



# **CITY OF BELLEVUE**

# **EVACUATION**

# **ANNEX**

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**LEAD AGENCY:** Police Department

**SUPPORT AGENCIES:** City Manager's Office  
Emergency Preparedness Division  
Civic Services Department  
Utilities Department  
Fire Department  
Transportation Department  
Parks and Community Services Department  
Planning and Community Development Department/  
Development Services Department  
City Attorney's Office  
City Clerk's Office  
Human Resources Department

## **I. INTRODUCTION**

Evacuation is the process of removing people from a threatened or dangerous area. Evacuations take place when lives are put in danger due to an actual or impending disaster or emergency. Evacuations occur under many different circumstances and may be organized, phased and/or supervised. The City of Bellevue may need to evacuate to different extents depending on the particular disaster or emergency event. For example evacuation may be required for just a few homes as in the case of a water main break, or an entire neighborhood might need to be evacuated due to a wildland-urban interface fire. Major portions of the downtown core area or an industrial area of the City may need extensive evacuations due to an earthquake, gas pipeline rupture, or hazardous materials release. Evacuations are often multi-discipline and multi-jurisdictional activities, making successful evacuations challenging to execute due to the level of coordination required among agencies and jurisdictions.

The role of government is to support evacuation by providing coordination with law enforcement, provide clear direction to safe alternate destinations, lend support to transportation activities by keeping roads passable, to bolster en-route progression with evacuee support logistics (fuel, food, water), destination support in terms of receiving areas and sheltering, transportation support for high-concentration urban areas and coordination of re-entry.

In the City of Bellevue, as in other locations in the Pacific Northwest, advanced warning is not always possible and key strategies such as contra-flow, which are used in other portions of the U.S., have little application pre-disaster. Additionally, the City of Bellevue is uniquely located between two large lakes, which poses a potential evacuation challenge if the bridges are rendered impassable.

## **Shelter in Place**

Since advance notice greatly affects the ability of a jurisdiction to successfully evacuate the public, there may be situations in which it is safer and more practical to advise people to stay in their current location. This concept is known as sheltering in place. The main premise behind sheltering in place is the ability to depend on personal stockpiles of food, water and essentials during a disaster; personal preparedness being the key. (See Attachment # 1)

In appropriate situations, sheltering in place may increase citizen safety by reducing potential citizen exposure to dangerous conditions or situations. Furthermore, by appropriately utilizing sheltering in place in coordination with necessary evacuations, the volume of evacuees may decrease. An example of when shelter in place and an evacuation order are used simultaneously, is a wildland-urban interface fire. In areas where fire encroachment may require evacuation of one neighborhood, a nearby neighborhood may be able to simply shelter in place to avoid hazardous conditions. This combination of protective actions allows officials to facilitate an evacuation and streamline the evacuation process by lessening the number of evacuees.

There are some hazards that require complex choices to determine appropriate protective actions. In some situations either evacuation or sheltering is clearly preferred. These include the following:

### **Evacuation is preferable when:**

- People can be evacuated before onset of hazardous conditions
- Hazardous conditions will be present for an extended period of time.

### **Shelter in place is preferable when:**

- Conditions make evacuation impossible
- The incident or the hazardous conditions will only be present for a short amount of time

### **Either protective action is feasible when:**

- No fatalities are expected
- The public may refuse to take an action, the choice may be limited to one alternative

In order to minimize traffic congestion a phased evacuation may be necessary. Phased evacuation involves evacuating smaller zones of the at risk region, prioritizing evacuees at greatest risk. This concept is most effective with advance notice.

## A. Purpose of Annex

The purpose of this Annex is to provide the guidelines staff will utilize to coordinate safe and orderly evacuations. This Annex does not recommend a specific evacuation plan, as each incident will have different evacuation requirements. Instead, this plan identifies evacuation tools, concepts, support strategies and resources that may be utilized solely or in combination to coordinate and implement an evacuation. It is understood that the Incident Commander will direct the development of specific evacuation plans and routes at the time of the emergency, specific to the known hazards at the time of the incident.

The protection of life is the primary objective in any evacuation planning effort. The City of Bellevue strives to meet the following objectives:

- ✓ Achieve accurate situational assessments
- ✓ Leverage coordination efforts
- ✓ Execute timely and efficient response
- ✓ Maximize resource allocation
- ✓ Avoid redundancy of efforts
- ✓ Produce accurate event documentation
- ✓ Capitalize on lessons-learned

## B. Scope

Evacuation planning must be scalable to meet the requirements and demands of each incident. This Annex includes tools that assist the Incident Commander to rapidly identify high priority evacuation areas, and those areas of potential risk.

### 1. Geographic Scope (And City Overview)

The City of Bellevue is located in King County, 8 miles (13 km) East of Seattle, Washington and is set between two large lakes: Lake Washington on the West and Lake Sammamish on the East. The City shares its boundaries with the municipalities of Kirkland, Redmond, Renton, Newcastle, Beaux Arts, Issaquah, Medina, Hunts Point, Yarrow Point, and Clyde Hill, as well as unincorporated areas of King County. Bellevue encompasses roughly 30.1 square miles.

An understanding of the amount, type and spatial distribution of land uses within the City is an important consideration in the development of a sound evacuation Annex. The City's Planning and Community Development Department has categorized land use in the City. (**Comprehensive Land Use Plan Map – Appendix 7**)

First responders have a critical role in evacuation planning, as a result the type and location of public emergency services are an important consideration in evacuation. The location of City of Bellevue fire stations, City Hall (which includes the main police station), and police substations in the City are shown in the Emergency Operations Plan (EOP) Appendix 6, Attachment A.

Floodplains in Bellevue are small, and floods occur only during periods of exceptionally heavy rainfall. The primary focus for these areas in evacuation planning is to note hazards associated with the areas more prone to stability degradation. If uninterrupted by development, the areas shown on a map as floodplains should be able to handle the severest (regional) flood. Identification of low lying areas is important to consider in evacuation planning for the purpose of understanding where chemicals may settle and concentrate during a spill or chemical release incident. The City has identified the watershed/floodplain areas and liquefaction zones (EOP, Appendix 6, Attachment F).

## **2. Potential Evacuation Populations**

Population concentrations and trends are important when prioritizing evacuation strategies. Bellevue's official 2008 population is 119,200 residents, comprised of 45,836 households. The EOP Appendix 6, Attachment B shows the Emergency Response Priority Streets. The City has approximately 140,000 jobs, with a daytime influx of 76,800 people, making it the second largest urban center in King County, and the fifth largest city in the state. Residential development makes up approximately half of the total City area.

Residential concentrations are scattered throughout the City, with higher amounts of multi-family development in the Crossroads and Downtown areas. As with any community, the City has populations of high risk individuals and special needs populations who are scattered throughout the City. According to the Washington State Department of Social and Health Services, there are currently 125 adult family homes with 706 beds; nine boarding homes with 186 beds and one nursing facility with 129 beds for a total of 1,021 beds).<sup>1</sup>

### **Downtown Populations**

Bellevue has a significant downtown business core that includes 34 high rise buildings. Bellevue defines a high rise as any building that is 7 stories high or greater, or 75' in height from the lowest accessible point. It is estimated that in 2010, Bellevue will have a downtown residential population of 9,800 and 49,000 downtown jobs which results in a total

daytime population of 58,800. By 2020, the downtown forecast increases to 14,000 residents, 63,000 jobs, and a daytime population of 77,000.

## **Transportation**

An efficient transportation system is essential to the social and economic development of the City and region. The City is served by three public transit bus systems; King County Transit, Community Transit and Sound Transit. Each weekday approximately 900 buses travel through the Bellevue Transit Center bringing 38,000 workers to the city. Daily Bellevue-bound car traffic comprises approximately 585,000 vehicles. Two-hundred-thirty-three thousand of those vehicles originate outside of Bellevue. Additionally, Interstate 405 handles a volume of 188,000 cars per day. Projections can be made to approximate the time it might take to evacuate the City of Bellevue at different times of the day and night, and the turnaround time necessary to accommodate a certain flow rate and volume of possible evacuees. The EOP Appendix 6, Attachment B shows the Emergency Response Priority Streets.

The City is served by two Inter-state highways (I-90 and 405) and one State Route (SR 520). Interstate 405 serves the City as a primary evacuation route, running north and south through the City. In addition to the Interstate and intrastate highways and other private roads, the City maintains 390 centerline miles or 942 calculated lane miles of local roadways. Bellevue has classified city streets according to their function, which can be characterized in planning evacuation routes.

**Major/Principal arterial streets** can provide efficient direct routes for long-distance auto travel within the region. Streets connecting freeway interchanges to major concentrations of commercial activities are classified as major arterials. Traffic on major arterials is given preference at intersections, and some access control may be exercised in order to maintain the capacity to carry high volumes of traffic.

**Minor arterial streets** provide connections between major arterials and concentrations of residential and commercial activities. The amount of through traffic is less, and there is more service to abutting land uses. Traffic flow is given preference over lesser streets.

**Collector arterial streets** are two or three-lane streets that collect (or distribute) traffic within a neighborhood and provide the connections to minor or major arterials. Collectors serve neighborhood traffic, and also provide access to abutting land uses. They do not carry much through traffic, and tend to be compatible with residential neighborhoods and local commercial areas.

**Local streets** provide access to abutting land uses, and carry local traffic to the collector arterials.

The Washington Association of Sheriffs & Police Chiefs have a model for determining the time needed to evacuate taking into consideration additional time consuming factors inherent in the evacuation process. The following formula can be used to estimate the time needed to evacuate a threatened area:

$$\boxed{TD + TA + TM + TT = TN}$$

**TD** = Time from response to decision to evacuate.

**TA** = Time needed to alert and instruct the public, usually estimated to be from 15-60 minutes, depending upon the time of day, etc.

**TM** = Time needed to mobilize the population once warned. Under ideal circumstances, 500 vehicles can pass a single point in one hour on urban streets and 850 vehicles can pass a single point in one hour based on two lane rural roads. Estimate four persons per vehicle. Adjust accordingly for rain, snow, and poor road conditions.

**TT** = Time required to leave the hazard area.

**TN** = Total time required to evacuate.

While the primary focus of this section is the private auto and the roadway network it requires, the street system must also support transit and ridesharing vehicles, freight movement and non-motorized transportation.

