# Solano County Emergency Operations Plan

# **Evacuation Annex**



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# **Quick Guide 1 - Activation and Evacuation Coordination Goals**

#### **Evacuation Coordination Checklist** Activation of the Evacuation Movement Unit EOC Director and Law Enforcement Branch activate the Evacuation Movement Unit (EMU) to develop strategy for coordinating mass evacuations. Establish a space in the Emergency Operations Center (EOC) for EMU activities, including situation status boards, Geographic Information System (GIS) and other mapping, and dedicated communications. Provide a law enforcement, transportation, and Public Information Officer (PIO) representative to the EMU. Establish a space in the EOC for EMU activities, including situation status boards, GIS and other mapping, and dedicated communications. **Evacuation Coordination Priorities** Establish evacuation strategy for impacted area(s). Coordinate evacuation alert and warning to allow people maximum time to evacuate. Coordinate evacuation transportation routes with local and state agencies. Ensure shelter locations and evacuation routes are aligned. Coordinate with the EOC Logistics Section to obtain required supplies, equipment, and personnel for evacuation. Coordinate evacuation transportation for people with access and functions needs. Coordinate with local transportation systems to provide assets for transportation. Coordinate activation and deployment of Evacuation Task Force members, if needed to enter a specific evacuation area. Coordinate the location for evacuation assembly points. Ensure communications are available between key evacuation locations and evacuation vehicles Coordinate animal evacuation resources. Coordinate with Hazardous Materials Team to determine evacuation versus shelter-in-place criteria. Coordinate with other local authorities, and the Regional Emergency Operations Center (REOC) as necessary, to ensure that the public, including the special needs population, is aware of the timeline, stages, and major routes and means of evacuation.



# Evacuation Coordination Checklist □ Coordinate public safety and security resources will be required to support the evacuation. □ Coordinate with specialty vehicles (e.g., paratransit like vehicles) that will be required to support the evacuation. □ Begin planning for evacuee reentry strategy, includes all of the above tasks.

# **Quick Guide 2 - Evacuation Task Force Activation**

In any evacuation event, some evacuees will not have access to cars or other transportation, and/or will not be able to mobilize to designated bus pickup locations. Some evacuees may be people with access and functions needs (PAFN) that are not able to self-evacuate without some level of assistance.

To provide services to these people in a time-critical evacuation situation, an Evacuation Task Force will be activated and mobilized into neighborhoods to provide emergency transportation to the Evacuation Assembly Points. An Evacuation Task Force will consist of representatives from:

- Law Enforcement Officer(s) and vehicle(s)
- General population buses (from mass transit in Solano County)
- Animal control staff and kennel equipped vehicle(s) (e.g., trailer with kennels)
- Paratransit-type vehicle(s)
- Other vehicles, as needed

When designating suggested transportation routes for the Evacuation Task Force, the Evacuation Movement Unit (EMU) will take into consideration the location of Evacuation Assembly Points to which the evacuees will be sent or transported. Ensure that the Task Force has easy access to these locations. It is the policy of Solano County that evacuation assembly facilities will be Americans with Disabilities Act (ADA) accessible.



#### 1.0 Introduction

The function of the evacuation annex is to provide strategies to move large numbers of people out of harm's way in time to avoid being negatively impacted by an emergency situation. For most people, this will entail guidance to support their self-evacuation. For others who have access and functional needs (for example, do not have access to, or cannot operate a vehicle), the EOC will need to coordinate the mass transportation assets needed for evacuation.

# 1.1Purpose

The Evacuation Annex to the Solano County Emergency Operations Plan (EOP) provides an overview of evacuation functions, agency roles and responsibilities, and overall guidelines for the evacuation of people from hazardous areas to areas of safety in both incidents with and without warning. It describes the actions, roles, and responsibilities of coordinating and participating organizations and how the County will endeavor to manage the evacuation process before, during, and after the emergency. This annex addresses only general strategies used for any emergency. Specific tactical actions are described in individual agency procedures, and will be made by the EOC's Evacuation Movement Unit, if activated.

# 1.2 Scope

This annex is intended to address the evacuation needs of the general population, including those with access and functional needs. It is not intended to address the evacuation of any specific facility, such as a hospital, school or assisted living center. Such facilities are required to have their own evacuation strategies. However, these facilities are likely to need assistance with coordinating transportation assets for their populations, and there populations will likely need specialty services (e.g., paratransit like vehicles).

