

EVACUATION PLAN

Town of Portola Valley

Prepared for:

Town of Portola Valley

Prepared by:

The Woodside Fire Protection District

APPROVAL AND IMPLEMENTATION

Portola Valley Evacuation Plan

Signature

Date

Signature

Date

NOTE: The signature(s) will be based upon local administrative practices. Typically, the plan is signed by the individual having primary responsibility for this emergency function in the first signature block and the second signature block is used by the Community Official, Incident Commander, or the Emergency Management Coordinator. Alternatively, each department head assigned tasks within the plan may sign the plan.

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I. INTRODUCTION

A. Authority

Evacuation authority is based upon the decision of the Incident Commander or the Local Official. For large-scale emergencies the decision will come from the Portola Valley Emergency Operations Center (EOC) policy group. Mandatory evacuation authorities do not exist on a state or federal level.

B. Purpose

The purpose of this plan is to provide for the orderly and coordinated evacuation of all or any part of the population of Portola Valley if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency situation.

C. Acronyms and Abbreviations

EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
ICP	Incident Command Post
ICS	Incident Command System
NRP	National Response Plan
NIMS	National Incident Management System
PIO	Public Information Office or Officer
REOC	Regional Emergency Operations Center
SIP	Shelter-in-Place
SOP	Standard Operating Procedure
UC	Unified Command
IC	Incident Commander

D. Definitions

Evacuation. The National Incident Management System (NIMS) defines evacuation as an organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Shelter-in-Place. Remaining in a location, usually indoors, where hazardous materials are in the environment, while taking precautions to minimize exposure to those materials.

Special Facilities. Certain facilities which house or serve populations that cannot care for themselves during emergency situations and/or require unique support services. Such facilities include:

- Schools and day care centers, where students require supervision to ensure their safety.
- Hospitals and nursing homes, where patients need specialized health care personnel and equipment to maintain their health.
- Correctional facilities, where offenders require security to keep them in custody.

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Special Needs Populations. Individuals in the community with physical, mental or medical care needs who may require assistance before, during, and/or after a disaster or emergency after exhausting their usual resources and support network. Special needs populations may also include economically or culturally isolated populations within the community.

Visitor Population. Individuals visiting or staying in a place outside their usual place of residence. Visitor population includes business and leisure travelers present in the jurisdiction, whether for single day or overnight stays.

II. CONCEPT OF OPERATIONS

A. General

1. Evacuation is one means of protecting the public from the effects of a hazard; protection is achieved by moving people away from the hazard. In planning for evacuation, the characteristics of the hazard and its magnitude, intensity, speed of onset, and anticipated duration are all significant factors. These will determine the number of people to be evacuated, the distance people must be moved to ensure their safety, the need for reception facilities, and the extent of traffic control and security required.
2. The community must be prepared to conduct both small-scale (e.g. single facility or limited local) and large-scale (e.g. extensive local, regional, statewide) evacuations at all times of the day both from known hazard areas and from unexpected incident locations. A General Evacuation Checklist, provided in Appendix 2, has been developed to guide the execution of evacuation operations.

B. Evacuation Decisions

1. The Incident Commander shall assess the need for evacuation, plan evacuations, and coordinate support for the evacuation effort. The sections within the template where the information can be located for the specific topics are listed below. Evacuation planning should resolve the following questions:
 - a. What areas or facilities are at risk and should be evacuated?
 - “Increased Readiness Levels” section provides guidance to utilize this process which will help the command staff make an accurate decision on affected areas and evacuation procedures.
 - b. How will the public be advised of what to do?
 - “Concept of Operations” section includes the warning and public information. This section of the plan will guide the designated PIO for the evacuation on proper PIO techniques.
 - c. What do evacuees need to take with them?
 - This will be determined by the command staff and community officials. Consider if the receiving community can support multiple families at once or does the family need to bring along a 72 hour kit that they could subsist off of.
 - d. What travel routes should be used by evacuees?
 - “Concept of Operations” section contains the transportation, and traffic control area information. This section will enable the command staff to identify the most suitable evacuation routes for the community to get out of harm’s way.
 - e. What transportation support is needed?
 - “Concept of Operations” section will help the planning team identify the transportation support requirements. Areas of consideration are special needs population, and terrain/ conditions of the road.
 - f. What assistance will the special needs populations require?

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- Within the “Concept of Operations” section there is an annex that will include community specific special needs population procedures.
 - g. Does the anticipated duration of the evacuation make it necessary to activate shelter and mass care facilities?
 - Within the “Concept of Operations” section is the special facilities and special needs population information, in addition to an annex that covers procedures to evacuate special needs population
 - h. How will evacuated areas be secured?
 - Within the “Concept of Operations” section is the access control and security area that will guide the command staff for the evacuation to make appropriate decisions if the evacuated area needs control
 - i. What resources will be needed to conduct the evacuation?
 - The “administration and support” section contains the resource information section of the plan. Each evacuation may require different resources. A good rule of thumb is to plan for the worst hope for the best.
 - j. What sources will be contacted to obtain the necessary resources?
 - The “Annex section” contains the emergency contact list. The list contains points of contact numbers for many Alaska state agencies. This list will guide command staff team members to make a decision on who to contact.
2. Evacuations that must be conducted because of incidents that occur without warning may have to be planned quickly and carried out with only those resources that can be mobilized rapidly. Pre-incident planning is critical to identifying probable evacuation areas, routes, resources, and tactical operations. This information must be kept up to date and available to emergency services personnel.
 3. The decision to recommend an evacuation of the populace in and around the area of an incident site rests with the Incident Commander managing the incident.
 4. The situation and availability of resources may affect evacuation planning and operations during disasters or emergencies. The Incident Commander should plan appropriately.

C. All-Hazard Evacuation Planning

1. All-hazard evacuation planning information will be developed for all known hazards and included as appendices to this or other plans. These appendices will describe the potential impact areas for known hazards, the number of people in the threatened area, and any special needs populations and facilities affected. Such appendices should also identify potential evacuation routes and, where appropriate, transportation pickup points or assembly areas. The all hazard evacuation plan is part of the comprehensive planning process; this plan is one of the four plans that your community should have to be fully prepared for the next disaster. Each of the plans within the suite of comprehensive emergency plans builds on one another. Below shows the emergency comprehensive planning process in order.

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Emergency Evacuation Plan → Local Hazard Mitigation Plan → Emergency Operations Plan → Continuity of Operations Plan

2. Likely major evacuation areas, other than hazardous materials risk areas, and the potential evacuation routes for those areas are described and depicted in Appendices 3 and 4 to this plan.
3. Hazardous materials risk areas and potential evacuation routes from those areas are described and depicted in [\[Appendices 3 and 4 to this plan or refer to Hazardous Materials Plan, if one exists for your community\]](#).