**3. Parties Involved in Planning and Conducting an Evacuation**

The City of Bellevue Evacuation Annex was prepared under the guidance of the Emergency Preparedness Division. In order to facilitate planning, a committee was formed consisting of various City officials representing each City department. Periodic meetings were held with the Committee to provide input on the types of hazards to be considered, appropriate evacuation strategies and to review draft reports. Committee members are as follows:

<b>Committee Member</b>	<b>Representing Agency</b>
Lisa Jackson	Fire Department- Emergency Preparedness Division (EPD)
Captain Bill Bryant	Police Department
Gary Clesson	Information Technology (IT) Department
Bob Derrick	City Manager’s Office (CMO/Economic Development

Captain Mike D. Johnson	Police Department
Ron Kessack	Transportation Department
Emil King	Planning and Community Development (PCD)
Cathryn Laird	Human Resources (HR) Department
Lt. Michael Shovlin	Police Department
Michael Lubow	City Attorney's Office
Tony Marcum	Utilities Department
Mike Matteson	EARS (Ham Radio Group)
Ron Matthew	Planning and Community Development (PCD)
Tom McFarlane	Development Services Department (DSD)
Michelle Murphy	City Clerk's Office
Matt Nienaber	Fire Prevention
Jerry Nissley	Parks Department
Liz Rector	Finance Department
Steve Sackenreuter	Civic Services Department
Sheida Sahandy	City Manager's Office (CMO)
Shawnee Schaeffer	Dispatch
B/C Steve Thomas	Fire Department – Emergency Preparedness Division (EPD)
Tim Waters	City Manager's Office (CMO)/ Public Information Officer (PIO)
Ann Boyd	Information Technology (IT) Geographic Information Systems (GIS)
Michael Bishop	Information Technology (IT) Geographic Information Systems (GIS)
B/C Marty LaFave	Fire Department
D/C Warren Merritt	Fire Department

Effective evacuation management requires coordination of the City's Evacuation Annex with other internal plans and surrounding jurisdictions' supporting plans. King County Office of Emergency Management is expected to de-conflict the evacuation plans throughout the region.

The following is a list of participants that could be called on to coordinate or support evacuation efforts on a regional level:

- King County OEM
- City of Seattle
- City of Mercer Island
- City of Renton
- City of Redmond
- City of Kirkland

- City of Issaquah
- City of Medina
- Town of Hunts Point
- Town of Yarrow Point
- Town of Beaux Arts Village
- City of Newcastle
- Washington State Emergency Management Division (EMD)
- Transportation and transit providers
- Organizations and private-sector companies that may support an evacuation
- Bellevue School District
- American Red Cross (ARC)
- Eastside Amateur Radio Support Group (EARS)
- The American Humane Society

The following is a comprehensive list of the emergency management plans that were reviewed and/or referenced:

**City of Bellevue Plans:**

- City of Bellevue Emergency Operations Plan (EOP) (05/02/08)
- City of Bellevue Facilities Emergency Procedures Handbook (4/06/07)
- City of Bellevue Comprehensive Plan
- City of Bellevue Emergency Operations Center (EOC) Manual
- City of Bellevue Police Department All Hazard Plan for Unusual Occurrences and Special Operations, Appendix A, p A-20-A29 (3/20/07)
- City of Bellevue Police Department – Policies and Procedures Manual
- City of Bellevue Finance Department Policies and Procedures Manual
- City of Bellevue Human Resources Department Policies and Procedures Manual
- City of Bellevue Hazard Mitigation Annex to the King County Regional Hazard Mitigation Plan 5/30/08
- City of Bellevue Hazard Identification and Vulnerability Analysis (HIVA) 8/1/07
- City of Bellevue Parks and Community Services Department Standard Operating Procedures for Shelter Management
- City of Bellevue Transportation Department Standard Operating Procedures
- City of Bellevue Transportation Department Emergency Operations Manual
- City of Bellevue PCD Emergency Operations Center Standard Operating Procedure
- City of Bellevue PCD Emergency Response Plan
- Bellevue Utilities Department – Standard Operating Procedures
- Bellevue Utilities Emergency Management Plan
- Bellevue Utilities Water Security and Response Plan

- City of Bellevue, City Hall Evacuation or Shelter Plan (contact Facility Services)
- City of Bellevue Risk Management Plan
- City of Bellevue Fire Department Strategic Plan 2002-2012
- City of Bellevue Fire Department – Standard Operating Procedures (SOP)
- City of Bellevue PIO Emergency Operations Notebook
- City of Bellevue EAS Manual - 911/Dispatch
- City of Bellevue Land Use Code
- Flood Insurance Study for Bellevue
- City of Bellevue Transportation Department BKR (Bellevue Kirkland Redmond) Base Year Model Report
- Eastside Regional Communications Center/Bellevue Dispatch - SOP
- City of Bellevue – Police - Unusual Occurrence & Evacuation Manual

#### **Regional Plans:**

- Eastside Hazardous Materials Response Team Inter-local agreement
- Regional Hazard Mitigation Plan (RHMP)
- Olympic Pipeline Plan
- Eastside Amateur Radio Support Manual
- Eastside Hazardous Materials Team Standard Operational Guidelines

#### **King County References:**

- King County UASI Evacuation Template Project
- King County Regional Disaster Plan (RDP) for Public and Private Organizations
- Regional Hazard Mitigation Plan (RHMP)
- King County Washington, Emergency Management Plan (KC-EMP) Emergency Support Function (ESF) 24 Evacuation, February 2002
- King County Fire Resource Plan
- King County Multiple Casualty Incident Plan
- Central Puget Sound Emergency Alert System Plan

#### **Washington State References:**

- Washington State Fire Services Resource Mobilization Plan
- Washington State Military Department, Emergency Management Division Natural Hazards, Technological Hazards  
[http://emd.wa.gov/hazards/haz\\_natural.shtml](http://emd.wa.gov/hazards/haz_natural.shtml)
- Washington State Hazard Mitigation Plan  
[http://emd.wa.gov/hazards/haz\\_technological.shtml](http://emd.wa.gov/hazards/haz_technological.shtml)
- Hazard Analysis for the State of Washington
- Washington State Comprehensive Emergency Management Plan (CEMP)
- Interstate Mutual Aid Compact or Emergency Management Assistance Compact (EMAC)

### **Out of State References:**

- Planning Protective Action Decision-Making: Evacuate or Shelter-In-Place? John Sorensen, Barry Shumpert, Barbara Vogt, Environmental Sciences Division, June 2002 for the Federal Emergency Management Agency, Chemical Stockpile Emergency Preparedness Program by Oak Ridge National Laboratory, managed by UT-Batelle

### **Federal References:**

- Homeland Security Act of 2002
- Homeland Security Presidential Directive/HSPD-5.
- Homeland Security Presidential Directive/HSPD-7
- Homeland Security Presidential Directive/HSPD-8.
- National Response Plan (NRP) of 2004, with Notice of Change amendments from 2006.
- Subsequent National Response Framework January 2008
- Pets Evacuation and Transportation Standards Act of 2006.
- Department of Homeland Security Overviews: ESF and Support Annexes, Coordinating Federal Assistance In Support of the National Response Framework January 2008
- National Incident Management System (NIMS)
- National Warning System (NAWAS),
- National Infrastructure Protection Plan (NIPP)
- National Preparedness Goal
- Capabilities Based Planning Tools (Scenarios, UTL, TCL)
- National Response Framework Mass Evacuation Incident Annex, June 2008

## **II. AUTHORITIES**

Any evacuation plan must be developed and maintained pursuant to relevant local, county, state and federal statutes and regulations. Every effort has been made to ensure consistency between the existing plans and the new evacuation Annex and to be compatible with pertinent local, State, and Federal regulations.

In the event of an escalating emergency outside city limits, the Sheriff of the affected county has the authority to recommend an evacuation of residents. Within incorporated jurisdictional limits, the mayor or designee (as indicated in the City of Bellevue EOP) has statutory authority to order an evacuation.

### **A. Local Laws**

- Bellevue City Code Chapter 3.98: Emergency Services Organization
- Bellevue City Code Chapter 9.22: Mayor's Emergency Powers
- Bellevue Clearing & Grading Code, BCC (Bellevue City Code)

- 23.76.025, Permit Exemptions (emergency exemption)
- Bellevue Land Use Code, BCC 20.25H.055, Emergency Actions (Critical Areas Performance Standards)

## **B. State of Washington**

### **Washington Administrative Code (WAC)**

- Chapter 118-04, WAC, Emergency Worker Program.
- Title 118, WAC, Military Department, Emergency Management.
- Title 118, WAC, Military Department, Emergency Management
- Title 118-30, WAC, Local Emergency Management/Services Organizations, Plans and Programs
- Title 296-62, WAC General Occupational Health Standards

### **Revised Code of Washington (RCW)**

- Chapter 38.52, RCW, Emergency Management.
- Chapter 38.08, RCW, Powers and Duties of Governor.
- Chapter 38.12, RCW, Militia Officers.
- Chapter 38.54, RCW, Fire Mobilization.
- Chapter 35.33.081 RCW and 35.33.101 RCW, as amended
- Chapter 35A.38.010, RCW Emergency Services – Local Organizations (Code Cities)
- Chapter 34.05, RCW, Administrative Procedures Act.
- Chapter 43.06, RCW, Governor's Emergency Powers.
- Chapter 43.105, RCW, Washington State Information Services Board (ISB).
- Chapter 10.93, RCW, Washington Mutual Aid Peace Officers Power Act (from EOP)
- Chapter 42.14, RCW Continuity of Government Act (from EOP)
- Chapter 43.43, RCW Washington State Patrol - State Fire Service Mobilization Plan (from EOP)
- Chapter 49.60.400, RCW Discrimination, Preferential Treatment Prohibited (from EOP)

## **C. Federal**

- Code of Federal Regulations Title 44, Part 205 and 205.16.
- Public Law 920, Federal Civil Defense Act of 1950, as amended.
- Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Assistance Act.
- Public Law 93-288, Disaster Relief Act of 1974, as amended
- Public Law 96-342, Improved Civil Defense 1980

- Public Law 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA)
- Public Law 105-19, Volunteer Protection Act of 1997.

### **III. CRITICAL ASSUMPTIONS**

#### **A. Regulatory Issues**

When local resources have been, or are expected to be exhausted, or overwhelmed, including automatic and local mutual aid, then assistance can be requested through the King County Office of Emergency Management (KCOEM) Should the incident escalate to a magnitude requiring State level resources, KCOEM will receive and act on requests for assistance from the City of Bellevue and forward requests to the State Emergency Operations Center as appropriate. Requests for federal resources or defense related support will be made through the King County Emergency Coordination Center or directly to the Washington State Emergency Operations Center who will forward the request to the appropriate agency.

The King County Office of Emergency Management will support the City of Bellevue's evacuation and sheltering activities when local resources have been or are anticipated to be exhausted. The King County Office of Emergency Management will coordinate with federal, state, volunteer, and private agencies.

#### **B. Local Parameters**

- This Annex is part of, and will be used in conjunction with, other elements of the City of Bellevue's Emergency Operations Plan (EOP).
- All departments and the City will operate within the Incident Command System (ICS) structure, as set forth in NIMS.
- The Incident Commander (IC) will be responsible for the management, coordination and command of field activities.
- The IC will be supported by the EOC and its staff to facilitate an efficient and effective response.
- In a multi-department, multi-jurisdiction or multi-agency incident/event, Unified Command may be established to develop a common set of incident objectives and strategy, make joint decisions, and maintain unity of command.