This annex provides the following information:

- Criteria under which the County will support the evacuation process,
- Agencies and organizations involved in a supporting the evacuation function,
- Roles and responsibilities of agencies in preparing for and conducting evacuations,
- Concept of operations for carry out an evacuation,
- Guidelines to improve coordination when evacuation required.

**Emergency Support Function #1 (ESF #1) – Transportation.** This annex aligns with the ESF #1 of the National Response Framework for transportation. This ESF also aligns with the Transportation function in the California Emergency Plan. ESF #1 provides for transportation technical assistance and analysis for evacuation operations and evacuation route conditions. The transportation function is responsible for ensuring the evacuation of all affected populations by providing resources to transport those individuals and households that do not have the means to self-evacuate, and ensuring sufficient transportation assets, including accessible transportation assets, are available.

Solano County may maintain contracts capable of providing bus, train and other evacuation support and the capability to contract additional resources such as ensuring fuel and basic vehicle service are available along evacuation routes.

ESF #1 transportation is responsible for coordinating evacuation routes with local agencies and other jurisdictions to determine the status of transportation infrastructure to be used for evacuation. Transportation will facilitate coordination between local agencies and governments and the State regarding the impact of outflow of persons and traffic on the entry of response teams and supplies into the affected area.

Any requests for special transportation waivers for such things as driver hours, truck weight limits, and fuel quality that are issued by State of Federal agencies will be requested through the Operational Area to the State for requesting specific Federal Agencies.

The Solano County *Evacuation Annex* takes into account these elements of the ESF #1, and adds to them the strategy for evacuating specific areas of Solano County.

#### 1.3 Policy

It is the Policy of Solano County to develop plans and procedures to address evacuating citizens and visitors to the County from hazardous areas to areas of safety. Under the Americans with Disabilities Act (ADA), transportation providers must permit passengers with disabilities to be accompanied by their service animals. Solano County will use local evacuation resources to every extent possible before requesting outside assistance from Mutual Aid or the State.

#### 2.0 Authorities and References

Authorities for conducting evacuation for general population, for people with access and functional needs, and for evacuating animals include the following.

#### **Federal**

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended. (42 U.S.C. §§ 5121-5206)
- National Incident Management System (NIMS).
- National Response Framework, 2008. Sets forth roles and responsibilities of federal and certain non-federal entities after catastrophes overwhelm state and local government. Transportation is found in the Emergency Support Function (ESF) #1.
- Homeland Security Act of 2002
- Presidential Policy Directive / PPD-8: National Preparedness
- Post-Katrina Emergency Management Reform Act of 2006
- Pets Evacuation and Transportation Standards Act of 2006
- Americans With Disabilities Act (ADA) of 1990

#### California

- California Emergency Services Act, California Government Code, Sections 8550-8668.
- California Emergency Plan (California Government Code, Section 8850 et seq.).
- Standardized Emergency Management System (SEMS) Chapter 1 of Division 2 of Title 19 of the California Code of Regulations.
- California Master Mutual Aid Agreement.
- SB 1451. Emergency Preparedness for the Disabled Community.
- AB450. Standardized Emergency Management System to Include Preparedness for Animals.
- California Code of Regulations (Health and Safety Code § 1336.3). Requires each facility licensed by the Department of Health Services to adopt a written emergency plan.
- California Code of Regulations Title 22. Requires Community Care facilities licensed by the Department of Social Services to have a written disaster and mass casualty plan.
- Legal Guidelines for Flood Evacuation. Completed in compliance with the Flood Emergency Action Team (FEAT): Initiative Number 2, California Governor's Executive Order W-156-97.
- Legal Guidelines for Controlling Movement of People and Property During an Emergency. Approved by California SEMS Advisory Board on August 29, 1999.

#### Solano County

• Solano County Emergency Operations Plan



# 3.0 Assumptions and Considerations

# 3.1 Planning Assumptions

The County will coordinate with its neighbors and the State concerning the destinations for evacuees and the flow of transportation assets and will ensure the jurisdictions receiving evacuees from an impacted area agree to accept these individuals prior to evacuation.

Coordination with any Federal support will be through the Operational Area and the State. Solano County will follow State policies and guidelines governing household pet evacuations when incorporating household pet issues into evacuation planning.

The County is aware that individuals may choose to not evacuate. Many will chose to stay behind if directed to leave their animal(s) behind.

Residents of the evacuated area will need to return to the area after the event if possible. Evacuation coordination will include considerations to facilitate return of evacuated residents.

Members of the population with access and functional needs may require additional support or assistance.