D. Shelter Requirements

Pre-incident planning should consider temporary shelters, short term housing, and long term housing. Resource and logistical considerations include fixed facility requirements, staffing, food and water, medical supplies, security, triage and medical care, mental health care, and relocation assistance. Appendix 5 of this plan includes information regarding shelters to be used during evacuations.

E. Transportation

1. Individuals. It is anticipated that the primary means of evacuation for most individuals will be personal automobiles. Many people who do not own or have access to vehicles and others will need assistance in evacuating. Provisions must be made to furnish public transportation during an emergency evacuation.
2. Special Needs Individuals/Populations. It is anticipated that a majority of special needs individuals will need evacuation assistance and transportation. Many special needs care facilities will not have the resources to evacuate and will need assistance from the county.
3. Special Facilities. Public schools normally maintain transportation resources; private schools and day care centers may also have limited transportation assets. Most other special facilities rely on commercial or contract transportation companies for their specialized transportation needs. Unfortunately, many of these providers cannot provide sufficient equipment to evacuate a sizeable facility on short notice. Hence, local government may be requested to assist in providing transport.
4. Emergency transportation may be provided by school buses, city buses, rural transportation system buses, ambulances, and other vehicles. See the transportation plans and procedures for the county for transportation guidance. In the case of large-scale evacuations with advance warning, pickup points may be designated or a telephone bank established to receive and process requests for transportation.
4. Public information messages emphasizing the need for citizens to help their neighbors who lack transportation or need assistance can significantly reduce requirements for public transportation during an evacuation.

F. Traffic Control

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1. Actual evacuation movement will be controlled by local law enforcement agencies. Evacuation routes are outlined in Appendix 4 of this plan and were developed based on hazard mitigation planning.
2. When possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles.
3. For large-scale evacuations when time permits, traffic control devices, such as signs and barricades, will be provided by the Public Works/Road Department upon request.
4. Law enforcement will request wrecker services when needed to clear disabled vehicles from evacuation routes.

G. Warning & Public Information

1. The Incident Commander will normally decide if an evacuation warning should be issued in and around an incident site. Respective EOCs or the REOC will normally disseminate warnings for large-scale evacuations beyond the incident site or where evacuation is conducted because of an imminent threat.
2. Advance Notice of Possible Evacuation
 - a. For slow developing emergency situations, advance warning should be given to affected residents as soon as it is clear evacuation may be required. Such advance notice is normally disseminated through the media. Advance warning should address suitable preparedness actions, such as securing property, assembling disaster supplies, fueling vehicles, and identifying evacuation routes.
 - b. Advance warning should be made to special facilities in a threatened evacuation area as early as possible. Such facilities should be requested to review and be prepared to implement their evacuation plans. Facility staff should also report their periodic status and any requirements for assistance to the EOC.
 - c. The special needs population should also be given advance notice. Notifying and preparing this segment of the population for evacuation will likely require additional time and resources. Any special circumstances or requests for assistance should be reported to on-scene authorities or EOC.
3. Evacuation Warning
 - a. Evacuation warning should be disseminated through all available warning systems.
 - b. In the case of immediate evacuation in and around an incident site, route alerting using siren and speaker-equipped vehicles moving through the affected area is usually effective. When possible, two vehicles should be employed—the first to get the attention of the people and a second will deliver the evacuation message. Door-to-door notification should be considered for large buildings and in rural areas where residences may be some distance from the road.

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- c. Special facilities may be notified directly by on-scene authorities or by the EOC staff. However, if both the incident command staff and the EOC will be making notifications, a specific division of responsibilities for notification should be made so that no facilities are inadvertently overlooked.
 - d. Law enforcement personnel should sweep the evacuation area to insure all those at risk have been advised of the need to evacuate and have responded. Persons who refuse to evacuate will be left until all others have been warned and then, time permitting, further efforts may be made to persuade these individuals to leave.
4. Emergency Public Information and Dissemination
- a. Warning messages disseminated through warning systems alert the public to a threat and provide basic instructions. They are necessarily short and to the point. The public will often require amplifying information on what to do during an evacuation. The Public Information Officer (PIO) will insure that such information is provided to the media on a timely basis for further dissemination to the public. Provisions must be made to disseminate information to individuals with special needs, including the blind, hearing impaired and non-English speakers.
 - 1) Special Needs
 - 2) Non-Residents/Tourists
 - 3) Education Campus
 - 4) English as a Second Language/Non-English Speakers
 - b. Amplifying instructions for an evacuation may include information on the location of shelter and mass care facilities, specific evacuation routes, guidance on securing their homes, and the need for evacuees to take certain items with them during an evacuation. When school children are evacuated, parents need timely information on where to pick them up.
 - c. When the incident that generated the need for evacuation is resolved, evacuees must be advised when it is safe to return to their homes and businesses.

H. Special Facilities and Special Needs Populations

- 1. Special facilities are responsible for the welfare and safety of their students, clients, patients, and inmates. Virtually all of these facilities are required to maintain an emergency plan that includes provisions for an emergency evacuation; however, in order to effectively implement those plans, they must be warned of emergency situations.
 - a. Skilled Nursing Facilities (SNFs)
 - 1) Persons with Disabilities (both physical and mental disabilities)
 - 2) Elderly
 - b. Schools
 - 1) If evacuation of public schools is required, students will normally be transported on school buses to other schools outside of the risk area, where they can be picked up by their parents. It is essential that the public be provided timely information on these arrangements. In the case of a large-scale emergency

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situation with advance warning, schools will generally be closed and students returned to their homes so they can evacuate with their families.

- 2) Private schools typically maintain limited transportation resources and may require government assistance in evacuating.
- c. Hospitals, Health Clinics
 - 1) If evacuation of these facilities is required, patients and inmates should be transported, with appropriate medical or security support, to a comparable facility. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and may need assistance from local government with transportation and in identifying suitable reception facilities.
- d. Jails and Juvenile Detention Centers
2. The following special needs citizens will require special evacuation assistance, transportation, shelter facilities, and medical care during major evacuations: [Appendix 7 includes identification by type and estimated number of special needs populations and addresses their needs before, during, and immediately after a major disaster or catastrophic incident.](#)
 - a. Medication Required
 - b. Home-Bound Elderly
 - c. Economically Isolated
 - d. Public Transportation Dependent
 - e. English as a Second Language, Non-English Speakers, Culturally Isolated
 - f. Tribal Nations
 - 1) State/Borough jurisdiction on Tribal land and the ability to evacuate, [include information on Public Law 280](#)
 - 2) Coordination with tribal nations including inclusion into the Unified Command and evacuation/emergency planning efforts
3. Special Needs Population Registry

I. Non-Resident/Tourist Evacuations

1. The community/ borough must also consider the non-resident, tourist population when planning, conducting, and recovering from disasters or emergencies requiring evacuation.

