

**FIELD INCIDENT MANAGEMENT TEAM
EVACUATION BRANCH DIRECTORS
OUTLINE**

- Evacuation Branch Director Responsibilities
- Concept of Operation

A major incident occurring in any jurisdiction could cause a great many casualties, extensive property damage, fires, flooding and other related hazards. These effects could also be aggravated by other emergencies, on-going threats, and limited resources. The purpose of this document is to provide direction and guidance to the Evacuation Branch Directors in responding to significant incidents involving an Evacuation that exceeds the scope of incidents managed at the field level.

The goal is to meet the following objectives:

- Provide a CONOPS and identify roles and responsibilities for the Evacuation Branch Director
- Define procedures necessary for the implementing Evacuation plans ensure proper notification of emergency shelters, evacuation routes, and actions to take in the event of an evacuation warning or order is necessary
- Identify actions that can realistically be accomplished within a few hours to a few days to mitigate any adverse impact
- Ensure consistency with Federal, State of California, the Los Angeles County Operational Area, and other local governments' emergency response plans and operations
- Ensure compliance with Federal and State laws pertaining to emergency management and for people with disabilities.

Management of a significant incident is a critical function performed by members of different responding agencies. It is vital for Evacuation Branch Directors to be familiar with the department's evacuation protocols, as well as those of other responding agencies. All City departments that have responsibilities during an incident should be considered when developing an evacuation plan.

- Tasks that must be completed before, during, and after an incident;
- Position Task Book review;
- Position Deliverables during a planning cycle;
- Deliverables during an Ops briefing;
- Relief Considerations
- Personal Experience

**FIMT
EVACUATION BRANCH DIRECTORS**

INCIDENT SITUATIONAL AWARENESS

- TYPE OF INCIDENT - IAP
 - BRUSH/HAZMAT/EARTHQUAKE
 - PLANNED EVENT
- RATE OF BURN/RELEASE
- AREA OF IMPACT
- NUMBER OF EVACUEES
 - ADULTS, CHILDREN, SPECIAL NEEDS
 - ANIMALS
 - SMALL vs LARGE
- TYPE OF EVACUATION COMMUNICATION
 - EVACUATION ORDER
 - EVACUATION WARNING
 - SHELTER IN PLACE
 - VOLUNTARY
 - MANDATORY
- EVACUATION LOCATIONS
 - SAFE REFUGE AREAS
 - COMMUNITY SAFE AREAS
 - EVACUATION CENTERS
 - EMERGENCY SHELTERS
- TRANSPORTATION
 - ROUTES
 - ACCESS
 - APPARATUS
- LANGUAGE NEEDS
- LAW ENFORCEMENT

RESOURCES

- EMD
 - LIAISON
 - COORDINATE LOCATIONS
- LAPD/SHERIFF
 - SECURITY
 - ACCESS
- DOT
 - TRAFFIC CONTROL
- SQUADS
 - HAZMAT
 - AIR MONITORING
- LAUSD
- ANIMAL REGULATION
- MTA – TRANSPORTATION

ACTIONS – (Lead Time Critical)

- LIAISON
 - EMD
 - LAPD
 - CP
 - TAC PLANNING (MAPS)
- ICS - DETERMINE GROUPS
 - EVAC GROUP
 - TRANS GROUP
 - SHELTER GROUP
 - SEARCH GROUP
 - REHOUSING GROUP
- ID LAPD COUNTERPART
- ID ACCESS ROUTES
- ID EVACUATION NEEDS
- COMMUNICATIONS
 - PUBLIC
 - REVERSE 911
 - MESSAGE
 - SHELTER LOCATIONS
 - PIO
 - EVAC ROUTES
 - AREAS IMPACTED
 - WARNINGS/ORDERS
 - CELL PHONES
 - TAC CHANNEL
- DOCUMENTATION

NOTIFICATIONS

- EOC
- EMD
- LAUSD
- RECREATION AND PARKS
- ANIMAL CONTROL
- DOT
- MTA
- RED CROSS
- VOLUNTEERS – CERT MEMBERS
- CITY OFFICIALS/AFFECTED COUNCIL DISTRICTS
- CODE 20

BRUSH EVACUATION PLAN

This plan will assist personnel from the Los Angeles Fire Department, the Los Angeles Police Department and other City Departments in the implementation of an evacuation from the High Hazard Brush Severity Zones of the City.

Definitions:

Evacuation Order – The movement of people out of a defined area due to an immediate threat to life and property in an emergency incident, which may be Mandatory or Voluntary.