## C. Local Limitations

The information and procedures included in this Annex have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this Annex that in major emergencies and disaster situations a perfect response to all incidents will be practical or possible. Numerous circumstances can limit the response capabilities of the jurisdiction, or create situations that are beyond the capabilities of the jurisdiction. The City can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time the situation occurs. The following are some local limitations that were identified:

- It is assumed that City resources will be quickly overwhelmed. It is likely that the City EOC will be requesting assistance from surrounding jurisdictions and various levels of government.
- In a disaster or major emergency, Bellevue's utilities, transportation, and communications systems may be impacted which could result in disruption or shutdown of portions of these systems.
- Disruption or damage to one system or part of the infrastructure may cause disruption or damage to another system due to the interrelated nature and dependency of one system on another.
- Spontaneous evacuations can and often do occur and should be acknowledged as a natural outcome of a threat event and every effort will be made to coordinate planned evacuation strategies with unplanned spontaneous evacuation events. Incident Commanders will initiate evacuations when necessary and will request support of other departments as needed and/or activation of the EOC to assist with coordination.
- Schools, hospitals, and adult care facilities will have their own plans in place, but may not have completed or updated them.
- The Red Cross will not staff special needs shelters, but they may assist with training staff on shelter operations.
- Pets and livestock are not allowed in Red Cross Shelters.

Each incident will have a unique set of circumstances that will have to be evaluated to determine priorities. The City of Bellevue has identified daytime and evening evacuation routes (see the EOP under Appendix 6,

Attachment C & D) If an evacuation becomes necessary during heavy snowfall, pre-identified clearing routes should be referenced (see Appendix 6, Attachment E in EOP). Debris generated by an incident may cause an additional evacuation challenge.

### **Urban Evacuation Considerations**

Unique considerations for urban areas are high rises, shopping malls, and business districts due to their high population density. Populations from these areas could try to evacuate simultaneously by car or on foot, either by directive or spontaneously and may require use of coordinated transportation out of the area. People may begin evacuating while the public safety and transportation authorities are still activating additional assets to manage the evacuation. The three general modes of transportation available to individuals are: private vehicle, public transit or walking. People who are already in a private vehicle, along with those who can access their vehicles quickly, will create a sudden surge of vehicles. Law enforcement and transportation assets may be used to maintain a corridor through the city streets for the use of emergency responders, and prevent people from entering the dangerous areas.\*

### **Assumptions about Urban Evacuation Behavior**

Evacuating residents out of the City of Bellevue will be a challenging mission even under ideal conditions. It is characteristic of individuals to do what is familiar and routine. Research into disaster and evacuation situations indicate that this behavior persists in emergency situations and may result in a substantial segment of the population deciding to stay put, even when warned of imminent danger. Evacuations could also be hampered by the public's comfort level and concern about the challenges of evacuating the young, old or medically fragile, leaving pets behind and property left unattended.<sup>2</sup>

## **IV. HAZARDS**

Identifying and analyzing the hazards in a community is an important and vital step in the evacuation planning process. The Regional Hazard Mitigation Plan has addressed these issues by focusing on the following:

- Identification of the types of natural and human caused hazards that can affect the City
- An analysis of the hazard vulnerabilities identified in Bellevue
- History of previous occurrences of hazard events

\* See EOP ESF 7, Attachment C for Potential Staging and Evacuation Areas.

## **A. All-Hazards**

This Annex adopts an all-hazards approach to preparing for an evacuation, it is functional regardless of the incident that causes the evacuation. The plan is designed to achieve the core mission of preserving life safety. This approach provides the flexibility required to respond to any type of incident, regardless of cause, size, location or time of incident.

## **B. Potential Hazards of Note**

The City of Bellevue recognizes the complexity and completeness of the King County Regional Hazard Mitigation Plan and considers the following natural, technical and man made hazards to be an accurate account of probable hazards that could affect the City of Bellevue and cause an evacuation:

- Earthquakes
- Landslides
- Severe storms/high winds
- Flooding/flash flooding
- Hazardous materials incidents
- Power outages and other infrastructure failures
- Civil Disorder
- Terrorism
- Fire Hazards
- Transportation incidents
- Cyber-terrorism
- Volcanic Eruption

## **V. CONCEPT OF OPERATIONS**

### **A. Acknowledgment of local and State Response Authorities**

#### **1. Local**

- a. An evacuation order may be issued by the Mayor, City Manager as Director of Emergency Services, Emergency Preparedness Manager, Police Chief, or Fire Chief. On-Scene Incident Commanders may issue evacuation orders to mitigate dangerous or life-threatening situations. Evacuations should be coordinated through the Emergency Operations Center unless there is an immediate threat to life safety.
- b. The Emergency Preparedness Manager should be notified prior to the execution of an evacuation if time permits.

- c. Evacuations in Bellevue may require a multi-jurisdictional response. The movement of people may cross jurisdictional boundaries on public streets, roads and highways (and possibly waterways).
- d. City of Bellevue officials will provide direction and control for the movement of people within the City. Coordination with other jurisdictions and authorities involved in the evacuation and/or reception of victims shall be through the EOC, and if implemented, Area Command.
- e. Evacuation orders shall be issued by the highest-ranking official available at the time of the emergency. Evacuation information is to be as clear and direct as possible. Direction and control of on-scene evacuation activities shall be performed by uniformed personnel when possible.
- f. The use of mass transit during evacuations to evacuate vulnerable populations will be handled on a case-by-case basis.
- g. In case of nuclear concern, threat or detonation, people may spontaneously evacuate. Direction and control during any necessary evacuations will be limited to recommending evacuation routes, traffic control and coordination with jurisdictions outside the area regarding reception and shelter needs.
- h. Dissemination of evacuation information shall be through the procedures designated in Emergency Support Function 2, Communications and Warning, and Emergency Support Function 15, Public Affairs, as appropriate to the situation.

### **City of Bellevue Departmental Responsibilities**

Functions as outlined within the Emergency Operations Plan ESF's apply to evacuation support.

#### **Mayor**

- Issue Proclamation of Civil Emergency and evacuation orders when appropriate.

#### **City Manager/Director of Emergency Services**

- Issue Proclamation of Civil Emergency orders and evacuation orders when appropriate.

- Appoint a Public Information Officer to prepare media releases and emergency public information.

### **Emergency Preparedness Manager**

- Activate the EOC as appropriate and provide for coordination of resources for involved agencies.
- Communicate and coordinate with nearby jurisdictions including King County and the State regarding emergency activities such as evacuation routes, destination areas and reception centers.
- Issue evacuation orders in the absence of a higher authority.

### **Police Department (Lead department for Evacuation)**

- Provide on-scene direction and control for evacuation efforts, utilizing Unified Command when necessary.
- Provide internal and perimeter security of evacuation zone when feasible.
- Provide emergency traffic control in and around the evacuation zone.
- Coordinate evacuation activities with police from adjacent jurisdictions and the State Patrol as appropriate.
- Provide dissemination of evacuation information to the public as appropriate.
- Move abandoned vehicles with the support of additional city departments and resources.
- Coordinate control of air space clearance for evacuation support when necessary (see EOP ESF 13, Appendix A for Temporary Flight Restrictions).
- Lead initial incident documentation through Police report to identify the evacuation details and initiate escalation of response efforts.
- Complete/contribute to Incident Action Plans.

## **Transportation Department**

- Provide assessment of transportation routes, identify alternate routes, and provide temporary traffic control measures/devices.
- Incorporate ITS components such as traffic cameras and vehicle detection to coordinate vehicle signal systems and operations to assist evacuation efforts.
- Communicate and coordinate with nearby jurisdictions including King County and the State regarding emergency activities such as evacuation routes, destination areas and reception centers.
- Coordinate public transportation resources planned for use in an evacuation and coordinate with outside resources, including King County Transit Division, and Bellevue School District, etc., through the EOC.
- Develop a transportation system plan with Police Department to manage the evacuation.
- Provide safe routing and transportation system information to the public as appropriate in coordination with the EOC or if the EOC is not activated, through department PIO.

## **Fire Department**

- Lead Firefighting under ESF #4, Lead Emergency Management/EOC coordination under ESF #5 , Lead care and movement of the sick and injured under ESF #8, Lead Search , Rescue under ESF #9, and Lead HAZMAT response under ESF #10 where necessary (**see Attachment 2 listing Bellevue area Medical transportation Resources**).

## **Utilities Department**

- Monitor the weather service and provide updated forecasts to the EOC.
- Coordinate and provide for debris removal and disposal in the public right-of-way.
- Coordinate barricade delivery with Transportation and Incident Command.

## **Public Information Officer**

- Provide information on emergency services including evacuation information and routes, staging areas and public shelters.

## **Information Technology Department**

- Support all visualization needs pertaining to the evacuation. This includes using various tools to help internal staff in this visualization process including: a digital internet mapping interface (currently Mapster, future will be ArcServer), digital maps (either map documents-mxds or pdfs), and hardcopy maps. Communication to the public using maps supplied either via the internet or as hardcopy as requested by the PIO.

## **Civic Services Department**

- Assist the Police Department with removal of vehicles abandoned or having mechanical problems from evacuation routes when requested.
- Provide list of available city vehicles that could be used for evacuation purposes.
- Provide radio communications system support.
- Provide facility "Safe to Return" evaluations for general city facilities once approved by incident command.
- Provide site security for general city facilities once approved by incident command.
- Coordinate with Lead PIO on current event information so Service First staff may inform the public of the evacuation procedures.
- Assist with the relocation of general city facilities and personnel if necessary through the damage assessment process under ESF #14 in the EOP.

## **Development Services Department**

- Coordinate damage assessment (See EOP ESF #14, Appendix A for Damage Assessment under Long Term Recovery).

## **Parks Department**

- Provide for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to reception areas when requested, under ESF's #6 and #11.
- Sheltering lead under ESF #6 providing range of services from just information dissemination to simple warming/cooling shelters, in addition to full-scale dormitory-style public sheltering.
- Coordinate with King County Animal Control for pet and livestock evacuation support.
- Medically Fragile Sheltering support lead in conjunction with human service agencies and transportation providers to provide information and resources for individuals and families affected by an evacuation.
- Work in conjunction with Human Service Agencies to refer individuals and families to agencies that can supply return, re-entry and recovery resources.
- Resource and staffing support for debris removal to clear routes.

## **2. King County Government**

The County Office of Emergency Management will coordinate county resources for evacuation and sheltering operations.

## **3. Washington State**

Washington Emergency Management Division (EMD) will support local government with resources for carrying out evacuation and sheltering activities. All local requests for resources will be sent through the King County Emergency Coordination Center (KC ECC).

During a state of emergency, the Governor can issue evacuation orders as he or she deems necessary for the security of persons or property (Chapter 38.08, RCW, Powers and Duties of Governor).

## **B. Incident Command Structure (ICS) & National Incident Management System (NIMS)**

The Incident Command System (ICS) as part of NIMS, will be utilized during an emergency evacuation. When an evacuation order is necessary to protect the health and welfare of Bellevue citizens and visitors, the Incident Commander will organize resources under the principles of the Incident Command System.

In an evacuation, the role of the Public Information Officer (PIO) is critical. The PIO function may establish a Joint Information Center (JIC) for issuing public notifications during a disaster.

## **C. Evacuation Levels**

Four levels of evacuation are identified to provide a way to categorize different scale evacuations, and each requires a different resource commitment. The Incident Commander must implement an Incident Command System organizational structure that meets the needs of each particular incident. The following evacuation levels can be used as general guidelines for defining the evacuation types and can be applied to no-notice events or events with advanced warning.

### **Site Evacuation**

- Under 50 people
- Less than 1-2 hours

A small-scale localized site evacuation may be needed as a result of a severe weather event, hazardous materials incident, major fire, bomb threat or civil disturbance. Site evacuation involves a small number of people under 50 individuals. This typically includes workers at the site and people from adjacent occupancies or areas. The people are easily evacuated and collected upwind at the perimeter area. Evacuation holding times are typically short, generally less than an hour or two, and people are permitted to return to their businesses or homes.