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- a. The planning effort must incorporate the expected increase in population due to tourism to anticipate the increase in transportation, shelter, medical resource needs. [\[Add overview of evacuation planning efforts and the general concept of operations for non-resident, tourist populations.\]](#)

J. Animal Evacuations

1. House Pet Evacuation

- a. Evacuees who go to the homes of relatives, friends or commercial accommodations with their pets normally do not pose difficulties during evacuation. However, evacuees with pets seeking public shelter can create potential problems. For health reasons, pets are not allowed in emergency shelters operated by the American Red Cross and most other organized volunteer groups. However, a number of studies indicate that some people, particularly the elderly, will not leave their homes if they cannot take their pets with them. Loose pets remaining in an evacuated area may also create a public safety concern. Hence, it is desirable to make reasonable arrangements for evacuees who come to public shelters with pets. The Animal Control Officer should coordinate these arrangements.
- b. Depending on the situation and availability of facilities, one or more of the following approaches will be used to handle evacuees arriving with pets:
 - 1) Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
 - 2) Direct pet owners to a public shelter with covered exterior corridors or adjacent support buildings where pets on leashes and in carriers may be temporary housed.
 - 3) Set up temporary pet shelters at fairgrounds, and other similar facilities.

2. Livestock Evacuation – Add information regarding commodity protection including transportation, shelter, mass care
3. Exotic Animal Evacuation – (may not be applicable to all communities) Add information regarding commodity protection including transportation, shelter, and care

K. Access Control & Security

1. Security in evacuated areas is extremely important. Those who have evacuated may not do so in the future if their property has been damaged or stolen during their absence. Law enforcement should establish access control points to limit entry into evacuated areas and, where possible, conduct periodic patrols within such areas to deter theft by those on foot. To the extent possible, fire departments will take measures to insure continued fire protection.
2. If an evacuated area has sustained damage and cannot be reoccupied for an extended period of time, it may be desirable to implement a permit system to limit access to emergency workers, homeowners, business owners, utility workers, and contractors

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restoring damaged structures and removing debris. Refer to [\[cite appropriate plans and procedures related to Law Enforcement\]](#) for further information.

L. Demobilization and Reentry

1. Evacuees returning to their homes or businesses in evacuated areas require the same consideration, coordination, and control as the original evacuation. For limited incidents, the Incident Commander will normally make the decision to return evacuees and disseminate it as appropriate. For large-scale evacuations, the decision will normally be made by the Incident Commander and disseminated through the media.
2. The following conditions should prevail in the evacuated area before evacuees are authorized to return:
 - a. The threat prompting the evacuation has been resolved or subsided.
 - b. Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
 - c. Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated. However, utility services may not be fully restored.
 - d. Structures have been inspected and deemed safe for occupancy.
 - e. Adequate water is available for firefighting.
3. For return and re-entry, it may be necessary to provide transportation for those who lack vehicles. Traffic control along return routes may also be required.
4. Public information intended for returnees should address such issues as:
 - a) Documenting damage for insurance purposes.
 - b) Caution in reactivating utilities and damaged appliances.
 - c) Cleanup instructions.
 - d) Removal and disposal of debris.

M. Actions by Phases of Emergency Management

Table 1. Actions by Phase of Emergency Management	
<i>Phase</i>	<i>Actions</i>
Mitigate/ Prevent	<ul style="list-style-type: none"> • Where possible, undertake mitigation for known hazards that have in the past led to evacuation. • Discourage development, particularly residential construction, in potential risk areas, including floodplains, areas downstream from suspect dams and dikes, and areas adjacent to facilities that make, use, or store hazardous materials. • Seek improvement to preplanned evacuation routes if needed. • Enhance warning systems to increase warning times and reduce the need for hasty evacuations.
Prepare	<ul style="list-style-type: none"> • Identify areas where previous major evacuations have occurred and additional areas that may require large-scale evacuation in the future due to known hazards. Determine the population of risk areas and identify facilities that may require special assistance during evacuation (hospitals, nursing homes, schools, etc.) to determine potential transportation requirements. • To the extent possible, identify individuals with special needs who would require assistance in evacuating and maintain contact information for those individuals. • Identify primary and alternate evacuation routes, taking into account road capacities. • Review the disaster preparedness plans of special facilities and advise facility operators of any changes that may be needed to make them more workable. • Include evacuations in the scenario of periodic emergency drills and exercises. • Conduct public information programs to increase citizen awareness of possible reasons for evacuation, preplanned evacuation routes, availability of transportation, the need to take appropriate food, clothing, and other disaster supplies during an evacuation, and the desirability of helping neighbors who may need assistance during an evacuation. • Promulgate procedures for protecting government resources from known hazards by relocating them.
Response	<ul style="list-style-type: none"> • See the General Evacuation Checklist in Appendix 2.
Recover	<ul style="list-style-type: none"> • Initiate return of evacuees, when it is safe to do so. • Coordinate temporary housing for those who cannot return to their homes. • Provide traffic control for return. • Initiative recovery activities for evacuees who have suffered loss of or damage to their homes or businesses. • Carry out appropriate public information activities.

III. ROLES AND RESPONSIBILITIES

A. Organization

1. Our normal emergency organization, as described in The Portola Valley Emergency Operations Plan, will plan and carry out evacuations and the return of people to their homes or businesses. A large-scale evacuation, however, may require the formation of a regional UC to support the Incident Command Posts (ICP) and EOCs.
 - a. Lead Agencies –Town of Portola Valley, (OES), Woodside Fire Protection District, San Mateo County Sheriffs, California Highway Patrol.
 - b. Support Agencies/Entities – American Red Cross, (CERPP), Public Works/Roads Department, Humane Society, (DART), San Mateo County Transit/Transportation.
2. Incident Command System (ICS) – EOC/UC Interface
 - a. As noted previously, the Incident Commander will normally determine the need for, organize, and conduct limited evacuations in the immediate vicinity of the incident site. If large-scale evacuation is required, the chief elected official should make the recommendation for such evacuation to the public.
 - b. A division of responsibility for evacuation tasks should be agreed upon between the Incident Commander and the EOC. The Incident Commander will normally manage evacuation operations at the scene, while the EOC coordinates operations beyond the incident site, such as coordinating traffic control along evacuation routes, arranging for the activation of shelter and mass care facilities, and advising other jurisdictions of the evacuation.
 - c. During a large-scale evacuation, a division of responsibility for evacuation tasks should be agreed upon between the EOCs and the Regional UC. The EOCs will normally manage evacuation operations within their respective jurisdiction area while the Regional UC coordinates evacuation operations affecting multiple jurisdictional areas. The Regional UC will normally coordinate traffic control along evacuation routes, arrange for the activation of shelter and mass care facilities, and advise other jurisdictions.