# 3.2 Evacuation Planning Considerations

If an Evacuation is Contemplated, Lead Time is Required: It may be necessary to activate plans as much as 72 hours prior to the time an evacuation is likely to be ordered. Resources may need to be mobilized as much as 48 hours prior to the start of evacuations to have sufficient capacity in place once the evacuation order is given.

There are Limits in Weather Forecasting: The variables in weather forecasting the track, intensity, and forward speed of weather systems make it difficult for decision makers to commit costly resources in a timely manner.

There are Interdependencies Between Shelters and Transportation: The transportation assets needed to carry out evacuation are based on the number of people needing evacuation, availability of privately owned transportation, number of evacuees with special mobility and medical needs, the time available to conduct evacuation operations, and the distance to and availability of shelters. If shelters are located too far away, transportation assets may be able to only make one trip. It is critical to identify shelters for the general population and persons with access and functional needs that are as close as safely possible. The designation and distance to household pet shelters or shelters that will accommodate pets is also important.

The Special Needs of Children Must Be Considered: It is important to recognize the special needs of children during evacuations. In a no-notice evacuation, children could be located in large numbers away from their parents, such as in schools, childcare facilities or other

locations. Reunification of children separated from their parents will be an issue during evacuation and planning must be given to accomplishing this.

Persons with Access and Functional Needs: Access and functional needs may include practical and/or functional assistance in communication, mobility, maintaining independence, and medical care.

*Evacuating Animals:* There will be requirements for the transportation, sheltering and care of animals, including, but are not limited to, the following:

- Service Animals: The ADA defines service animals as any guide dog, signal dog, or
  other animal individually trained to provide assistance to an individual with a
  disability including, but not limited to guiding individuals with impaired vision,
  alerting individuals with impaired hearing, providing minimal protection or rescue
  work, pulling a wheelchair, or fetching dropped items. Under the ADA regulations,
  service animals have access to the same facilities as the humans they serve.
- Household Pets: The tracking, embarkation, transportation, care, feeding, and sheltering of household pets can significantly impact the ability to safely evacuate the general population. The County will consider alternative methods for owner and pet evacuation, such as identifying and providing locations to which household pets may be evacuated; providing logistical support for the care, immunization, and quarantine of household pets; providing specifications for vehicles that can be used to evacuate household pets; coordinating with private industry for household pet evacuations; and, planning for the co-location of pet shelters near general populations when possible.

*Environmental Contamination:* Evacuation efforts may be impacted when they are done in response to a large-scale hazardous materials (HAZMAT) incident. Evacuation decision makers consult with available local HAZMAT officials as appropriate regarding the location of embarkation sites and evacuation routes.

*Victim Decontamination:* Solano County will retain primary responsibility for victim screening and decontamination operations when necessary in response to a HAZMAT incident. Appropriate personnel and equipment must be available.

*Critical Infrastructure:* An evacuation could present a range of implications for many of the critical infrastructure and key resources (CIKR) sectors within the impacted area. The evacuation could directly affect CIKR operations, supply lines, and/or distribution systems.



# 4.0 Roles and Responsibilities

#### 4.1 Overview

Conducting evacuation activities and coordinating the movement of large numbers of people in the County is a function of Solano County government. There are circumstances where the evacuation activities exceed Solano County capabilities, and the State and/or Federal Government may need to provide resources and support. Requests for assistance will be initiated through the Solano Operational Area to the Regional Emergency Operations Center (REOC). Should the REOC be unable to procure the resources, it will push requests forward to the State or Federal coordination centers. Likewise, private entities have an essential role in the successful evacuation.

All agencies/organizations assigned to the Solano EOC Evacuation Movement Unit are responsible for designating and training representatives of their agency, and ensuring that appropriate agency specific standard operating procedures are developed and maintained. Agencies must also identify staff and maintain notification procedures to ensure appropriately trained agency personnel are available for extended emergency duty in the County EOC, agency DOC, or field command posts, as needed.