Evacuation Warning – The alerting of people in a defined area due to the potential threat to life and property from an emergency incident.

Shelter in Place - Advising people to stay secured inside their current location. Only used if the safety of the citizens can be assured if they remain or if evacuation will cause a higher potential for loss of life.

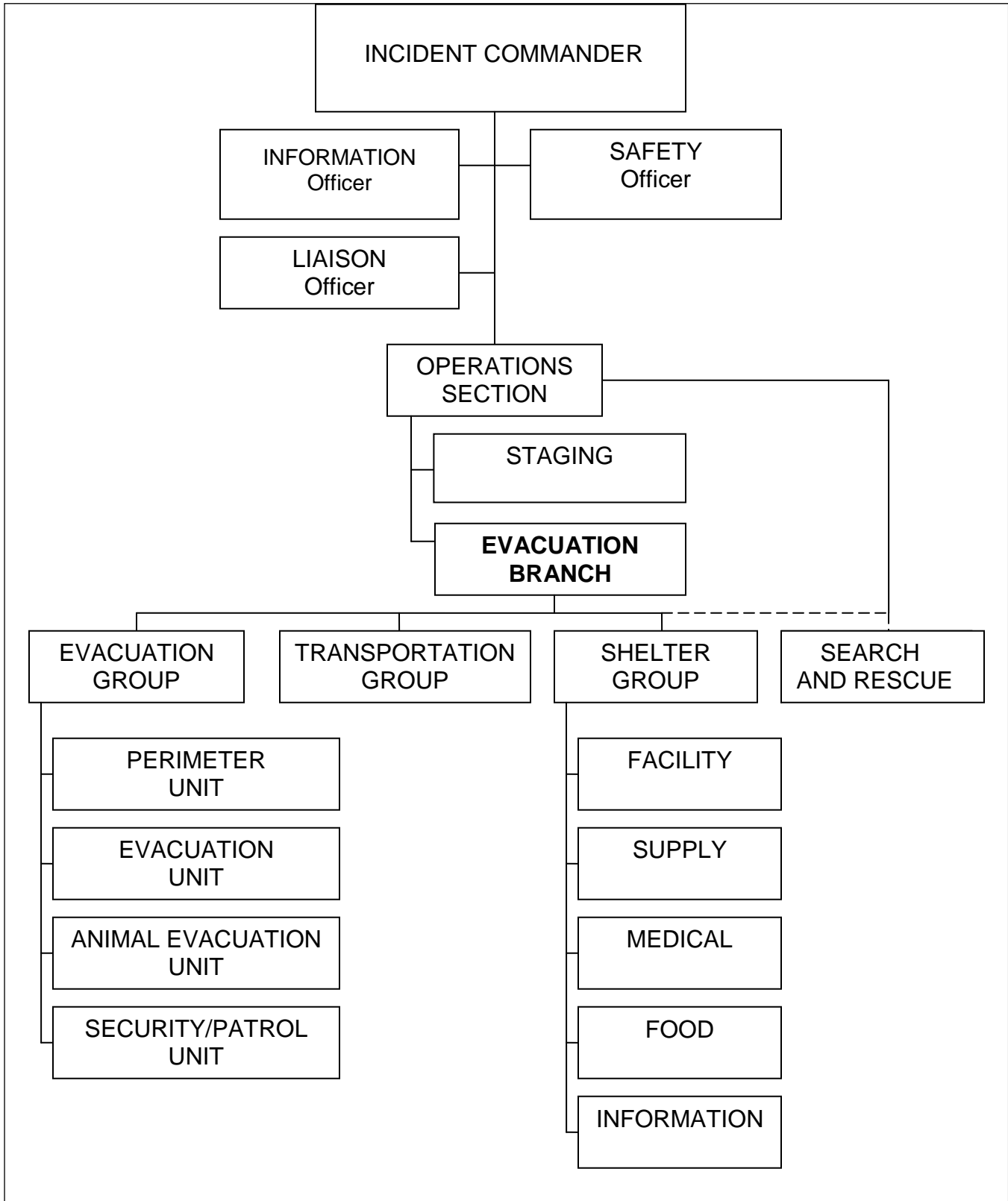
Instructions:

1. Set-up command post proximal, but not so it will interfere with the ICP and obtain intelligence on direction and rate of fire spread.
2. Request a LAPD Command Officer for the Deputy Branch/Group Director position if warranted by scope of incident.
3. Minimum objectives for evacuation should include:
 - Provide for officer safety - LCES
 - Determine type of evacuation for each affected or potentially affected area(s).
 - Develop a collaborative multi-agency evacuation plan based on the incident situation with clear designation of responsibilities (*see reverse side*).
 - Order resources, logistical needs and other agencies as needed through I/C.
 - Implement a “Traffic Plan” to include, Primary/Secondary Evacuation Routes, Emergency Resource Access, and perimeter Traffic Control Points (TCP’s).
 - Implement a “Communication Plan” to ensure coordination between agencies.
 - Obtain assistance from EOC, OCD or LAUSD to establish Regional Shelter(s).
 - Identify Community Safety Areas and Neighborhood Survival Sites in affected area and ensure they are supported (*consider use of Brush Patrol and/or Rescue Ambulance*)
 - Maintain situation status using real time updates (air reconnaissance, Rate of Spread tool, Planning, etc.) on operational area maps.
 - Coordinate emergency rescue requests with IC, Ops and affected Divisions.

City of Los Angeles Evacuation Plan Packet

- Utilize 800’ Battalion Brush Evacuation Maps to define and clarify objectives.
- Utilize Canyon/Brush Area Maps to assist LAPD/LAFD evacuation teams.
- Utilize Canyon/Brush Area Descriptions to assist in determining evacuation routes, access routes, traffic control points, and location of public shelters.
- Utilize Brush Evacuation Plan Worksheet to assist in developing the Evac Plan.

EVACUATION INCIDENT COMMAND SYSTEM



NOTE: IMPORTANT TERMINOLOGY:

Safe Refuge Area: This is a temporary area that can be used for spontaneous "no notice" evacuations before an official "Evacuation Center" can be established. Safe Refuge Areas can be any location out of harms way (e.g. such as a community center, school playground, park, open space area). Safe Refuge Areas are not intended to take the place of a Evacuation Center, they are a temporary location for people to congregate at until:

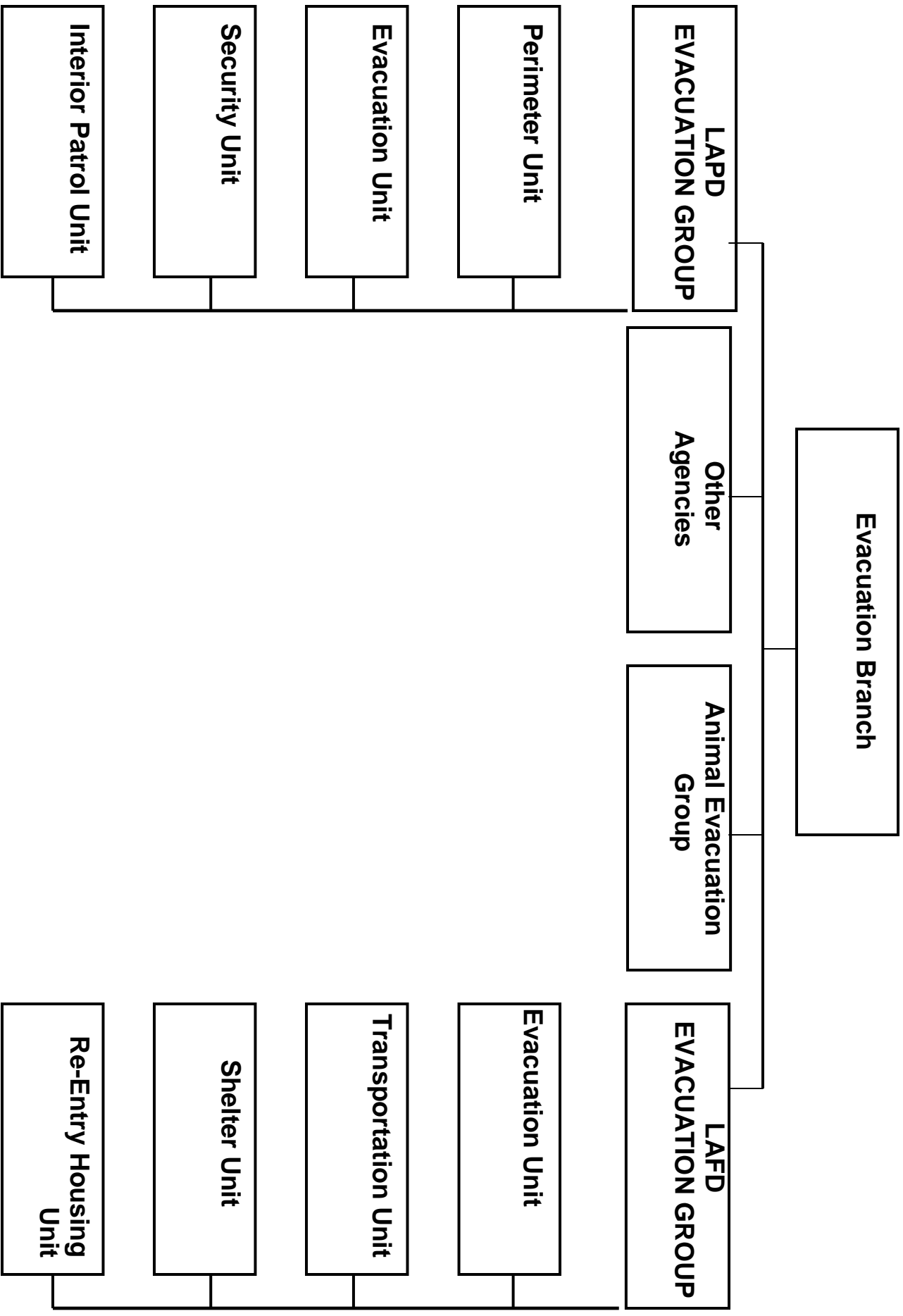
- a) an Evacuation Center can be established and opened by the Shelter/Welfare agencies, or
- b) the situation that warrants the evacuation will last less time than it would take to mobilize Recreation and Parks/Red Cross and establish an Evacuation Center. When possible, Safe Refuge Areas should be avoided, When possible, the Shelter/Welfare agencies should be contacted to determine an Evacuation Center location and even if the facility is not operational yet, evacuees should be directed to that location to avoid moving evacuees multiple times.