B. Assignment of Responsibilities

The following table provides general responsibilities for various emergency management/ICS positions, agencies and organizations. A General Evacuation Checklist outlining action items to be performed in support of evacuation is contained in Appendix 2.

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Table 2. Assignment of Responsibilities	
<i>Personnel/Agency/ Organization</i>	<i>Evacuation Responsibilities</i>
The Incident Commander/ Unified Command will:	<ul style="list-style-type: none"> • Ensuring clear authority and knowledge of agency policy. • Ensuring incident safety. • Establishing an Incident Command Post. • Obtaining a briefing from the prior Incident Commander and/or assessing the situation. • Establishing immediate priorities. • Determining incident objectives and strategy(ies) to be followed. • Establishing the level of organization needed, and continuously monitoring the operation and effectiveness of that organization. • Managing planning meetings as required. • Approving and implementing the Incident Action Plan. • Coordinating the activities of the Command and General Staff. • Approving requests for additional resources or for the release of resources. • Approving the use of participants, volunteers, and auxiliary personnel. • Authorizing the release of information to the news media. • Ordering demobilization of the incident when appropriate. • Ensuring incident after-action reports are complete. • Authorizing information release to the media.
Operations Section Chief	<ul style="list-style-type: none"> • Assure safety of tactical operations. • Manage tactical operations. • Develop the operations portion of the IAP. • Supervise execution of operations portions of the IAP. • Request additional resources to support tactical operations. • Approve release of resources from active operational assignments. • Make or approve expedient changes to the IAP. • Maintain close contact with IC, subordinate Operations personnel, and other agencies involved in the incident.
Plans Section Chief:	<ul style="list-style-type: none"> • Collect and manage all incident-relevant operational data. • Supervise preparation of the IAP. • Provide input to the IC and Operations in preparing the IAP. • Incorporate Traffic, Medical, and Communications Plans and other supporting materials into the IAP. • Conduct and facilitate planning meetings. • Reassign personnel within the ICS organization. • Compile and display incident status information. • Establish information requirements and reporting schedules for units (e.g., Resources, Situation Units). • Determine need for specialized resources. • Assemble and disassemble Task Forces and Strike Teams not assigned to Operations. • Establish specialized data collection systems as necessary (e.g., weather). • Assemble information on alternative strategies. • Provide periodic predictions on incident potential. • Report significant changes in incident status. • Oversee preparation of the Demobilization Plan
Logistics Section	<ul style="list-style-type: none"> • Provide all facilities, transportation, communications, supplies, equipment

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Table 2. Assignment of Responsibilities	
<i>Personnel/Agency/ Organization</i>	<i>Evacuation Responsibilities</i>
Chief:	<p>maintenance and fueling, food and medical services for incident personnel, and all off-incident resources.</p> <ul style="list-style-type: none"> • Manage all incident logistics. • Provide logistical input to the IAP. • Brief Logistics Staff as needed. • Identify anticipated and known incident service and support requirements. • Request additional resources as needed. • Ensure and oversee the development of the Communications, Medical, and Traffic Plans as required. • Oversee demobilization of the Logistics Section and associated resources.
Finance/ Administration Section Chief:	<ul style="list-style-type: none"> • Manage all financial aspects of an incident. • Provide financial and cost analysis information as requested. • Ensure compensation and claims functions are being addressed relative to the incident. • Gather pertinent information from briefings with responsible agencies. • Develop an operating plan for the Finance/Administration Section and fill Section supply and support needs. • Determine the need to set up and operate an incident commissary. • Meet with assisting and cooperating agency representatives as needed. • Maintain daily contact with agency(s) headquarters on finance matters. • Ensure that personnel time records are completed accurately and transmitted to home agencies. • Ensure that all obligation documents initiated at the incident are properly prepared and completed. • Brief agency administrative personnel on all incident-related financial issues needing attention or followup. • Provide input to the IAP.
Public Information Officer:	<ul style="list-style-type: none"> • Determine, according to direction from the IC, any limits on information release. • Develop accurate, accessible, and timely information for use in press/media briefings. • Obtain IC's approval of news releases. • Conduct periodic media briefings. • Arrange for tours and other interviews or briefings that may be required. • Monitor and forward media information that may be useful to incident planning. • Maintain current information, summaries, and/or displays on the incident. • Make information about the incident available to incident personnel. • Participate in the planning meeting.
Safety Officer:	<ul style="list-style-type: none"> • Identify and mitigate hazardous situations. • Ensure safety messages and briefings are made. • Exercise emergency authority to stop and prevent unsafe acts. • Review the Incident Action Plan for safety implications. • Assign assistants qualified to evaluate special hazards. • Initiate preliminary investigation of accidents within the incident area. • Review and approve the Medical Plan. • Participate in planning meetings.
Liaison Officer:	<ul style="list-style-type: none"> • Act as a point of contact for agency representatives. • Maintain a list of assisting and cooperating agencies and agency representatives. • Assist in setting up and coordinating interagency contacts.

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Table 2. Assignment of Responsibilities	
<i>Personnel/Agency/ Organization</i>	<i>Evacuation Responsibilities</i>
	<ul style="list-style-type: none"> • Monitor incident operations to identify current or potential interorganizational problems. • Participate in planning meetings, providing current resource status, including limitations and capabilities of agency resources. • Provide agency-specific demobilization information and requirements.
Assistants:	<ul style="list-style-type: none"> • In the context of large or complex incidents, Command Staff members may need one or more assistants to help manage their workloads. Each Command Staff member is responsible for organizing his or her assistants for maximum efficiency.
Additional Command Staff:	<ul style="list-style-type: none"> • Additional Command Staff positions may also be necessary depending on the nature and location(s) of the incident, and/or specific requirements established by the Incident Commander. For example, a Legal Counsel may be assigned directly to the Command Staff to advise the Incident Commander on legal matters, such as emergency proclamations, legality of evacuation orders, and legal rights and restrictions pertaining to media access. Similarly, a Medical Advisor may be designated and assigned directly to the Command Staff to provide advice and recommendations to the Incident Commander in the context of incidents involving medical and mental health services, mass casualty, acute care, vector control, epidemiology, and/or mass prophylaxis considerations, particularly in the response to a bioterrorism event.