# 4.2 Roles and Responsibilities Reference Matrix

The matrix table below shows the primary entities that will be involved with evacuation and movement of people in the County; it is not inclusive of all the possible entities that could be involved. For example, in a large regional disaster, other County entities, as well as the State and Federal Government may be needed to provide resources as well.

		es and R port of						.S				
P - Primary S - Secondary  Cooperating Agency	Coordination w/ State	Coordination w/ Local Government & Entities	Transit Coordination	Transportation Resources	Security	Transfer Points	Communication	Fuel, Food and Resources	Access and Functional Needs	Child Reunification	Household Pets	Public Information
Sheriff's Office/Law Enforcement	P	P	P		P	P	P		S	S	S	
OES	S	S	S					S				S
PIO												P
Animal Care											P	
General Services				P				P				
Dept Health Social Services									P			
DHSS Public Health									S	P		
ARES/RACES							S					
Solano Transportation Authority (TSA)			S	S		S						
Municipality Transit Services				S	S	S	S		S			

#### 4.3 Local Government Entities

The following local government entities have a role in preparedness and implementation during an incident requiring evacuation of citizens. Some have a primary role and always activated, and some support as needed and called upon by their emergency managers.



#### **4.3.1 Office of Emergency Services**

The Solano County Office of Emergency Services (OES) is charged with emergency management for the County, and responsible for maintaining situational awareness of threats that may necessitate an evacuation of citizens. In cases where an emergency situation or disaster exists, the OES will coordinate the County government's role in response to and recovery from the disaster. The OES fulfills the County's requirements under the Emergency Service Act (Government Code Section 8550 et. seq.). Furthermore, the OES will work in partnership with the emergency management of the cities within the County to provide overall coordination at the EOC.

#### **Coordination and Emergency Management**

- Activate an information coordination conference call or meeting that will include essential stakeholders. The purpose is to determine increase situational awareness of the threat, the seriousness of the threat, and what next steps may need to be taken, including beginning public alert, press releases, activating the EOC, et al.
- Activate the EOC, in coordination with the County Administrator, to the appropriate emergency level.
- Notify staff of pending EOC activation, and/or to current activation levels, and coordinate staffing of all needed positions.
- Request assistance from support agencies, and communication resources, as appropriate.
- Maintain coordination and communication between the EOC and support agencies.
- Communicate with State of California Governor's Office of Emergency Services, and keep them apprised of local situation and request additional resources as needed.

#### **Public Alert and Warning**

- Coordinate the activation of public alert systems.
- Provide support to the County PIO.
- Coordinate the activation of the Joint Information Center (IIC) as needed.
- Provide public information on mass care sites, services provided, available routes, and transportation options

#### 4.3.2 Sheriff's Office

The Sheriff Office supports the EOC when activated as the lead of the Law Enforcement Branch of the Operations Sections, as well as the being the lead agency for the Evacuation Movement Unit, and as such is responsible for the overall evacuation and movement of citizens throughout the operational area. Furthermore, law enforcement agencies will be integral in the tactical incident command post in evacuating people from the impacted area.

During significant evacuation emergencies the Sheriff's Office key functions include:

#### Coordination and Emergency Management

- Locate evacuation assembly points for evacuees.
- Facilitate the movement of emergency vehicles with local police and the California Highway Patrol.



- Appoint a Coroner Unit and Leader.
- Incident Commander at Field Command Post.
- Post-emergency: Coordinate the return movement of evacuees back to their homes.

#### **Public Alert and Warning**

- Use loud speakers on field vehicles to alert those in the immediately threatened areas.
- Give ample and redundant information to critical facilities, such as day cares, schools, adult residential care, skilled nursing, board and care, etc. These will need additional time to close or evacuate, and may need to close or evacuate as a precautionary action.
- Identify persons and populations that appear to be in need of special assistance.

# Traffic Control

- Coordinate the routes for movement of motorists toward designated / safest evacuation routes. These routes may be designated with support from the various municipal Department of Transportation traffic engineers and in coordination with the EMU in the EOC.
- Control and monitor primary routes and area access.
- Supporting mass transit pick-up and movement of those needing assistance.
- Define traffic control areas using the Sheriff's Office and jurisdictional law enforcement.
- Close roads that will not be used as the primary egress or ingress routes to the evacuated area.
- Provide for tow trucks on evacuation routes to assist disabled vehicles and clearing roadway.

#### 4.3.3 Department of Health and Social Services

The Department of Health and Social Services (DHSS) is responsible for coordination support of the movement of People with Access and Functional Needs (PAFN) during an evacuation emergency. DHSS will also provide the following support:

#### Coordination and Emergency Management

- Coordinate for transportation of non-ambulatory persons and other special needs persons.
- Coordinate with Medical Reserve Corps (MRC) volunteers, if activated.
- Provide specialized staff to shelters if requested.
- Support disaster victims and/or shelter inhabitants in understanding what recovery programs may be available to them.

#### **Public Alert and Warning**

- DHHS uses the Department of Public Health's California Health Alert Network (CAHAN) for notifications to partnering agencies.
- DHHS has PIOs to develop messaging and notify the public (esp. PAFNs) of a disaster event or evacuation.