### **Intermediate Level Evacuation**

- Under 100 people
- Less than 2-4 hours

An Intermediate Level Evacuation involving a larger number of people and a larger area may be necessary if the incident impacts a larger geographic area or a denser population. This level affects off-site homes and businesses and normally affects fewer than 100 people. People may remain out of the area for two to four hours or more. Evacuation completion times will be somewhat longer than a site evacuation, but generally rapid. Collecting, documenting and controlling the evacuees becomes more difficult. Off-site collection sites

or shelter areas will need to be determined and managed. Some evacuees will leave the area on their own or be sent home by employers. Site perimeters become larger and perimeter security requires more resources. Close coordination with the Police Department and other agencies will be required.

### **Large Scale Evacuation**

- Hundreds to Thousands of people
- Many hours or days

A Large Scale Evacuation could be required in the event of a significant natural or technological disaster or a terrorist threat or attack. Hundreds to thousands of people could be evacuated. Rapid initiation of the evacuation process may be required. Evacuees may be out of their homes and businesses for many hours or days. Evacuation completion time frames will be extended. Evacuation shelters will need to be located, opened and managed. Documentation and tracking of evacuees becomes more important as well as more difficult. Close coordination with the police and other agencies will be required. Evacuation sites and perimeters become extended and require many more resources to maintain. Security of the evacuated area is always a concern. The Emergency Operations Center (EOC) will be activated to support the evacuation and sheltering operations.

### **Mass Evacuation**

- Tens to Hundreds of Thousands of people
- Extended period of time

A Mass Evacuation could be required due to an incident that has or may cause a major disaster in the city of Bellevue and/or surrounding areas. The situation may require the implementation of a regional, multi-jurisdictional evacuation and sheltering operations. Hundreds of thousands of individuals may need to be evacuated from a geographic area for an extended period of time. Large-scale reception operations would be required and sheltering needs would be regional in nature. Local resources will be exhausted and significant state and federal assistance will be required to support the evacuation and sheltering operation.

## **D. Public Communications**

Emergency responders must have the ability to provide information and directions to the public during all phases of an evacuation. Several methods exist to provide traveler information to the general public in support of the evacuation. Some of these methods are outlined in section 3 under Broadcast Messages. ESF 15 – Public Affairs (City of Bellevue EOP) provides guidance for the development and delivery of accurate, coordinated, and timely incident-related information to affected populations.

As Director of Emergency Services, the City Manager has appointed the Director of Communications as the City's Public Information Officer (PIO) to act as the official for coordinating the dissemination of emergency public information through the Emergency Operations Center (EOC). ESF 15 – Public Affairs will coordinate with ESF 2 – Communications, Information Systems, and Warning as needed.

The Public Information Officer shall utilize the PIO Emergency Checklist and PIO Press Release Worksheet for guidance during emergency and disaster situations requiring the dissemination of emergency public information. The City PIO is responsible for public notification, diverse communications strategy including ranges of methods/media and taking into consideration special language needs.

The Bellevue Transportation Department operates a portable advisory radio station, licensed for 1270 AM radio, which is capable of transmitting broadcast messages relating to travel, such as road conditions, weather, directions, and emergency conditions for motorists. The circular coverage area from the point of the portable antenna placement is between 3 and 5 miles. Programming instructions can be activated remotely by Transportation Department personnel.

## **VI. EVACUATION OPERATIONS**

This section describes the operational procedures used to conduct an evacuation. For each of the six phases listed below, the responsibilities and activities of each participating agency will be identified.

The sequence of an evacuation can be divided into six response phases in the following order:

1. Incident Analysis
2. Warning
3. Preparation to Move
4. Movement and En-Route Support
5. Reception and Support
6. Return/Re Entry

Within each of these phases different steps may occur. This portion of the Annex identifies tools and resources that could be utilized in an emergency evacuation situation. It is likely that some, but not all, of these tools would be used and the Incident Commander will direct the development of specific evacuation plans and routes at the time of the emergency specific to the incident hazards known at the time of the event.

## **A. Incident Analysis**

Evacuation management involves the collection and processing of significant amounts of information from many sources. The Emergency Operations Center (EOC) will play a critical role in the information flow to and from incident command and/or unified command posts.

### **1. Command and Control - Incident Analysis**

The determination on whether to evacuate will be made on a case-by-case basis. The decision to evacuate or to shelter-in-place will depend entirely upon the nature, scope, and severity of the emergency. Other factors are: the number of people affected; and what actions are necessary to protect the public.

All possible sources of information should be checked to help facilitate that decision or analysis, (see Attachment 3) 48-Hour Response Quick Reference/Checklist. In addition, a local Proclamation of State of Civil Emergency may be signed by the Mayor, or designee, when an evacuation order is necessary to protect the health and welfare of the citizens of Bellevue and visitors.

### **2. Planning - Incident Analysis**

The Incident Commander will provide the 911 dispatch and the EOC, if activated, with the following information:

- The nature of the incident
- Determination of specific hazard(s) and affected areas/populations
- Approximate number injured possible casualties/fatalities
- Location and perimeter control measures needed
- Best approach routes and best exit routes for evacuees
- Which routes responding units should take and report to (staging areas)
- If hazardous materials are involved
- If evacuation and sheltering is necessary
- Type, kind and quantity of transportation resources needed
- Public notification information/messaging
- Shelter-In-Place options and directives

The area of initial evacuation will be identified by the Incident Commander. The Planning section will re-evaluate the evacuation area and recommend any necessary operational adjustments and changes in public messaging.

### **3. Operations - Incident Analysis**

The Incident Commander (IC) will be responsible for assessing the situation. Command's responsibilities include the following items:

- Rapidly size up the situation to determine the need to evacuate
- Request a police supervisor to the Command Post if Police is not leading Incident Command in the first place
- Determine evacuation perimeters and perimeter control strategies/tactics
- Establish PIO liaison;
- Appoint a Safety Officer
- Order the alert of other appropriate agencies
- Expand the Command organization to meet the incident/evacuation needs
- Determine the need to implement a unified command structure or area command involving other departments or agencies, depending upon the nature of the incident
- Determine the need to establish a Joint Information System (JIS), a Joint Information Center (JIC) or Joint Field Office (JFO) if necessary

### **4. Logistics - Incident Analysis**

Logistical needs will be handled by the Logistics Section and will include considerations for staffing levels as well as the identification of the types of resources that may be needed depending on the size of the evacuation including:

- Staff
- Assets
- Materials
- Transportation

### **5. Finance - Incident Analysis**

Each department/agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and provide reasonable accountability and justification for municipal budget reconciliation as well as federal reimbursement in accordance with the established guidelines.

## **B. Warning / Notification**

The decision whether to evacuate must be carefully considered as to the nature of the incident. Although evacuation is an effective means of moving people out of a dangerous area, due to its complexity and the stress it puts upon the population, it is considered as a last resort option.

Shelter in place options should be explored and initiated where appropriate as a counter-measure to prevent overburdening evacuation routes. Conflicting evacuation messages should be avoided to prevent confusion. Limitations and advantages of broadcast messaging for mass populations should be considered as it relates to the specific scenario and audience. For effective communication, redundant messages in multiple languages should be utilized. One important information source for the public is our Service First employees at City Hall. Timely, accurate and detailed information updates should be routed to the EOC, Dispatch and Service First.

## **Warning Levels**

### **Level I –Evacuation Advisement**

Level 1 evacuation advisements warn persons that current or projected threats from hazards associated with the approaching (fires) are severe. This notice recommends that preparations and precautions be made for person with special needs, mobile property, and (under certain circumstances) pets and livestock.

### **Level II –Evacuation Advisement**

Level II evacuation advisements notify persons that conditions indicate a good probability that hazards associated with the approaching (fires) will severely limit the ability to provide emergency service protection, and that dangerous conditions exist that may threaten a person's residence or business. This notice states that a person must be prepared to leave at a moments notice. Level II evacuation advisements may be the only notice provided.

Level II evacuation notices may or may not be accompanied by checkpoints, roadblocks or road closures.

### **Level III – Immediate Evacuation Advisement**

Level III evacuations advisements state that current conditions present specific and immediate threat(s) to the life and safety of persons within the area and advise immediate evacuation. Level III advisements often include the location of nearby temporary shelters.

Level III advisements also include information that, if ignored, emergency services may not be available.

Level III evacuation advisements are often accompanied by checkpoints, roadblocks, road closures, 24 hour patrols by law enforcement officers and limited or no access to property in the established (fire) boundary.

## **1. Command and Control - Warning / Notification**

If necessary and resources permit, the police and fire personnel may be used to conduct a walk or drive-through in the area to be evacuated. See the EOP Phone List Tab for City Department Contacts. Neighboring jurisdiction contacts are located in the EPD On-Call Manual.

Field personnel should be prepared to provide residents with evacuation information including why and where they are being evacuated. It is important to inform residents of reception and sheltering operations that are being established. Once each of the evacuation objectives is complete, this should be reported back to the ICP and EOC through the Incident Command System.

Evacuations will follow a “triage” philosophy where the practice should be to evacuate the greatest number for the greatest benefit. Individuals will be personally responsible for their noncompliance with the evacuation order and refusal to leave. It must be made clear to the individuals who refuse to evacuate, that they will be responsible for their own well-being. There is no authority to initiate forced removal of residents. However, documentation of the refusal is required, so field personnel should make every attempt to identify the name of the person(s) and write down the name, address, and next of kin.

## **2. Planning - Warning / Notification**

The Planning Section will be responsible for all planning associated with the evacuation including:

- a) If the incident is contained to one jurisdiction, generally the local police official will conduct the evacuation under the Incident Command System using a single command structure.
- b) If the incident involves more than one jurisdiction, the evacuation will be conducted under a ‘Unified Command’ or Area Command structure.
- c) Residents designated to evacuate will be provided with evacuation and/or shelter in place guidelines, if available.

### 3. Operations - Warning / Notification

Communication efforts will follow the protocols outlined in ESF #2 – Communications and ESF #15 – Public Affairs.

#### **Emergency Messaging**

The Eastside Regional Communications Center, (a 24-hour facility) located at Bellevue City Hall, shall be the focal point for coordinating the emergency communications systems of the City during an emergency or disaster situation.

When possible, public safety and emergency messaging will be coordinated with the City's Emergency Operations Center and will be delivered through redundant channels to maximize the coverage and address differing demographics and specific populations within the City.

Potential messaging methods for first responders as well as the public include:

- Reverse 911
- NOAA Weather Alert
- Internet website and E-alerts
- EARS (Eastside Amateur Radio Support)
- DOT Signage
- Broadcast Media (TV & Radio)
- EAS
- WSDOT AM radio channels and variable message electronic signs
- 511- Real time traffic and weather information
- Bellevue Transportation Department - 1270 AM radio
- Voice and data links
- Telephone, text and cellular systems
- Mobile Web mapping application

GIS support for Reverse 911 communications can be used to help streamline communication between Incident Command and the EOC by implementing mapping, coordination, detours, alternate routes and perimeter control information.