IV. DIRECTION AND CONTROL

A. General

1. The Incident Commander has the general responsibility for ordering an evacuation, when deemed the most suitable means of protecting the public from a hazard.
2. In situations where rapid evacuation is critical to the continued health and safety of the population, the on-scene Incident Commander may recommend evacuation of people at risk in and around an incident scene and direct and control the required evacuation.
3. Large-scale evacuations and evacuations conducted on the basis of imminent threat where there is no current incident scene will normally be coordinated and directed by the EOC and UC.

B. Evacuation Area Definition

1. Areas to be evacuated will be determined by those officials with the authority to direct a mandatory evacuation based on the counsel of those individuals and agencies with the necessary expertise, the use of specialized planning materials or decision aids, the recommendations of state and federal agencies, and, where appropriate, advice from other subject matter experts. Evacuation recommendations to the public should clearly describe the area to be evacuated with reference to known geographic features, such as roads and rivers.
2. The hazard situation which gave rise to the need for evacuation should be continually monitored in case changing circumstances, such as an increase in rainfall or wind shift, change the potential impact area and, thus, the area that must be evacuated.

V. INCREASED READINESS LEVELS

A. Level 4 - Normal Conditions.

See the prevention and preparedness activities in Portola Valley Emergency Operations Plan.

B. Level 3 - Increased Readiness.

Increased Readiness may be appropriate if there is a greater than normal threat of a hazard which could necessitate evacuation. Level 3 readiness actions may include:

1. Review information on potential evacuation areas, facilities at risk, and evacuation routes.
2. Monitor the situation.
3. Inform first responders and local officials of the situation.
4. Check the status of potential evacuation routes and shelter/mass care facilities.

C. Level 2 - High Readiness.

High Readiness may be appropriate if there is an increased risk of a hazard which necessitates evacuation. Level 2 readiness actions may include:

1. Monitor the situation.
2. Alert response personnel for possible evacuation operations duty.
3. Coordinate with special facilities to determine their readiness to evacuate.
4. Check the status of resources and enhance short-term readiness if possible. Monitor the availability of transportation assets and drivers.
5. Advise the public and special needs facilities to monitor the situation.

D. Level 1 - Maximum Readiness.

Maximum readiness is appropriate when there is a significant possibility that evacuation operation may have to be conducted. Level 1 readiness actions may include:

1. Activate the EOC to monitor the situation and track resource status.
2. Place first responders and transportation providers in an alert status; place off-duty personnel on standby.
3. Update the status of resources.
4. Check the status of evacuation routes and pre-position traffic control devices.

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5. Update plans to move government equipment to safe havens.
6. Select shelter/mass care facilities for use.
7. Provide information to the public on planned evacuation routes, securing their homes, and what items they need to take with them. Prepare to issue a public warning if it becomes necessary.

VI. ADMINISTRATION AND SUPPORT

A. Reporting

Large-scale evacuations should be reported to state agencies and other jurisdictions that may be affected in the periodic Situation Reports prepared and disseminated during major emergency operations. [\[Provide a reference to the community Situation Report format, if available\]](#)

B. Records

1. Activity Logs. The Incident Commander and, if activated, the EOC shall maintain accurate logs recording evacuation decisions, significant evacuation activities, and the commitment of resources to support evacuation operations.
2. Documentation of Costs. Expenses incurred in carrying out evacuations for certain hazards, such as radiological accidents or hazardous materials incidents, may be recoverable from the responsible party. Hence, all departments and agencies will maintain records of personnel and equipment used and supplies consumed during large-scale evacuations.

C. Resources

General emergency response resources that may be required to conduct an evacuation are listed in the Portola Valley Emergency Operations Plan annex.

1. Resource Identification
2. Coordination with Other Jurisdictions
3. Resource Management
4. Private Coordination
 - a. Hospitals and Health Care
 - b. Schools and Daycares
 - c. Casinos
 - d. Colleges and Universities
 - e. Industry
5. Donation Tracking and Volunteer Management
6. Relocation Assistance

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D. Post Incident Review

For large-scale evacuations, the Town of Portola Valley shall organize and conduct a review of emergency operations by those tasked in this plan in accordance with the guidance provided in the Portola Valley Emergency Operations Plan EOP. The purpose of this review is to identify needed improvements in this plan, procedures, facilities, and equipment.

E. Exercises

Local drills, tabletop exercises, functional exercises, and full-scale exercises shall periodically include an evacuation scenario based on the hazards faced by this jurisdiction.

F. Plan Development and Maintenance

1. The Town of Portola Valley is responsible for developing and maintaining this plan. Recommended changes to this plan should be forwarded as needs become apparent.
2. This plan will be revised annually and updated in accordance with the schedule outlined in the San Mateo County EOP.
3. Departments and agencies assigned responsibilities in this plan are responsible for developing and maintaining SOPs covering those responsibilities.

VII. REFERENCES

A. Regulations, Polices and Agreements

1. City. List polices and agreements in support of evacuation planning and operations.
2. Borough. List polices and agreements in support of evacuation planning and operations.
3. Regional. List polices and agreements in support of evacuation planning and operations.
4. State. List polices and agreements in support of evacuation planning and operations.
5. Federal.

FEMA, *Guide for All-Hazard Emergency Operations Planning* (SLG-101).

OSHA Standard 29 CFR 1910.38

Pets Evacuation and Transportation Standards Act of 2005 (H.R. 3858)

B. Supporting Plans and Procedures

1. City. List plans and procedures.
2. Borough. List borough plans and procedures.
3. Regional. List regional plans and procedures.
4. State. List state plans and procedures.
5. Federal. List federal plans and procedures.