Community Safety Sites: Immediate Need (Temporary)

The Community Safe Areas are "Immediate Need" based on spontaneous "no notice" evacuation before an official Evacuation Center can be established. These are typically locations out of harms way and are only temporary until the public can be relocated or the situation is no longer warranted. The evacuation routes are also based on access to the communities/Areas. In the event of an emergency, access points at specific locations should help to obtain the optimum deployment of resources while facilitating evacuation of personnel, animals, and "special needs" individuals.

Evacuation Center: An area established for temporary evacuation for any duration (usually more than a couple hours or greater). Evacuation Centers are usually opened at locations that are approved Emergency Shelter locations in case the incident requires the Evacuation Center to be converted into an Emergency Shelter because of duration. The only agencies able to determine which location can and will be utilized for an Evacuation Center is Rec & Parks or Red Cross. (Evacuation Centers MAY provide snacks, bottled water, coffee and other basic beverages.)

Emergency Shelter: A location utilized to house evacuees overnight or for a duration that requires sleeping accommodations and feeding operations. Emergency Shelters MAY also have basic first aid stations within them staffed by an EMT or Shelter Nurse. The only agencies able to determine which location can and will be utilized for an Emergency Shelter is Rec & Parks or Red Cross (LAUSD may provide a facility that is chosen by Red Cross).



Brush Evacuation Plan

Date/Time Plan Completed _____

I. Incident Name/Location: _____

II. Plans Action

This plan will be used to determine areas that require evacuation, types of evacuation, the traffic plan, the communication plan and the public shelter and refuge areas.

- Evacuation Order**
- Evacuation Warning**
- Shelter in Place**

Operational Period of Plan:

Immediate

Delayed

Date: _____ Time: _____ hrs to: _____ hrs

Incident Commander(s) name/agency

Unified Command: Yes No

I/C _____ Agency _____

Deputy _____ Agency _____

Evacuation Group Leader or Branch Director(s):

Leader/Director _____ Agency _____

Deputy _____ Agency _____

Persons authorized to initiate/lift Evacuation Orders, Warnings and Sheltering in Place:

Name _____ Agency _____

Name _____ Agency _____

III. Identify Evacuation Areas

- Utilize LAFD 800' Brush Evacuation Map(s), LAFD Wildland Operational Guides, Thomas Bros. Map Book or other appropriate map to determine canyons or brush areas in need of evacuation.
- Identify direction of spread of fire, gas, cloud, etc. by observing direction of smoke/cloud and wind direction. *(Confirm assessment with the Incident Commander or the Ops Section Chief).*
- Determine where the head of the fire will be within 30 minutes, 60 minutes, and 90+ minutes to determine evacuation priorities and which agency will be responsible for specific areas.
- Consider the head of the **fire to be moving at 1½ to 2 miles per hour** when measuring distance with the LAFD Rate of Spread Tool, 1" = 800' Map Scale or Thomas Bros. Map grids (.5 miles wide) to assist in determining evacuation type.