#### 4.3.4 DHSS, Public Health

DHSS, Public Health Division, identifies the public health and medical needs of those impacted by the emergency, including patients evacuating medical care facilities, including those in hospitals, hospices, and nursing homes as well as individuals who are identified at evacuation centers as having medical problems.

Public Health also coordinates the reunification of children who have been evacuated without an appropriate adult.

Public Health coordinates specialized transportation for evacuees with medical and functional needs; care for evacuees whose needs cannot be accommodated in general population shelters; monitoring support for individuals at pickup points; and, by providing medical support at designated evacuation assembly areas and pickup points to perform triage of citizens prior to evacuation.

#### 4.3.5 Animal Care

County Animal Care provides services to the County and the municipalities in the Operational Area. During significant evacuation emergencies the Animal Care key Coordination and Emergency Management functions include the following.

- Report to the EOC, and serve in Care and Shelter Unit.
- Coordinate with Care and Shelter to place evacuated animals. Attempt to place animals with owners when possible.
- Coordinate the movement of Animal Control Officers to support Evacuation Task Force.
- Coordinate the inter-county movement of animals. For larger animals some coordination with the REOC and/or the California Department of Food and Agriculture (CDFA) may be needed.
- In Medium to High-level emergencies, follow guidance in the *Animal Care Annex*.

#### 4.3.6 General Services

Solano County General Services Department activates to the EOC to provide logistics support to the evacuation emergency. In this role, they provide transportation services, goods and services to support evacuation efforts. Solano County OES processes requests for the movement of goods, equipment, and responders through this function.

Special considerations include:

- Transportation resources. Transportation resources, especially busses from private companies, must be contacted and ordered as resources.
- Adequate fuel supplies. Gasoline and diesel fuels must remain available in an
  evacuation. Considerations include availability of fuel for individuals who are selfevacuating, availability of fuels for government-supplied transportation vehicles,
  and provision of fuel to emergency response vehicles along evacuation routes.
  Some local busses use Liquefied Natural Gas (LNG), and have limited range to
  evacuate people unless LNG refilling is available.



• Evacuation assembly point supplies. Supplies for assembly points include water, port-a-potties, communications, power, and first aid supplies.

# 4.3.7 Municipality Transportation and Transit Services

Various municipalities within the County have transit and transportation services within their city government. The table below outlines the transit services available to support evacuations within the County. More than 95% of the County's population lives within the incorporated areas, and thus municipal services are not only the most reliable, but the services most familiar to those who need evacuation assistance. In all cases, the EOC's Evacuation Movement Unit will need to coordinate with the Transit Coordination Center (at the Solano Transportation Authority) to coordinate transit resources.

	Local Transit Services	
Municipality	Local Transit	Authority
Benicia/Vallejo	Solano County Transit (SolTrans)	Independent Joint Power Agreement
Fairfield/Suisan	Fairfield and Suisun Transit (FAST)	Fairfield General Services 707.434.3800
	Solano Express	Fairfield General Services
	DART Paratransit Services	Fairfield General Services
Vacaville	City Coach	City General Services
Dixon	Dixon Readi-Ride. (707) 678-5020 to dial a ride inside city limit	Recreation and community Services Department/Transit
Rio Vista	Delta Breeze	City General Services
	Rio Vista Delta Breeze Taxi Scrip Program	Dial a ride 707.374.2878 Service at "511"
Service between cities	Solano Express	800.535.6883

#### 4.4. Local Non-Government Entities

# **4.4.1 Solano Transportation Authority**

The Solano Transportation Authority (STA) is a key partner to the Solano EOC during disasters requiring evacuations. STA stands up their Transit Coordination Center during a medium-level or high-level evacuation emergency. Their roll will be as follows.

#### Coordination and Emergency Management

• Activate the STA Transit Coordination Center and respond to transit resource requests from the EOC, and specifically from the Evacuation Movement Unit.



- Activate partner transit entity management to provide transit resources to the evacuation area.
- Coordinate paratransit resources in the County in response to evacuation of people with access and functional needs.

# **Public Alert and Warning**

- Update STA webpage to warn or alert transit passengers with emergency information.
- Coordinate alert and warning messages to partner transit agencies.

# 4.4.2 ARES/RACES

Solano County Amateur Radio Emergency Services/Radio Amateur Civil Emergency Services (ARES/RACES) teams can provide communications support, especially coordination from EOC to the various evacuation assembly points, transportation asset assembly points, shelters, etc.