The King County Sheriff's Office (KCSO) Communications Center is the primary EAS warning point for King County. Eastside Regional Communications Center at Bellevue City Hall serves as a secondary EAS warning point. EAS messages are currently limited to two minutes of audio time.

Using the basic EAS information gathering form, the EOC can fill in crucial details for incorporation into an EAS evacuation message.

The Bellevue Transportation Department operates a portable advisory radio station, licensed for 1270 AM radio, which is capable of transmitting broadcast messages relating to travel, such as road conditions, weather, directions, and emergency conditions for motorists. The circular coverage area from the point of the portable antenna placement is between 3 and 5 miles. Programming instructions can be activated remotely by Transportation Department personnel.

### **On-Site Notification to Evacuate**

Door-to-door notification requires that designated uniformed personnel go to homes/businesses/apartments in the evacuation area to alert people to leave the area. Door-to-door notification is time-consuming however, in some instances, door-to-door notification may be the most appropriate method to inform residents to evacuate. Use of sirens, air horns and PA systems may speed the alert process. The following list may be used as a guideline to conduct door-to-door notifications:

- Notify residents that there is an emergency and they are in danger
- Advise residents to leave immediately and;
- Go to ( denote designated reception center location)
- Take ( \_denote name of roadway\_) route out of area
- Inform them of available transportation (provide location of assembly area\_)
- Consider multi-lingual needs

Evacuees should be advised to take the following items (see Attachment 4, Items to Take to a Shelter):

- Identification
- Wallet/purse
- House and car keys
- Money (small bills if possible)
- Eyeglasses
- Medications
- Proper/warm clothing
- Family pet (see Attachment 5, Items to Take to a Pet Shelter)

**Note:** A hotline may need to be set up to provide incident information. This information would be for those directly and indirectly affected by the evacuation.

### **Refusal to Leave**

Some people may refuse to leave. A few methods of persuasion include:

- Be in uniform
- Ask for next of kin contact information
- Request a hold harmless form be signed

### **Public Information**

The incident PIO needs to be informed of evacuation details including areas to be evacuated, reception areas, shelters and evacuation instructions for dissemination by the media. The PIO should make every effort to assemble the media in a safe area which will not interfere with evacuation operations. The Service First staff should be provided all public message updates.

#### **4. Logistics - Warning / Notification**

The Logistics Section will handle all resource requests to assist warning and notification.

#### **5. Finance - Warning / Notification**

Each agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

### **C. Preparation to Move**

The third phase in the evacuation function is to prepare to move individuals from the identified evacuation area to an Assembly Area. An Assembly Area is defined as a short-term location where people can gather. This area is a safe zone outside the impacted area and an area chosen for access points, and transportation coordination ease. From the assembly areas, evacuees can be transported to a longer-term sheltering area.

In general, well-known landmarks that have the capacity to handle large numbers of people, have vehicle access, and ideally, if available, an indoor or covered sheltering area are suitable locations for Assembly Areas.

Pre-identifying sufficient Assembly Areas in relation to the transportation network and evacuation routes will allow these locations to be incorporated into the evacuation plan.

### **1. Command and Control – Preparation to Move**

Response to an emergency or disaster is managed at the lowest level possible. The decision to order an evacuation will be made by the Incident Commander at the local level based on situational reports. If two or more communities are impacted by an evacuation effort, then incident response will be coordinated under a Unified Command or Area Command. (Reference also VI, Operations; A. Incident Analysis; 1. Command and Control.)

### **2. Planning – Preparation to Move**

The Planning Section will be responsible for all planning associated with the evacuation and recommend to the IC areas/populations to be evacuated. The evacuation plan is reviewed by the Incident Commander for approval or modification. The Planning Section will be responsible for developing an evacuation plan in cooperation with Law Enforcement and other agencies that play a supporting role in the Incident Command System organization, including integrity assessment of transportation and communications infrastructure, selection of Assembly Areas to be used and selection of Safe Zone sheltering destinations to be used.

- a) If the incident is contained to one jurisdiction, the Incident Commander will conduct the evacuation under a single command structure’.
- b) If the incident involves more than one jurisdiction, the evacuation will be conducted using a ‘Unified Command Structure’.
- c) A separate radio frequency should be used for the Evacuation Branch. This should be assigned as early in the incident as possible.
- d) Permission to enter into restricted areas will be determined by the Incident Commander.
- e) Emergency vehicles and essential personnel with proper identification may be allowed to travel in restricted areas with proper identification.

- f) Responders assigned to conduct the evacuation will be assigned geographical areas to evacuate and reporting method to be used.
- g) Responders will be provided with personal protective equipment where necessary.
- h) Responders will be given information on life safety issues prior to evacuation.
- i) Reentry identification criteria and oversight will be the responsibility of the Incident Commander.
- j) Reentry into an evacuated area will be determined by the Incident Commander in consultation with other emergency responders based upon life safety criteria.
- k) County DEMs will help coordinate evacuation assistance when a local jurisdiction(s) determines it is beyond their capacity or upon request of the Incident Manager or other elected official. A local proclamation of emergency will be signed and transmitted to the County DEMs.
- l) Law enforcement assistance may be requested of local Sheriff Departments, the State Patrol, DNR Wardens, National Guard, Coast Guard, or others, in accordance with mutual aid agreements.

### **3. Operations – Preparation to Move**

The actual evacuation process would normally be managed in the Operations Section as an Evacuation Branch or Group. Other ICS organizational elements may be implemented in addition to the Evacuation Branch/Group to address issues such as:

- Medical
- HazMat
- Fire / Rescue

If there is a decontamination component that needs to be incorporated into the evacuation plan, guidelines can be taken from the NRF Mass Evacuation Incident Annex of June 2008:

“State, tribal, and local officials retain primary responsibility for victim screening and decontamination operations when necessary in response to a HAZMAT incident.

Appropriate personnel and equipment must be available. Without appropriate decontamination and proof of decontamination, neighboring State/jurisdictions may resist accepting evacuees/patients that are contaminated. Federal resources are limited, and are coordinated through ESF #8”.

Additional considerations need to be made for continuity of operations for Critical Infrastructure. According to the NRF, “A mass evacuation could present a range of implications for many of the critical infrastructure and key resources (CIKR) sectors both within the impacted areas and across the nation. The evacuation could directly affect CIKR operations, supply lines, and/or distribution systems. The NRF CIKR Support Annex details the processes for expedited information sharing and analysis of impacts to CIKR, prioritized recommendations, and protocols to consider incident-related requests for assistance from CIKR owners and operators.”

### **Evacuation Branch**

The Evacuation Branch Director may be either a police or fire officer. Branches will be implemented as needed. Branch Directors receive the plan and objectives from Command. Branch Directors may direct Divisions or Groups implementing the plan and objectives. The Evacuation Branch must be provided with sufficient resources to effectively complete the task. Divisions or Groups may also need to be established and report to the Evacuation Branch Director. Assignments within the Evacuation Branch will be made as necessary. Assignments to be considered include:

- Transportation Group
- Geographic Divisions
- Staging Group
- Reception Group
- Shelter Group
- Other Agency Liaisons

The preparation to move stage involves standing up all of the processes, systems, staffing and resources to support the response capability for movement. Preparation to move implies that there has been a warning period and there is actually time to prepare and pre-position resources and have them in waiting to execute. If there has been a warning phase, the following considerations must be made:

- Evacuation stages (e.g., walk to mustering location, then buses, etc.)
- Transportation modes
- Transportation resources

- Evacuation routes
- Traffic management tactics
- Identification of critical intersections and other points (e.g., railroad crossings, bridges, potential bottlenecks) along evacuation routes to be monitored and/or staffed by response personnel.
- Initial activation of Assembly Areas to be used
- Initial activation of destinations (incl. shelters) to be used
- Identification and activation of communications systems to be used among responders
- Selection and deployment of measures for assisting special needs populations
- Broadcast of routing and destination information to general public

#### **4. Logistics – Preparation to Move**

Logistical needs will be handled by the Logistics Section and will include considerations for staffing levels as well as the identification of the types of resources that may be needed depending on the size of the evacuation.

- Tracking of vehicles being used to support evacuation movement
- Deployment of traffic management and sheltering staff and assets

#### **5. Finance – Preparation to Move**

Each agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines

### **D. Movement and En-Route Support**

Transportation responsibilities primarily rest with the local jurisdictions. All available modes of transportation will be considered during evacuation operations. Transportation resources will be prioritized to best support movement of the population at risk (see Attachment 6, Transportation Resources).

#### **Traffic Control**

The City of Bellevue Transportation Management Center (TMC) is the hub for gathering and dispersing real-time information about the performance of the local transportation system.

The TMC is able to take information about the transportation network and combine it with other operational and control data to manage the transportation network's operation and to produce traveler information.

From a functional perspective, the TMC monitors congestion levels, identifies roadway incidents, and assists in the decision-making process that is necessary to set a coordinated response in motion. It also may provide the capacity to communicate with the media and the motoring public regarding the status of roadway conditions.

Constant video feeds of the regional highway network provide TMC staff with updates of roadway conditions; this enabling them to coordinate responses when an incident occurs. They will also be able to communicate additional information based on ongoing camera feeds to the responders as they work to efficiently manage the incident and return the roadway to "normal" operating conditions. This constant monitoring and communication of roadway conditions also provides the traveling public with the information they need regarding delays and alternative travel/routing choices that should be considered. Situational awareness is paramount and video surveillance is a key tool in this process.

Local traffic control may consist of blocking or closing the affected area, and drivers may need to make impromptu decisions about the direction of travel and alter their course and possibly their destination based on the circumstances. Logistical considerations may need to be made with little or no notice to re-route traffic from the affected zone. It is possible that the Bellevue Transit Center may need to be relocated with ad hoc solutions.

The City of Bellevue will need to rely on the existing transportation network to carry evacuees from at-risk areas to safety. When considering traffic control measures, here are some of the possible considerations. Each component should be reviewed to determine critical characteristics including:

- Carrying capacity (number of vehicles/passengers per hour)
- Potential choke points (railroad crossings, interchanges, lane restrictions, etc.)
- Potential Vulnerabilities (bridges or tunnels)
- Sensitivity to seasonal considerations such as snow, fog and flooding
- Location respective to evacuation population distribution
- Location respective to potential sheltering and care destinations
- Proximity to alternate, parallel routes

Public notifications of road closures and traffic rerouting may be posted on the City's webpage as conditions change. Additional sources of public information dissemination may need to be employed. Local traffic issues may need to be coordinated with the State Department of Transportation in conjunction with City of Bellevue Police and in coordination with Washington State Patrol. Traffic monitoring cameras will be employed to identify site-specific conditions and assist staff in prioritizing resource deployment and coordinating traffic management strategies on local streets and with State managed highways. Real time traffic and weather information is available by dialing 5-1-1 previously mentioned in the notifications section.

## **1. Command and Control – Movement and En-Route Support**

Response to an emergency or disaster is managed at the lowest level possible. The decision to order an evacuation will be made by the Incident Commander at the local level based on situational reports. If two or more communities are impacted by an evacuation effort, then incident response will be coordinated under a Unified Command or Area Command. Periodic re-evaluation of situation, appropriate command structure, and level of response will be important.

