

## 8 Phase Process Quick-Reference Sheet

This condensed version of the 8 Phase Process provides a brief description of the elements under each phase.

### Phase 1. Involve Emergency Management Partners

- Contact your county or tribal emergency manager and the WA EMD Tsunami Program.
- Ask your emergency management contacts to connect you with other relevant partners.
- Be prepared to work with a diverse range of partners and share information.

### Phase 2. Assess Tsunami Risks and Current Evacuation Options

- Identify the types of tsunami events that may impact your community.
- Assess flooding impacts and current evacuation routes.
- Determine if your community has a need for vertical evacuation structures.

### Phase 3. Engage the Community

- Engage community members and key stakeholders often to support successful outcomes.
- Review past efforts by your community and other communities.
- Hold public meetings in your community to discuss tsunami risk and mitigation options.
- Identify a trusted community leader who will manage the overall process.
- Manage an open process from start to finish.
- Establish a stakeholder committee.

### Phase 4. Identify and Evaluate Potential Sites

- Explore potential sites for future vertical evacuation structures. Consider sites already owned by the community and multi-use structures.
- Explore potential structure-type options for the site.
- Hire a geotechnical engineer and tsunami modeler.
- Hire a project management consultant.

### Phase 5. Develop a Funding Plan with Alternatives

- Assess potential funding sources.
- Apply for grants.
- Prepare a backup plan if some funding sources do not come through.
- Build public support for local funding initiatives.
- Maintain open and frequent communications with your community.

### Phase 6. Assemble Project Team, Complete Design, and Confirm Budget

- Create a selection process to hire project team members.
- Finalize the project team once funding is secured.

- Confirm your internal project manager.
- Conduct site-specific tsunami modeling.
- Exercise strong oversight over the project budget.
- Confirm the design and capacity considerations for the evacuation structure.
- Identify approaches that combine life safety and good design.
- Conduct a peer review during the design phase of the project.

### **Phase 7. Oversee Construction and Completion**

- Hire a construction contractor.
- Schedule regular project meetings and reviews during construction.
- Celebrate your newly constructed structure by having an open house/ribbon cutting.

### **Phase 8. Operate and Maintain**

- Set up a security plan for your evacuation structure.
- Prepare a plan for ongoing maintenance of the structure, facilities, and supplies.
- Consider ongoing improvements to the evacuation structure.
- Create an operations plan and update it regularly.
- Conduct community outreach and training.

### **Next Steps**

- Improve routes, bridges, and signage that assist with access to the evacuation structure.
- Start planning for your next tsunami vertical evacuation structure.