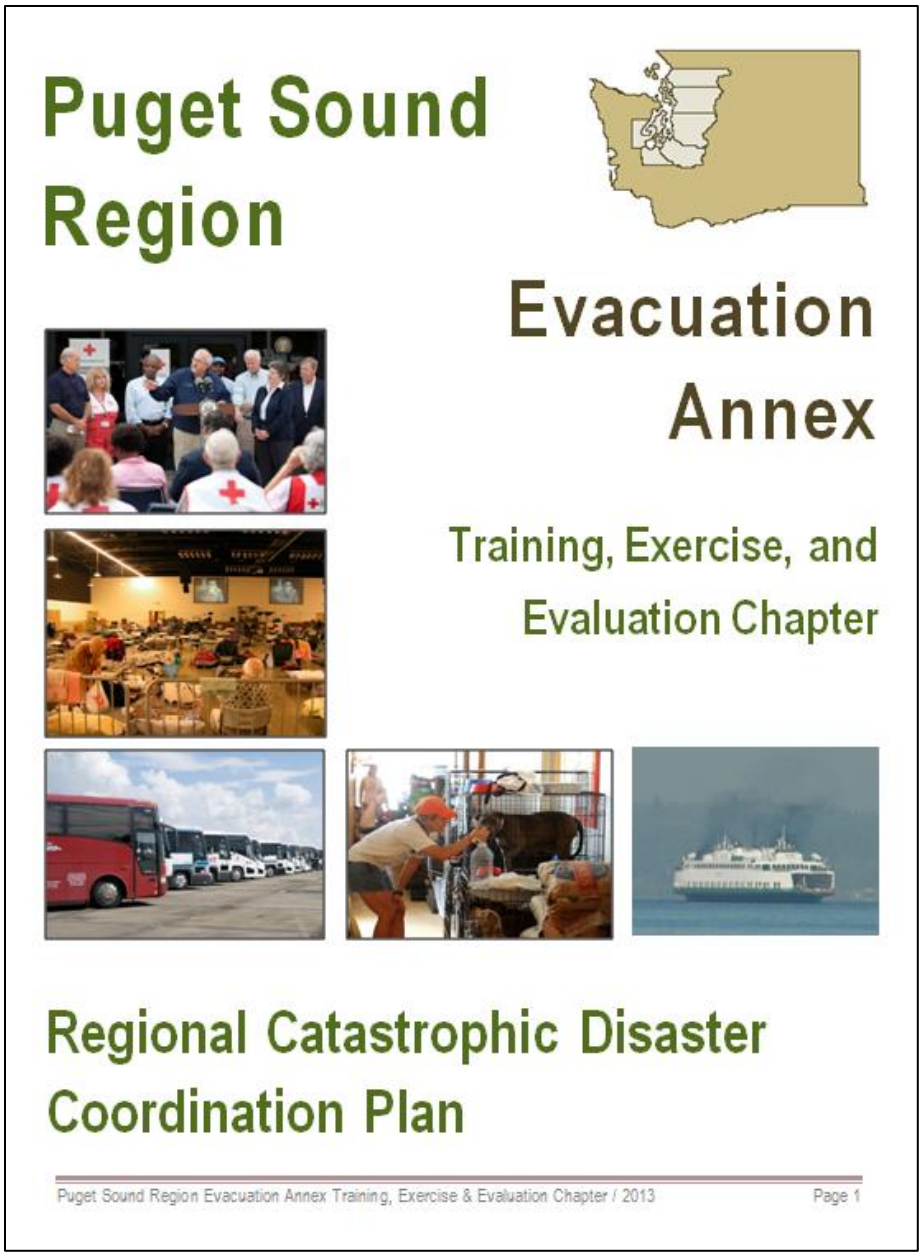
(This statement describes the departments and agencies this Annex applies to and the general operating parameters. Definitions included in this section need to be modified by each jurisdiction to match their overall emergency policies regarding the shelter and care of household pets. Shelter types that will not be followed by the jurisdiction should be deleted. The following is sample language.)

This Annex applies to all departments and agencies within (Name of Jurisdiction) along with the private sector and volunteer organizations. This Annex also governs external support agencies responding within the jurisdiction to a disaster or emergency situation involving the rescue, evacuation, shelter, or care of household pets.

Congregate household pet shelters will provide protection from the elements, as well as for food, and water for all evacuated and rescued household pets. Congregate household pet shelters will also coordinate emergency veterinary services and assess the need for decontamination to protect the welfare of such animals. The following definitions guide the scope of the jurisdiction's response operations.

1

D. Planning Considerations for Host Communities and Re-entry in the Puget Sound Region



E. Training and Exercise Chapter