## **2. Planning – Movement and En-Route Support**

The primary mode of transportation that will be used during evacuation efforts will be privately owned automobiles. However, it is critical that evacuation plans identify and provide other safe modes of transportation for those people that cannot evacuate by private vehicle and for special needs populations. In addition, the City will work on establishing and maintaining working relationships with partner organizations including advocacy organizations, agencies that serve the transportation-dependent populations, and faith and community based organizations as well as coordination with local health and human services transportation brokers.

Primary evacuation routes consist of the major interstates, highways, and arterials within and adjoining the City of Bellevue. The City will work with the county and state EOCs, law enforcement officials, Transportation Department, and other applicable agencies/departments to identify evacuation points (collection areas where evacuating people can or may accumulate in a safe zone) and transportation routes. In addition, transportation points will be identified to collect and transport those people without transportation resources to evacuation points.

## **Evacuation Route Determination**

Wherever possible, it is important 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 that should be considered when selecting an evacuation route include:

- Shortest route to the designated destination areas
- Maximum capacity
- 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 message boards
- Minimal number of potentially hazardous points and bottlenecks, such as bridges, 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.

### **3. Operations – Movement and En-Route Support**

Staging areas will be established to first stage and then obtain control over transportation resources in support of transportation point operations. Strike Teams/Task Forces can then be used to coordinate these resources effectively. The assigned leader of the Strike Team/Task Force will be responsible for coordinating these resources and will have the ability to communicate with command and control of the evacuation. It is critical that control over transportation resources is maintained, especially after evacuees are dropped off at the evacuation points, and drivers must be re-routed to other transportation points.

The Incident Commander will work with appropriate agencies to identify and establish transportation points. Transportation points will function to collect and transport people without transportation resources to evacuation points. These points should be large, well known sites such as shopping centers, libraries, and schools. The overall number and location of evacuation points should be based on the population that needs to be accommodated and with the understanding that evacuees will reach these points by foot. Law enforcement personnel should ensure these points are well marked through the use of signs or other forms of identification. It is critical that people are informed of their destinations prior to using provided public transportation.

Law enforcement escorts can also be used to provide force protection and maintain control over transportation resources. Law enforcement vehicles can maintain communications with authorities via radio. These escorts can therefore be used to coordinate real-time information on road conditions, evacuation and transportation points, and other critical information.

There may be a need for sustained inter-jurisdictional coordination between evacuated communities and host communities along or near the evacuation routes:

- Traffic management and monitoring in affected areas and along evacuation routes
- Establishment of dedicated inbound/outbound routes for emergency response vehicles
- Activation and staffing of Assembly Areas
- Sweeping of area being evacuated to encourage people to leave and identify/aid those who need assistance
- Broadcast of ongoing information updates to evacuees (media, variable message signs (VMS), Highway Advisory Radio (HAR))
- Law enforcement presence in evacuated area and along evacuation routes (and at ingress/egress points) to maintain order
- Pre-transportation quarantine and decontamination activities, if needed (based on nature of incident)

#### **4. Logistics – Movement and En-Route Support**

Logistical needs will include considerations for staffing levels as well as the identification of the types of resources that may be needed:

- Implementation of transportation support (public and private).
- Implementation of para-transit support (public and private) for vulnerable populations
- Activation of assistance locations (fuel, water, medical support) at designated points along evacuation routes
- Plan for support to first responders

#### **5. Finance – Movement and En-Route Support**

Each agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

## **E. Reception and Support**

The requirements for mass care support may vary depending upon the nature, type, and level of the emergency. Shelters have been typed according to purpose and a list can be accessed in the EOP under ESF #6 Attachment A.

Sheltering capabilities within the Bellevue city limits will be managed by the Parks Department as the Lead for ESF #6. The City of Bellevue will coordinate with Non-Governmental Organization assistance, specifically the American Red Cross for shelter management, staffing and resources.

The EOP ESF #7 Attachment C lists Potential Staging and Evacuation Areas. Sheltering for evacuees leaving Bellevue and traveling outside the City Limits will need to be coordinated with neighboring jurisdictions or out of area jurisdictions.

### **1. Command and Control – Reception and Support**

The high demand for mass care support during a catastrophic event may necessitate a partnership between government and non-profit/voluntary agencies. In the event that it is determined that mass care is required, ESF #6 – Mass Care, Housing and Human Services will lead sheltering efforts.

### **2. Planning – Reception and Support**

The City, under the lead of the Parks Department for Mass Care, may partner with the American Red Cross to provide general population shelter support. Some evacuation points may also be converted into shelter locations.

Shelters must be able to meet the basic needs for their designated maximum capacity. This includes, but is not limited to:

- Restrooms/showers
- Climate control
- Beds/Cots/Blankets
- Food/Water
- Toiletries
- First Aid
- Pet and livestock shelters are separate facilities, if resources are available

### **3. Operations – Reception and Support**

Potential shelter capacities are addressed in ESF #6 – Mass Care, Housing and Human Services. The City, through the Parks Department, will identify shelter locations, including identification of facilities, staffing, resources and supplies, and public information. Action items may include the following:

- Activation of sheltering destinations: general population dormitory, pet shelters, medically fragile shelters, staging and evacuation areas and special needs populations, pets, etc.
- Selection and deployment of measures for assisting vulnerable and special needs populations
- Information updates to evacuees (shelter information distribution systems) regarding status of overall evacuation and sheltering effort
- Evacuee identification and registration activities, to track shelter populations and assist communications among evacuees and loved ones
- Collect and coordinate resource contacts for networking community support communications and additional resources that may include:

### **4. Logistics – Reception and Support**

Logistical needs will be handled by the Logistics Section supported by the Parks Department under ESF #6 and will include considerations for staffing levels as well as the identification of the types of resources that may be needed depending on the size of the evacuation.

On-going medical resource needs will be requested through the King County ECC or directly to Public Health Seattle King County. These resources may include the Medical Reserve Corp.

### **5. Finance – Reception and Support**

Each agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

## **F. Return**

The evacuation event could cause widespread damage and returning residents could be faced with hazards such as downed power lines, impassable roads, flooded streets and homes, substantial amounts of debris, contaminated drinking water, and lack of facilities, fuel, food and supplies.

## **1. Command and Control - Return**

The decision to return evacuees to the affected area will be the responsibility of the Incident Commander. As a precaution, the Incident Commander should consult with the EOC Manager to obtain additional pertinent information.

## **2. Planning - Return**

The Planning Section will jointly develop a return plan for evacuees and assist operations in initiating a "Return" phase. Priorities for re-entry include:

- Safety
- Security
- Damage Assessment
- Restoration of Services
- Communication of Information

The impacted areas must be thoroughly investigated to ensure they are safe for residents to return to. This assessment may attempt to verify that:

- Structures are deemed safe;
- Damage and safety assessments have been completed;
- There are no leaking or ruptured gas lines or downed, energized, power lines;
- Water and sewer lines have been repaired;
- Search and rescue operations have been completed;
- There are no hazardous materials that can threaten public safety or appropriate warnings have been issued;
- Water has been deemed safe to drink or appropriate warnings have been issued;
- Major transportation routes are passable and debris has been removed from public right-of-way;
- Disease mitigation has been implemented to include removal of human or animal remains, mosquito control;
- Vaccinations are available for persons who may need additional protection/mitigation in terms of disease control;
- There is no major threat to public safety and other significant hazards have been eliminated.

The public will be notified of the re-entry status through all available media sources. Public Assistance programs may be able to offer immediate disaster relief and could include the following asset sources:

- **Dial 211**  
2-1-1 is the three digit number set aside by the federal Communications Commission (FCC) in July 2000 for the sole purpose of providing health and human service information and referral (I&R). Similar to 911 for emergency services and 411 for directory assistance, 2-1-1 is the three digit number to dial for health and human service information and referral.
- **American Red Cross "Safe and Well" Web Site**  
The American Red Cross "Safe and Well" web site helps families stay connected during disasters. Individuals and families affected by the disaster can register themselves as "safe and well". Family and friends can then log on and search for registered individuals to learn of their whereabouts and safety.
- **Washington State Emergency Management**  
This state website addresses issues that people should know about disaster assistance.  
[http://emd.wa.gov/disaster/disaster\\_for\\_individuals\\_households.shtml](http://emd.wa.gov/disaster/disaster_for_individuals_households.shtml)
- **The Washington State Disaster Unmet Needs Hotline** (253) 507-6420 and e-mail is [unmetneeds@emd.wa.gov](mailto:unmetneeds@emd.wa.gov)

### 3. Operations - Return

Once evacuees are permitted to return, it is important that notifications to evacuee populations regarding timing and method of transportation are communicated. Procedures should be implemented to properly identify residents and critical support personnel. Continued perimeter control and Law Enforcement presence may be needed throughout the return phase.

Transportation resources will have to be coordinated to return evacuees that require transportation assistance from evacuation points or shelters back to their communities. Traffic management plans will need to be established for the return of evacuees which include the identification of safe travel routes. Relief agencies such as the American Red Cross and Public Health Departments along with Human Service agencies may have resources for residents.

The Incident Commander will be responsible for making the determination that re-entry has been completed for the designated area(s), and promptly inform the EOC.

Following confirmation from all affected areas that the re-entry process is complete, the EOC Manager will attempt to notify local agencies that have collaborated with the City regarding the date and time of completion. De-activation and return to readiness activities for sheltering facilities can begin during this time.

#### **4. Logistics - Return**

Logistical needs will include considerations for staffing levels, and the identification of the types of resources that may be needed.

#### **5. Finance - Return**

Each agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

### **VII. ADMINISTRATION**

The adoption of this Annex lends itself to serve as a guiding document for the City of Bellevue. It also certifies that the plan's recommendations have been properly considered and approved by the governing authority.

#### **A. Resource Management**

Evacuations are resource-intensive. The City has determined what resources are available to perform various roles (see EOP ESF #5, Attachment G for the Functional Responsibilities Matrix). The resources required in each phase of the evacuation process can vary significantly depending on what needs to be accomplished. NIMS initiatives indicate that resources are categorized by type and kind in order to facilitate requests from neighboring jurisdictions and agencies.

#### **B. Supportive Agreements**

During evacuations the City may enact pre-established supportive or Mutual Aid agreements for additional assistance.

#### **C. Emergency Funding Mechanisms**

All agreements and understandings entered into for the purchase, lease, or use of equipment and services will be in accordance with the provisions of Bellevue's City Code and procedures.

The Proclamation of State of Civil Emergency issued by the Mayor may suspend select rules and regulations affecting support operations. The

EOC Manager will be advised of any administrative and/or procedural changes impacting emergency operation procedures.

#### **D. Post-Evacuation Reimbursement Claims**

The City is responsible for tracking funds expended during the evacuation. Documentation prepares the City to coordinate with County and State agencies regarding possible federal reimbursement. The City is responsible for documenting expenses and completing any appropriate forms for requesting reimbursement. Procedures for this are listed in the City's EOP Appendix 5, Appendix A.

#### **E. Post-Evacuation After-Action Reports**

The City recognizes the value of collecting critical data regarding evacuation performance by conducting a hotwash which is a debriefing, or series of debriefings of those parties involved in the evacuation, generally held in the immediate aftermath of an incident or exercise. In the case of extended operations, periodic hotwashes may be held to capture critical issues that need to be addressed and resolved while the mission remains in progress.