# 5.0 Concept of Operations

# **5.1 Pre-Response/Initial Actions**

The County OES works with County agencies and non-governmental partners and stakeholders to determine the support required for anticipated evacuation scenarios. Coordination will include consideration for populations with access and functional needs and service animals/household pets.

If practical, evacuation decisions will be implemented before an actual event occurs. Those with access and functional needs will require extended time to evacuate, and need as much advanced warning as possible.

In the case of an imminent hazardous materials release (whether chemical, biological, radiological, or nuclear contamination), the release may require a decision on evacuation versus sheltering in place. Contact the Solano County Hazardous Materials Team to provide technical support for decision makers.

If an event has the potential to impact evacuation routes (e.g., flooding) OES will endeavor to make evacuation decisions early enough to allow people to leave the area of impact. A wait-and-see policy may be disastrous if people then cannot safely evacuate once the danger is present.

If evacuation operations seem likely, the EOC Operations and Planning Section personnel will perform the following functions:

- Establish the Evacuation Movement Unit and begin strategizing the movement of people from the impact area. The EMU determines and prioritizes operational requirements.
- EOC Law Branch coordinates with the EOC Logistics Section to obtain required supplies, equipment, and personnel for evacuation.
- Evacuation Movement Unit contacts the STA Transit Coordination Center to activate and prepare for transit resource assistance.
- Ensure communications are available between key evacuation staging areas and evacuation vehicles.
- Coordinate with other local authorities, and the REOC as necessary, to ensure that the public, including the special needs population, is aware of the timeline, stages, and major routes and means of evacuation.
- Coordinate public safety and security resources will be required to support the evacuation.
- Coordinate with specialty vehicles (e.g., paratransit like vehicles) that will be required to support the evacuation.
- Coordinate animal transportation that will be required to support the evacuation.



#### 5.2 Evacuation Coordination

In the field, the Incident Commander will begin evacuation of local residents due to an imminent threat or actual event. When the emergency has reached a level in which the impact has extended well beyond the local area, the EOC will be activated to coordinate an area wide evacuation in response to a disaster in the County, or in support of large numbers of evacuees passing through or into Solano County.

#### 5.2.1 Evacuation Orders

Evacuation orders may be given as either voluntary or mandatory. In Solano County, the evacuation order can be given by:

- The County Administrator
- The Emergency Services Manager
- The County Sheriff
- The Public Health Officer if event is associated with a pandemic or other major health related threat
- Fire & Law Incident Commander(s)

If a mandatory evacuation is ordered, law enforcement will not use force to remove persons who choose to remain in the affected area. California Penal Code Section 409.5 does not authorize forcible evacuations, but rather authorizes officers to refuse admittance of others into the impacted area. Possible exceptions can be made for adults who will not evacuate minors from immediately dangerous environments; the children can be removed under child endangerment laws. (See References: *Legal Guidelines for Controlling Movement of People and Property During an Emergency*).

Responders must clearly inform people that failure to evacuate may result in physical injury or death and that a future opportunity to evacuate may not exist. People must be informed that there is no guarantee that resources to rescue them will be available. Law enforcement should have those that refuse to evacuate sign a waiver and document where these persons are located. Once an evacuation order is given, it is critical that the public information system provide clear instruction through all available alert and warning systems and mechanisms.

#### 5.2.2 Evacuation Movement Unit

The Evacuation Movement Unit functions within the Law Branch in the EOC. The Law Branch is in the Operations Section, and will take the lead in overall evacuation coordination. The Evacuation Movement Unit (EMU) will develop the recommendation for an incident-specific evacuation and movement strategy.

Once they have developed a strategy, they will present it to the EOC Director and managers for approval and insertion to the EOC Action Plan. The EOC staff will implement the strategy that includes coordination of transit, public information, law enforcement, care

and shelter, logistics, and other aspects of the EOC. Their EMU strategy may include, but not be limited to the following:

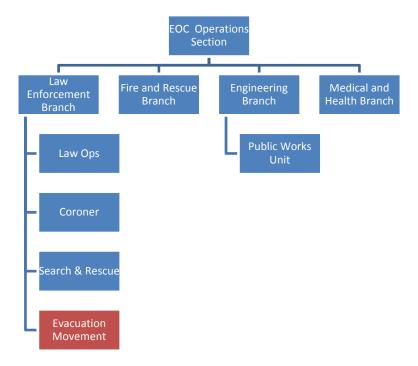
- Routes for self-evacuating persons.
- Location of evacuation staging areas.
- Needs for evacuation task force teams.
- Coordination of evacuation routes and shelter locations.
- General transit asset requests (made to STA Coordination Center)
- General information for use by PIO.
- Coordination with region wide incident specific evacuation processes.