**APPENDIX 1 – EMERGENCY CONTACT LIST/
COMUNICATIONS**

Agencies	Contact	Office Phone Numbers
California Division of Homeland Security & Emergency Management	State Emergency Coordination Center	(916) 845-8510
California River Forecast Center	Hydrologist	(916) 979-3056
California Dept. of Commerce, Community & Economic Development	Flood Insurance Program	(800) 397-3240
California Dept. of Environmental Conservation	Disaster Coordinator (primary)	(916) 323-2514
American Red Cross, California Office	Disaster Services	(415) 427-8000
California Highway Patrol	(Local or Regional Office)	(800) 835-5247
California Dept. of Conservation		(916) 445-0732
California Army National Guard	Headquarters:	(916) 854-3000
California Air National Guard:	Headquarters, Camp:	(916) 854-3000
National Weather Service		

Personal / Agency Name	Frequency/Channel	Telephone

APPENDIX 2 - GENERAL EVACUATION CHECKLIST

✓	Action Item	Assigned
	PLANNING:	
	1. Determine area(s) at risk: <ul style="list-style-type: none"> ▪ Determine population of risk area(s) ▪ Identify any special needs facilities and populations in risk area(s) 	
	2. Determine evacuation routes for risk area(s) & check the status of these routes.	
	3. Determine traffic control requirements for evacuation routes.	
	4. Estimate public transportation requirements & determine pickup points.	
	5. Determine temporary shelter requirements & select preferred shelter locations.	
	ADVANCE WARNING:	
	6. Provide advance warning to special needs facilities & advise them to activate evacuation, transportation & reception arrangements. Determine if requirements exist for additional support from local government.	
	7. Provide advance warning of possible need for evacuation to the public, clearly identifying areas at risk. See Annex I, Emergency Public Information.	
	8. Develop traffic control plans & stage traffic control devices at required locations	
	9. Coordinate with special needs facilities regarding precautionary evacuation. Identify and alert special needs populations.	
	10. Ready temporary shelters selected for use.	
	11. Coordinate with transportation providers to ensure vehicles & drivers will be available when and where needed.	
	12. Coordinate with school districts regarding closure of schools.	
	13. Advise neighboring jurisdictions that may be affected of evacuation plans.	
	EVACUATION:	
	14. Advise neighboring jurisdictions & the local Disaster District that evacuation recommendation or order will be issued.	
	15. Disseminate evacuation recommendation or order to special needs facilities and populations. Provide assistance in evacuating, if needed.	
	16. Disseminate evacuation recommendation or order to the public through available warning systems, clearly identifying areas to be evacuated.	
	17. Provide amplifying information to the public through the media. Emergency public information should address: <ul style="list-style-type: none"> ▪ What should be done to secure buildings being evacuated ▪ What evacuees should take with them ▪ Where evacuees should go & how should they get there ▪ Provisions for special needs population & those without transportation 	
	18. Staff and open temporary shelters	
	19. Provide traffic control along evacuation routes & establish procedures for dealing with vehicle breakdowns on such routes.	
	20. Provide transportation assistance to those who require it.	
	21. Provide security in or control access to evacuated areas.	
	22. Provide Situation Reports on evacuation to the local Disaster District.	
	RETURN OF EVACUEES	
	23. If evacuated areas have been damaged, reopen roads, eliminate significant health and safety hazards, & conduct damage assessments.	
	24. Determine requirements for traffic control for return of evacuees.	
	25. Determine requirements for & coordinate provision of transportation for return of evacuees.	
	26. Advise neighboring jurisdictions and local Disaster District that return of evacuees will begin.	
	27. Advise evacuees through the media that they can return to their homes and businesses; indicate preferred travel routes.	
	28. Provide traffic control for return of evacuees.	

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	29. Coordinate temporary housing for evacuees that are unable to return to their residences.	
	30. Coordinate with special needs facilities regarding return of evacuees to those facilities.	
	31. If evacuated areas have sustained damage, provide the public information that addresses: <ul style="list-style-type: none">▪ Documenting damage & making expedient repairs▪ Caution in reactivating utilities & damaged appliances▪ Cleanup & removal/disposal of debris▪ Recovery programs See Annex J, Recovery.	
	32. Terminate temporary shelter & mass care operations.	
	33. Maintain access controls for areas that cannot be safely reoccupied.	

APPENDIX 3 – EVACUATION ORDER REPORT

Evacuation Order Report

Incident Name: _____

Date: _____

Time: _____

I, _____, issued an EVACUATION ORDER for the following individual(s):

This individual(s) was ordered to evacuate from:

This EVACUATION ORDER was issued for the following reasons:

The individual(s) ordered to evacuate:

- Transported themselves out of the area.
- Were escorted out of the area by incident personnel

If the evacuee(s) were escorted out of the area by incident personnel, complete the following:		
Name of the Incident personnel that escorted the evacuee(s) out of the area:		
Location to which the evacuee(s) was escorted:		
If the evacuee(s) was a minor, name of the person who accepted responsibility from the escort:		
Evacuee(s) were escorted from the area under restraint	Yes	No

Signature of person issuing the EVACUATION ORDER: _____

APPENDIX 4 - EVACUATION ROUTES



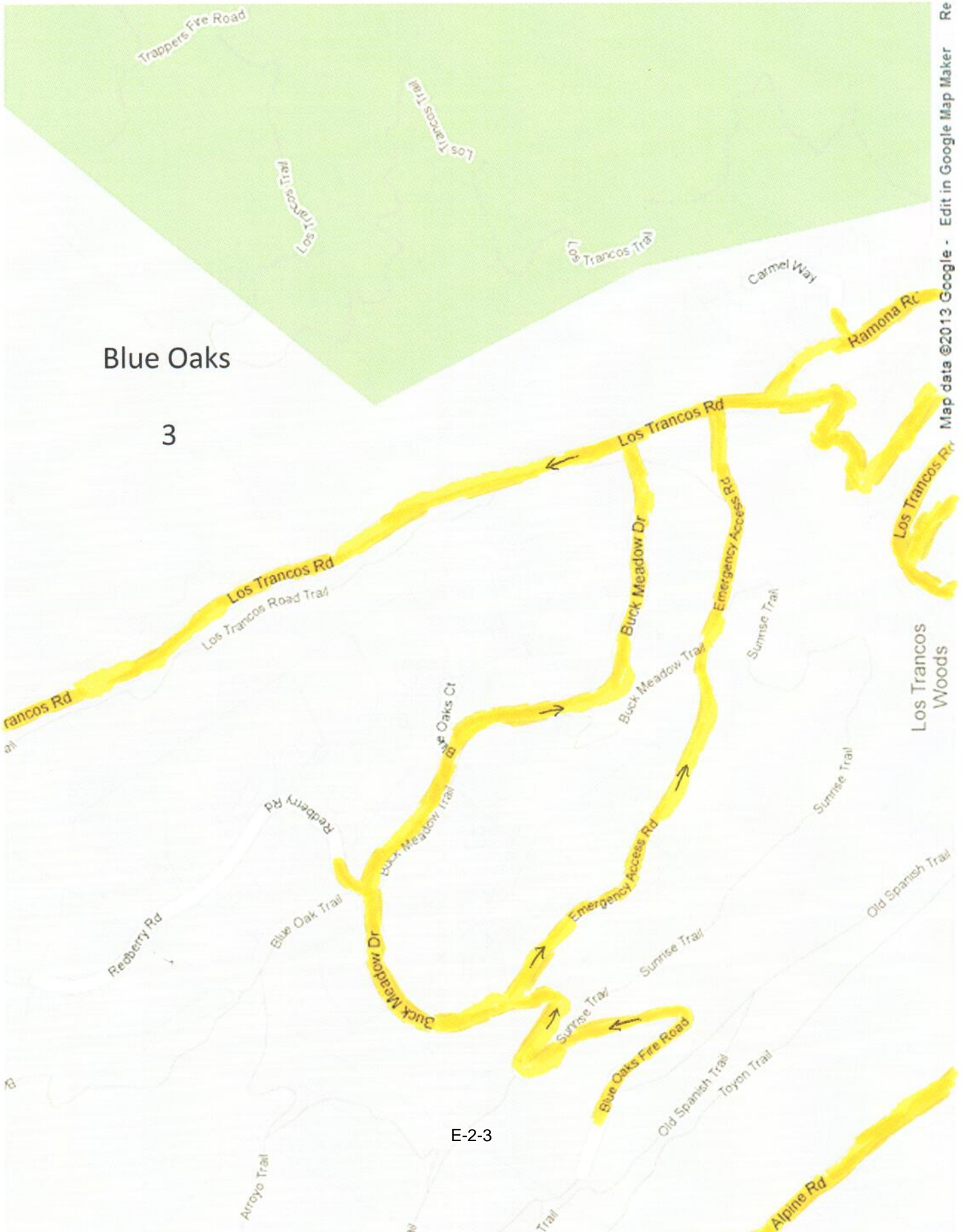
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2