This allows for the review of how the evacuation was executed, the assessment of infrastructure integrity needed/used to execute evacuation (incl. forensic investigations, as needed) and helps to illustrate what can be done to better prepare for the next event. It is also an opportunity to explore and acknowledge critical successes. At a minimum, the City will prepare an After-Action Report following a major evacuation.

### **VIII. ANNEX REVIEW AND MAINTENANCE**

Planning is an ongoing process. Because of this, this document will be periodically reviewed and revised to keep pace with the growth and changes of the City and its surrounding jurisdictions. The Emergency Preparedness Plans Coordinator will provide Annex review and maintenance, coordinating revisions of this evacuation plan, including appendices, based on Lessons Learned and Lessons Observed from exercises and actual incidents. Lessons Observed can be noted and documented, but not necessarily changed or fixed.

The Plans Coordinator will address the changes identifying who (which agency and/or which specific job function) will be responsible for new roles, what specific actions are required, when the actions are to be taken, and how these changes are to be tracked and implemented.

The Plans Coordinator will establish a schedule for all plan maintenance to incorporate updates to the evacuation Annex on a periodic basis which will include establishing compatibility / integration / de-confliction with other plans.

The Evacuation Annex will be reviewed, evaluated and updated along with Bellevue's EOP and will be evaluated and revised following exercises, disasters and/or evacuations as needed. The Emergency Preparedness Manager must approve all additions and updates to the Annex.

## **IX. TRAINING AND EXERCISES**

This Annex is considered a working document that will evolve in response to ever-changing threats. Ongoing exercises, training, evaluation, management and maintenance of this Plan will ensure that new hazards and changes in the City can be addressed. A training and exercising program is vital to ensuring the overall readiness, preparedness, and resiliency of a jurisdiction. Training ensures that personnel are prepared for their roles and responsibilities where exercises test the capabilities, resources and working relationships of responding departments and agencies.

### **A. Training**

City staff should receive awareness training on the policies and procedures identified in this Annex. All staff that may potentially participate in responding to emergencies in the City EOC must maintain minimum training competencies including NIMS and Incident Command System (ICS). An on-going training program, to be reviewed annually, should also accommodate staff turnover and ensure all personnel have the required competencies. Training can be accomplished through classroom or internet instruction, coursework, independent study, on-the-job training, or hands-on exercises.

### **B. Exercises**

Conducting regular tabletop and operational exercises will help identify areas of the Annex that require revision, enhancement, or additional detail. Exercises also help identify additional training or equipment that is necessary to improve the capabilities of response personnel to implement evacuation efforts. The Homeland Security Exercise and Evaluation Program (HSEEP) describes the types of exercises sponsored and approved by the U.S. Department of Homeland Security, Office for Domestic Preparedness including seminars, tabletops, drills, functional exercises, and full-scale exercises.

An After Action Report (AAR) shall be developed after each exercise and actual evacuation, to assess strengths, weaknesses, and opportunities for improvements to evacuation response coordination, by documenting lessons observed and lessons learned and to develop the subsequent Corrective Action Plan and implementation schedule. As part of the Corrective Action Plan, recommendations identified in the After Action Report will then be integrated into the evacuation plans as needed.

## **X. ATTACHMENTS AND MAPS**

- 1) Shelter in Place Fact Sheet
- 2) Medical Transportation Resources
- 3) 48-Hour Response Quick Reference Checklist
- 4) Items to Take to a Shelter
- 5) Items to Take to a Pet Shelter
- 6) Transportation Resources
- 7) Land Use Planning Map

## BIBLIOGRAPHY

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<sup>1</sup> Human Services Needs Update 2007-2008, issued by the City of Bellevue Parks & Community Services Department

[http://www.bellevuewa.gov/pdf/Parks/hs\\_needs\\_2007\\_summary.pdf](http://www.bellevuewa.gov/pdf/Parks/hs_needs_2007_summary.pdf)

<sup>2</sup> [http://ops.fhwa.dot.gov/publications/pedevac/5\\_approaches.htm](http://ops.fhwa.dot.gov/publications/pedevac/5_approaches.htm)



## SHELTER-IN-PLACE

Chemical agents are poisonous gases, liquids, or solids that have toxic effects on people, animals, and plants. Most chemical agents cause serious injuries or death. Severity of injury depends on the type and amount of the chemical agent used, and the duration of exposure.

Were a chemical agent attack to occur, authorities would instruct people to either seek shelter where they are and seal the premises (Shelter-in-Place), or evacuate immediately. If the order is to remain in your home, office or school, you will need to follow these directions for "Shelter-in-Place."



Emergency Preparedness Div.  
PO Box 90012  
Bellevue, WA 98009-9012  
425-452-7923



*Information Courtesy of  
Washington State Emergency  
Management Division*



Move or stay inside



Close all windows and doors



Turn off ventilation systems (heating and air-conditioning, fireplace dampers, etc.)



Go into a room with the fewest doors and windows and seal the room



Stay in the room until told by the authorities that it is safe to come out

### How to Shelter In Place:

- Dampen towels and place over the crack under the door.
- Cut plastic sheeting to fit over the windows and vents. Secure the plastic in place with duct tape.
- Tape around the door.
- Turn on the radio.
- Don't ventilate (air out) or leave your sealed shelter until you are told to do so.

### Remember:

- If the order is evacuation, do so immediately, carefully following directions. Do not wonder about, know where you are going, and how to get there.
- Avoiding chemical exposure should be your primary goal. Leaving your sheltered area to rescue or assist victims can be a deadly decision.
- There is no assistance that the untrained can offer victims that would likely be of any value during a chemical attack.
- If you were outside before taking shelter and think you may have been exposed to a chemical agent, there are several things you can do. If you are in a sealed shelter, take off at least your outer clothes, put them in a plastic bag and seal the bag. If water is available, wash or take a cool to warm (not hot) shower, using lots of soap and water. Do not put the soap in your eyes; just lots of water. If you leave the area, tell emergency responders or medical staff at your destination that you may have been exposed. Tell the emergency responders about the sealed bag so that they can arrange for its safe removal after the emergency.
- If you have symptoms of exposure, call 9-1-1 immediately and follow their instructions.

## Attachment 2: Medical Transport Resources

Existing medical transportation resource contracts will be referenced and protocols for prioritizing contractual agreements will be honored.

Company	Resource	City	Phone
Angel Med-flight Worldwide Air	Regional Air	Serving Seattle area	866-694-9310
A ACLS Advanced Air Ambulance	Regional Air	Serving Seattle area	800-633-3590
Air Ambulance Advantage	Regional Air	Sea Tac	206-233-1057
Airlift Northwest Emergency Communication Center	Local Air 4 rotary in NW WA	Seattle	206-329-2569
American Medical Response		Seattle Seattle Seattle Bellevue Kent Federal Way Tacoma	800-542-7701 206-444-4444 206-322-0330 425-644-7993 253-872-6046 253-946-3380 253-272-5899
Bluebird Cabulance	Wheelchair	Seattle	206-365-2700
EMS Marine		Seattle	206-632-9986
Island Emergency Care Inc.		Vashon	206-463-9673
Island Emergency Care Inc		Burien	206-463-9671
Olympic Ambulance		601 West Hendrickson Road Sequim, WA 98382	360-681-4882 360-683-3381 fax
Protransport 1		Redmond	425-881-8240
Puget Sound Cabulance	Wheelchair	Seattle	206-365-3121
Rural Metro Ambulance		Lynnwood	425-672-3555
Tri Med Ambulance		Seattle	206-243-5622

## Attachment 3: 48-HOUR RESPONSE QUICK REFERENCE/CHECKLIST

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### QUICK REFERENCE RESPONSE ISSUES

1. **Directions and control / Incident Command**
  - Set up Incident Command/Unified Command (maintain Span of Control and Unity of Command).
2. **Size Up and Damage Assessment**
  - Determine the size and the area affected, population characteristics, and economic profile of the area.
  - Activate Damage Assessment / Windshield Surveys.
  - Damage Assessment is important to secure state and federal assistance.
3. **Search and Rescue**
  - Prioritize emergency response – Life, Property, Environment.
  - Search the damaged area, rescue the injured, and recover the bodies.
4. **Public Information**
  - Designate people to provide information to the media.
  - Establish a location to meet with the media away from the EOC/ICP.
  - Inform citizens of the status of the response and recovery.
  - Inform and update public officials.
5. **Track Citizen's Needs**
  - Designate someone to keep track of requests for assistance and the delivery of that assistance.
6. **Track Offers of Assistance**
  - Be prepared to deal with voluntary help
  - Designate someone to keep track of offers of assistance.
  - Discourage shipments of donated goods.
  - Set up a location for financial donations. (Bank accounts, etc.)
  - Identify locations to store donated goods.
7. **Debris Clean Up and Disposal**
  - Work toward proper disposal of debris.
  - Inform the public of proper separation and disposal of debris.
8. **Determine Outside Needs**
  - Activate Mutual Aid Agreements as situation warrants.
  - Contact Zone 1, County and/or State ECCs/EOCs.
9. **Determine Public Health Issues**
  - Address health issues such as safe water and food, disease, and mental health for victims and responders.
10. **Site Security / Pass System**
  - Implement a pass/ID system for access to the affected area.
  - Relates to security, and orderly clean up and repair of the affected area.

## Attachment 3: 48-HOUR RESPONSE QUICK REFERENCE/CHECKLIST

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<b>0-2 Hours</b>	
	Establish Incident Command System.
	Activate the EOC.
	Notify all of the agencies with a role in your plan.
	Determine the size and nature of people, buildings and businesses affected by the incident.
	Conduct search and rescue as needed.
	Consider the need for shelters.
	Determine if the area needs access control and set up roadblocks.
	Begin clearing roads and streets.
	Begin to determine the types and amounts of outside assistance you may need.
	Notify Zone 1 and King County ECCs, if necessary.
	Begin public information activities and issue protective actions for the public, if necessary.
	Hold one or more command staff briefings.
	Consult your agency's Response Checklist.
	Activate mutual aid agreements.
	Consider the need to declare a State of Emergency.

<b>2 – 4 Hours</b>	
	Continue search and rescue operations, if necessary.
	Continue public information activities and determine the need for establishing a JIC.
	Consider the need for 24-hour operations and the establishment of 12 hour shifts.
	Plan to open shelters as needed.
	Inform the hospital(s) of potential casualties.
	Begin preparations for establishing a pass/ID system for access to the affected area.
	Activate damage assessment teams.
	Assign people to handle request for assistance and to track the needs of special populations.
	Assign people to track requests for information on disaster victims.
	Assign people to track offers of assistance and donations.
	Continue clearing roads and streets.
	Determine how debris will be disposed of.

## Attachment 3: 48-HOUR RESPONSE QUICK REFERENCE/CHECKLIST

	Begin to determine the public health effects of the disaster.
	Begin to consider the needs of the special populations.
	Begin to take care of the needs of the responders.
	Consult your agency's Response Checklist.
	Hold one or more Command Staff briefings.