The EMU will modify the evacuation and movement strategy as situational information is provided.

The Evacuation Movement Unit does NOT determine road closures and traffic management; that responsibility belongs to the Public Works Unit in the Engineering Branch of Operations Section. However, the two units will need to coordinate their efforts toward the evacuation and movement strategy.

#### **5.2.3 EMU Position in EOC Organization**

The EMU position in the EOC organization chart is shown in the diagram below.



#### 5.2.3 Evacuation Task Force

The EOC may also need to coordinate the assembly of evacuation task force units that can enter the threatened area and evacuate people with access and functional needs, animals,

and others. The task force will likely consist of busses, paratransit vehicles, law enforcement and animal control vehicles and staff.

# **5.3 Reentry**

Once the threat has passed, and assuming the evacuated area is safe from debris, contamination, or other residual threats, the evacuated persons will be allowed to reenter the area. The EOC, and specifically the EMU, coordinates transportation, routes and resource use strategy to support the reentry. Self-evacuated persons will need

The strategy will be coordinated with regional partners, as any evacuation will likely have impacts beyond the operational area. The Operations Section Chief is responsible for providing the PIO with the information regarding the safe return to the evacuated area. Those who needed assistance to evacuate will again need assistance to return.

Work in coordination with other local jurisdictions and the States in planning for return of evacuees to the affected area.

- Coordinates with ESFs #3, #10, #12, #13, and #14 to ensure that the affected area is safe for individuals to return and that the infrastructure can sustain a return of the population.
- Coordinate the transportation of evacuees back to the affected area, and provides vehicles, including accessible vehicles.
- Determines housing options, to include return to affected



# **Appendix A: Acronyms**

ADA	Americans with Disabilities Act
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
CAHAN	California Health Alert Network
CDFA	California Department of Food and Agriculture
CDHS	California Department of Health Services
CERT	Community Emergency Response Team
CIKR	Critical Infrastructure and Key Resources
DHSS	Department of Health and Social Services, Solano County
DOC	Department Operations Center
EMU	Evacuation Movement Unit
EOC	Emergency Operations Center, Solano County
EOP	Emergency Operations Center
FAST	Fairfield and Suisun Transit
GIS	Geographic Information System
HAZMAT	Hazardous Materials
LNG	Liquid Natural Gas
MRC	Medical Reserve Corps
NIMS	National Incident Management System
OES	Office of Emergency Services
PAFN	People with Access and Functional Needs
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Services
REOC	Regional Emergency Operations Center (Coastal Region, CA)
SEMS	Standardized Emergency Management System
SolTrans	Solano County Transit
STA	Solano Transportation Authority



#### **Attachment 1: EMU Leader Position Checklist**

This Unit Leader Position is typically staffed by Law Enforcement.

# Read entire position checklist before taking any action!

# EMU Leader Overall Responsibilities

Manages or assumes responsibilities of those functions assigned to the Evacuation Movement Unit, including staffing the unit positions.

Prepares EMU action plans, listing objectives to be accomplished, and formation of strategies to achieve those objectives as well as advanced planning considerations. (This task may be delegated.)

Ensures situation status information pertaining to the EMU is updated, posted, and communicated regularly.

Performs functions of any one of the positions within the Evacuation Movement Unit as needed.

#### **EM**

staffing of the Evacuation Assembly Points.

Force Teams.

1U L	eader's Functional Responsibilities
	Develops the .recommended evacuation movement strategy.
	Communicates the recommended evacuation movement strategies to the Law Branch Coordinator, Operations Section Chief, and EOC Management.
	Ensures the recommended evacuation strategy is approved and disseminated to the EOC.
	Requests resources needed for development of evacuation recommendation, including: GIS or other static maps of area, traffic light maps, digital mapping tools, photos, etc.
	Coordinates with Law Branch Director and other counterparts in the EOC to ensure planned evacuation routes are viable and developed.
П	Coordinates with Operations Section Chief to support effective establishment and

□ Coordinates with all EMU staff to develop recommended evacuation routes, citing and staffing of Evacuation Assembly Points, and coordination of Evacuation Task