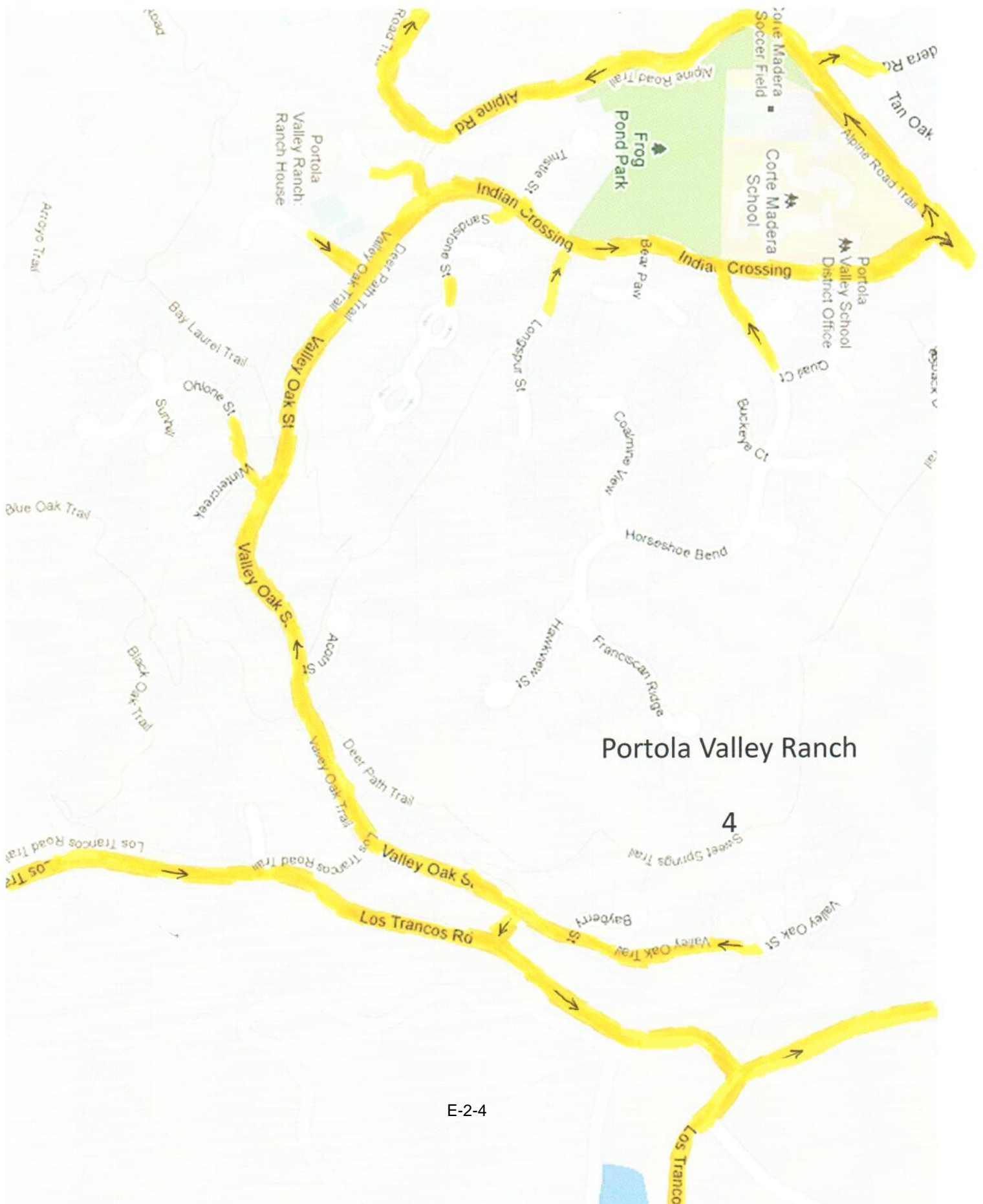


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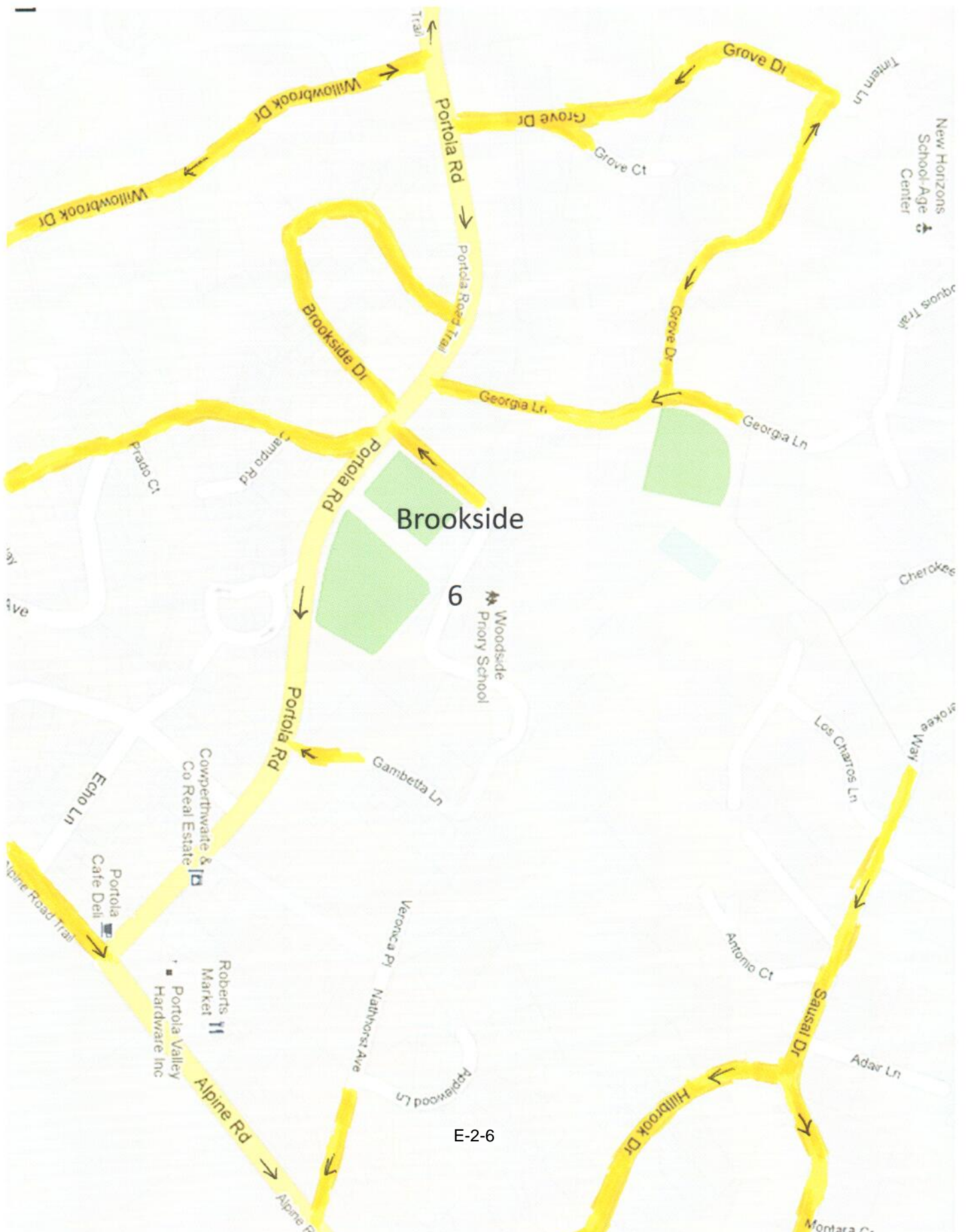