- Identify all areas affected by the incident as either safe, sheltering in place, or the type of level evacuation required. **Specifically identify each area in one of the sections below (1, 2, or 3).**
- Note date/time on 800' Evacuation Map so evacuation information can be kept current.

Note: Voluntary evacuations ordered early can significantly reduce the local population if a mandatory evacuation later becomes necessary.

1. Determine area(s) requiring an Evacuation Order :

- *Specify the level of evacuation as either **Mandatory** or **Voluntary**.*
- *Be specific; use street names, LAFD Operational Areas, Thomas Guide grids, or other predominate geographical features to identify the boundaries (N, S, E & W) for all sides of each area.*

2. Determine area(s) requiring an Evacuation Warning :

- ***Evacuation Warning Areas** should be large enough to include those areas within the potential projected spread within the next 12 to 24 hours.*
- *Be specific; use street names, LAFD Operational Areas, Thomas Guide grids, or other predominate geographical features to identify the boundaries (N, S, E & W) for all sides of each area.*

3. Determine area(s) safe for citizens to Shelter in Place :

- *In some situations potential evacuees would be safer to remain inside rather than take the risk of moving through a hazardous environment. The decision to shelter in place should only be made if the safety of the citizens can be assured if they remain or if evacuation will cause a higher potential for loss of life.*
- *Be specific; use street names, LAFD Operational Areas, Thomas Guide grids, or other predominate geographical features to identify the boundaries (N, S, E & W) for all sides of each area.*

Generally, the level of evacuation for all areas will need verification and approval by either the Incident Commander(s) or Operations Section Chief and incorporated into the Incident Action Plan. Hot Zones should be evacuated by LAFD and all other areas by LAPD during brush fires.

IV. Develop Incident Traffic Plan

1. Determine Evacuation Routes for Incident.

- First priority for evacuation routes should be for Evacuation Order areas; Evacuation Warning areas should be determined second.
- Utilize 800' Battalion Brush Evacuation Maps to assist in selection of Primary (Blue) and Secondary (Green) Evacuation Routes.
- Coordinate routes with Incident Commander or Operations Section Chief, Logistic Section Chief, and Public Shelters.
- Identify and request logistical needs such as transportation (vans, school buses, etc.), barricades, physical barriers, Ambulances, etc.
- Display Evacuation Routes on Evacuation Maps and/or Incident Maps.

List Primary and Secondary Evacuation Routes

V. Identify Public Shelters

1. Identify Regional/Red Cross Shelter(s) for Incident.

- Coordinate efforts through LAUSD, LAPD Dispatch, LAFD OCD, EOC, DOC and PIO's. Identify priority areas, approximate number of evacuees, and possible duration of incident.
- **Call the LAUSD** for assistance in selecting a "High School" Regional/Red Cross Shelter.
Note: LAUSD will notify Red Cross to support their facilities.
- Staff Regional/Red Cross-Shelters with Law Enforcement and Fire Information Officers.
- Augment Logistical support as needed.
- Highlight selected Red Cross Shelter(s) on Evacuation Map and/or Incident Map.

Note: Agency Contact Numbers at end of Document

List Regional/Red Cross Centers (Name and Address)

Note: Consider one (1) Regional/Red Cross Center on each side of the incident.

2. Identify locations of Community Safety Areas, Neighborhood Survival Sites or an Emergency Rescue request.

- Utilize 800' Battalion Brush Evacuation Maps or Canyon/Brush Area Maps to identify/highlight predetermined Community Safety Areas, Neighborhood Survival Sites or Emergency Rescue request in evacuation areas.
- Define resources ("Rescue Teams") to ensure the safety of persons that have evacuated to Community Safety Areas, Neighborhood Survival Sites or for persons that are in need of an emergency rescue.
- Coordinate all emergency rescue resource deployment with Incident Commander and/or Operations Section Chief and appropriate Division Commander.
- Augment Logistical support as needed.
- Highlight selected Community Safety Areas or Neighborhood Survival Sites on Evacuation Map.

List Community Safety Areas and Neighborhood Survival Sites in evacuation areas.

Note: Address, Operational Area, Thomas Guide Grid and GPS Coordinates can be found on the Canyon/Brush Area Description Sheets.