	Coordinate with Care and Shelter Unit (with representative in EMU) to ensure evacuation strategy aligns with evacuation center/shelter placement strategy.
	Coordinate with Solano Transportation Authority (with liaison to EMU) to assign bus stops and stations as Evacuation Assembly Points, and other transportation services.
	Ensure coordination with paratransit vehicle operators in the operational area in support of evacuation task forces, transportation to evacuation centers and/or shelters, and evacuees' return to their original location(s).
	Check with the Evacuation Transfer Points (ETPs) for situational status updates of field teams providing services to evacuating persons.
	Provides JIC representative with situational updates to support accurate and effective development of the public information message.
	Participates in the deactivation process.
<u>EMU I</u>	Leader Management Responsibilities - Activation Phase:  Notify Law Branch Director and Operations Section Chief of (expected time of) arrival in EOC.
	Proceed to the EOC and assume control of the Evacuation Movement Unit upon notification by the EOC.
	Advise Operations Section Chief of the need for representatives, depending on the location of the event, from the Sheriff's Office, Municipal Transit Entities, Solano Transportation Authority, the Care and Shelter Unit, and PIO.
	Advise City Department of Transportation (DOT) representative to notify their municipal Transportation Operations Center of emergency situation and the need for their support in evacuation strategy development and implementation.
	Follow generic Activation Phase Checklist.
<u>EMU I</u>	Leader Management Responsibilities - Operational Phase
	Establish and maintain a position log and other necessary files/documents.
	Provide the Operations Chief, EOC Management, and Planning Chief with updates and/or reports as appropriate.



	Communicate the approved evacuation movement strategy to the EOC, as assigned.
	Prepare EMU objectives for the subsequent operational period and provide to the Operations Section Chief prior to the end of the shift and/or the next Action Planning meeting.
	Brief relief staff of <i>in-process</i> and <i>follow-up</i> activities at shift change.
	Maintain a record of time spent (time sheet), supply expenses, and mileage connected with the disaster relief effort.
EMU I	Leader Management Responsibilities - Demobilization Phase
	Follow the generic Demobilization Phase Checklist.
	Complete all necessary forms, logs and reports.
	Ensure appropriate full time staff and/or emergency workers are notified of deactivation of EMU and/or Evacuation Assembly Points.
	Ensure all agencies and/or persons worked with during emergency are contacted and advised of deactivation of EMU and/or Evacuation Assembly Points; and, the points of contact for the completion of ongoing actions or new requirements.
	Ensure copies of all documentation are provided to the Planning Section, Documentation Unit.



#### **Attachment 2: EMU Team Members Position Checklist**

#### Care and Shelter Representative - (Solano County DHSS or Red Cross)

- □ Provide *potential sites* for evacuation center(s) and/or shelter location(s) during evacuation movement decisions.
- □ Coordinate with the Care and Shelter Unit in support of:
  - o Precise placement of evacuation center and/or shelter locations that align with evacuation routes.
  - o Precise placement of animal care shelters.
  - o Precise placement of medical fragile shelter(s), if applicable.
  - Coordinate with the Animal Care representative in the EOC for the movement of Animal Control Officers to support Evacuation Task Force and/or Evacuation Assembly Point activities.

# **IIC Representative**

- □ Develop evacuation messages based on the 'approved' EMU strategy.
- □ Provide situation updates to EMU based on media, social media, 211 calls, and other general messaging in the region.

#### **Department of Transportation (City DOT)**

- □ Develop routes for self-evacuating persons that have vehicles
- □ Support strategy development for placement of Evacuation Assembly Points and mass-transit evacuation services for those without vehicles, to include special consideration for persons with access and functional needs.
- □ Communicate and coordinate with the City DOT Operations Center(s) to support:
  - Access to DOT resources.
  - o Monitoring and control of traffic throughout the City and operational area.
  - Routing for Evacuation Task Force.
  - Routing for self-evacuating people.
  - Provision of field support to law enforcement for barricades, signage, and other traffic related services.
  - o Traffic engineers that will calculate traffic flow capacity and traffic routes available to move people in the correct directions.

#### <u>Solano Transportation Authority (STA)</u>

- □ Support strategy development for placement of Evacuation Assembly Points and mass-transit evacuation services for those without vehicles, to include special consideration for persons with functional and access needs.
- □ Communicate and coordinate with the EOC Operations Section for requests for support:
  - o Transportation resources
  - o Transit Entity Law Enforcement resources
  - Webpage updates to alert SolTrans passengers with emergency information.
  - o Changeable message signs at SolTrans stations that have such equipment to provide event messages/updates.