### 4-12 Hours

	Continue search and rescue operations, if necessary.
	Continue public information activities.
	Prepare for the next shift to take over.
	Consider the need for ongoing mutual aid.
	If necessary, activate a pass/ID system for access to the affected area.
	Continue to inform the hospital(s) of potential casualties.
	Continue damage assessment activities, compile the information collected and report to King County ECC.
	Continue clearing roads and streets.
	Consider need to take debris to an appropriate land fill.
	Prepare a prioritized list of repairs to critical facilities and transportation routes.
	Begin clean up activities on public and private property.
	Continue to track the requests for assistance and the needs of special populations.
	Continue to track requests for information on disaster victims.
	Continue to track offers of assistance and donations.
	Open shelter(s), as needed.
	Address the public health needs of the disaster victims and responders.
	Take care of the personal needs of the responders.
	Conduct several command staff briefings.
	Consult your agency's Response Checklist.
	Brief the next shift.
	Coordinate with utilities in the restoration of service(s).
	Anticipate and address public health issues.

### 12 - 24 Hours

	Continue search and rescue operations, if necessary.
	Continue public information activities.

## Attachment 3: 48-HOUR RESPONSE QUICK REFERENCE/CHECKLIST

	Continue operation of the pass/ID system for access to the affected area.
	Continue damage assessment activities and submit a Situation Report to the Zone, County and/or State.
	Continue repairs to critical facilities.
	Consider the need for ongoing mutual aid.
	Inform the hospital(s) of casualties, as necessary.
	Continue clean up activities on public and private property.
	Develop plan to take debris to an appropriate land fill if necessary.
	Coordinate the utilities in the restoration of service.
<b>12 - 24 Hours, Cont'd.</b>	
	Continue shelter operations as needed.
	Keep records of agency expenses.
	Anticipate and address public health needs.
	Track the requests for assistance and the needs of the special populations.
	Continue to track requests for information on disaster victims.
	Conduct several Command Staff briefings during each shift brief next shift.

<b>24 - 48 Hours</b>	
	Continue search and rescue operations, if necessary.
	Continue public information activities.
	Continue operation of the pass/ID system, if necessary.
	Continue damage assessment activities and submit Situation Report.
	Continue repairs to critical facilities.
	Consider the need for ongoing mutual aid.
	Continue cleanup activities on public and private property.
	Take the debris to an appropriate landfill.
	Coordinate with utilities in the restoration of service.
	Continue shelter operations, if necessary.
	Keep records of agency expenses.
	Anticipate and address public health needs.
	Continue to track the request for assistance and the needs of special populations.
	Continue to track requests for information on disaster victims.
	Coordinate activities of volunteers assisting with clean up efforts.
	Begin planning for re-entry and long term recovery.

### Attachment 3: 48-HOUR RESPONSE QUICK REFERENCE/CHECKLIST

	Conduct several Command Staff briefings during each shift.
	Brief the next shift.

<b>48 and On-Going</b>	
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	Continue public information activities.
	Continue operation of the pass/ID system, if necessary.
	Continue damage assessment activities and submit Situation Report.
	Provide updated estimates to Zone 1, County and/or State.
	Consider the need for ongoing mutual aid.
	Inform the hospital(s) of casualties as necessary.
	Continue cleanup activities on public and private property.

<b>48 and On-Going, Cont'd.</b>	
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	Take debris to an appropriate land fill.
	Coordinate with utilities in the restoration of services.
	Continue shelter operations as needed.
	Keep records of agency expenses.
	Anticipate and address public health needs.
	Continue to track the request for assistance and the needs of special populations.
	Continue to track the requests for information on disaster victims.
	Coordinate planning for re-entry and long term recovery.
	Provide people to participate in the Preliminary Damage Assessment, if applicable.
	Conduct several Command Staff briefings during each shift.
	Brief the next shift.

## Attachment 4: Items To Take To A Shelter

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**Evacuees may need to stay at a shelter for 24-72 hours during an emergency. Since space is limited, only take essential items. Avoid bringing valuables; shelters are not responsible for lost or stolen items.**

### **Items to include:**

- Special dietary food, snacks or comfort food.
- Bedding, pillow, blanket, etc.
- Extra clothing.
- Medications and medical supplies.
- Extra pair of eyeglasses
- Oxygen supplies or arrange with your oxygen company to deliver to the designated shelter.
- Toiletry items.
- Flashlight and batteries.
- Diapers, infant and elderly/disabled necessities.
- Time occupier such as books, magazines, games or cards.

### **If you only have minutes to pack, grab these items:**

- Medical supplies: prescription medications, eyeglasses, and dentures.
- Disaster supplies: flashlight, batteries, radio, first aid kit, bottled water
- Clothing and bedding: a change of clothes and a sleeping bag or bedroll and pillow for each household member
- Car keys and keys to the place you may be going (friend's or relative's home)

### **Items NOT allowed in shelter:**

- No alcohol or illegal drugs
- No smoking or smoking materials permitted inside of the shelters
- No guns or weapons
- No pets
- No loud radios or televisions

## Attachment 5: Items To Take To Pet Shelters

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**Don't forget your pet when preparing a family disaster plan. Assemble a portable pet disaster supplies kit.**

Keep items in an accessible place and store them in sturdy containers that can be easily carried. Your pet disaster supplies kit should include:

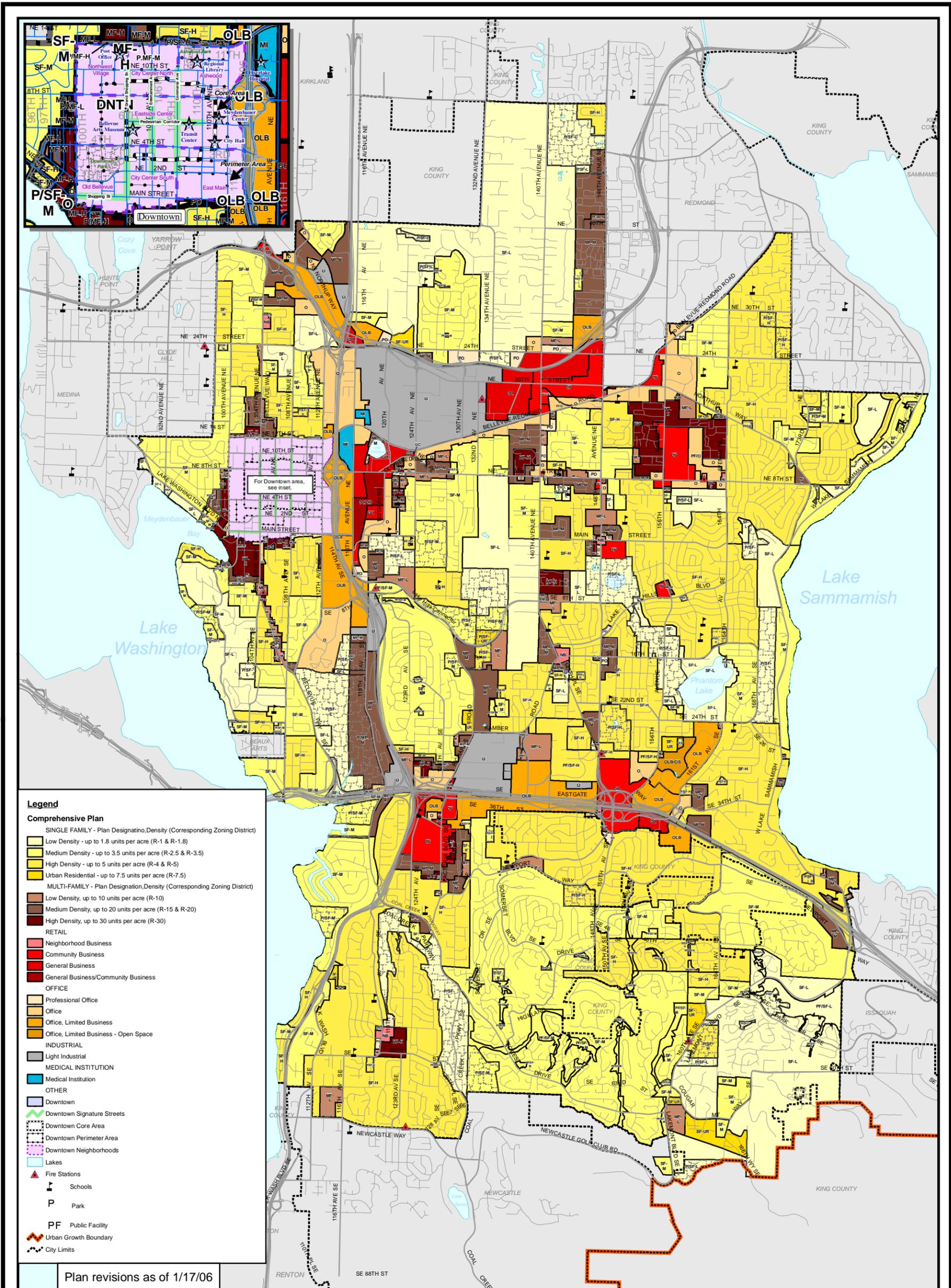
- Medications, immunization records and a first aid kit.
- Sturdy leashes, muzzles, harnesses, carriers or cages to transport pets safely. Carriers should be large enough for the pet to stand comfortably, turn around and lie down. Include blankets or towels for bedding and warmth.
- Current photos of your pets in case they get lost.
- Food, drinking water, bowls, cat litter/pan and can opener.
- Information on feeding schedules, medical conditions, behavior problems and the name and number of your veterinarian.
- Pet beds and toys, if easily transportable

## Attachment 6: Private Transportation Resources

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- 1) **King County Transit (Formerly METRO)**  
(206) 296-0100  
<http://transit.metrokc.gov/>
- 2) **Community Transit**  
(800) 562-1375  
<http://www.communitytransit.org/>
- 3) **Sound Transit**  
(888) 889-6368  
<http://www.soundtransit.org>
- 4) **Bellevue School District Transportation Dept**  
72025 NE 5th Street Bellevue, WA 98005  
(425) 456-4512  
<http://www.bsd405.org/>
- 5) **Gray Line of Seattle**  
206-626-6080  
[www.graylineofseattle.com](http://www.graylineofseattle.com)
- 6) **Meridian Transportation Resources**  
206-838-8126  
[www.mtrwestern.com](http://www.mtrwestern.com)
- 7) **Starline Luxury Coaches**  
206-763-5817  
[www.starlinetransportation.com](http://www.starlinetransportation.com)
- 8) **Stewart Transportation Solutions**  
425-202-7404  
<http://www.stewarttransportation.com/>
- 9) **Shuttle Express**  
(425) 981-7000 or WA Toll Free: (800) 487-7433  
<http://www.shuttleexpress.com/index.html>  
Shuttles for smaller groups

# Attachment 7: Comprehensive Land Use Plan

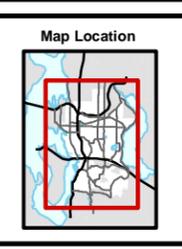


**NORTH**

City of Bellevue  
IT Department  
GIS Services

Plot Date: 8/21/2008

## City of Bellevue Comprehensive Land Use Plan



This map is a graphic representation derived from the City of Bellevue Geographic Information System. It was designed and intended for City of Bellevue staff use only; it is not guaranteed to survey accuracy. This map is based on the best information available on the date shown on this map.

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