Town of Portola Valley Evacuation Plan



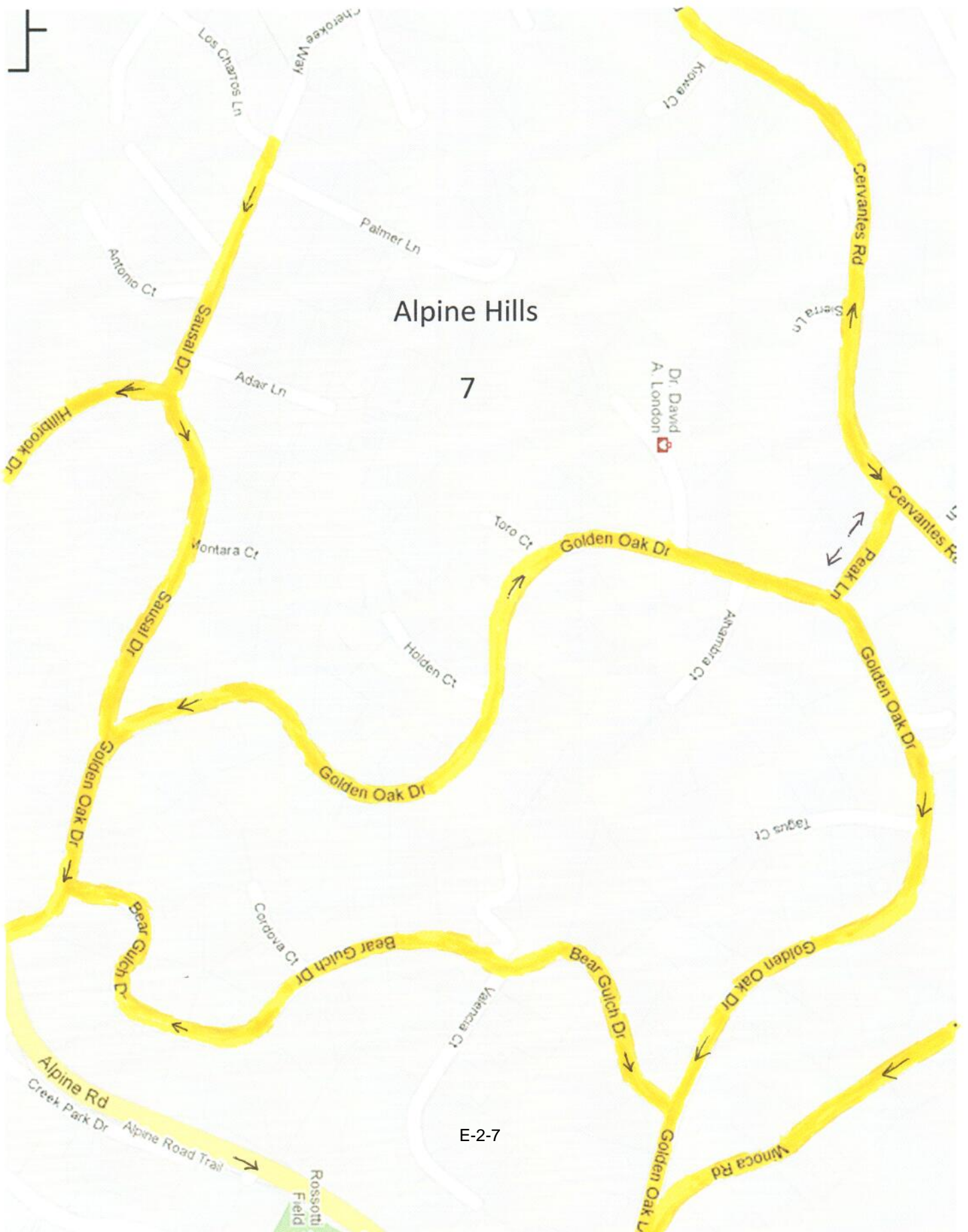
Town of Portola Valley Evacuation Plan



Town of Portola Valley Evacuation Plan



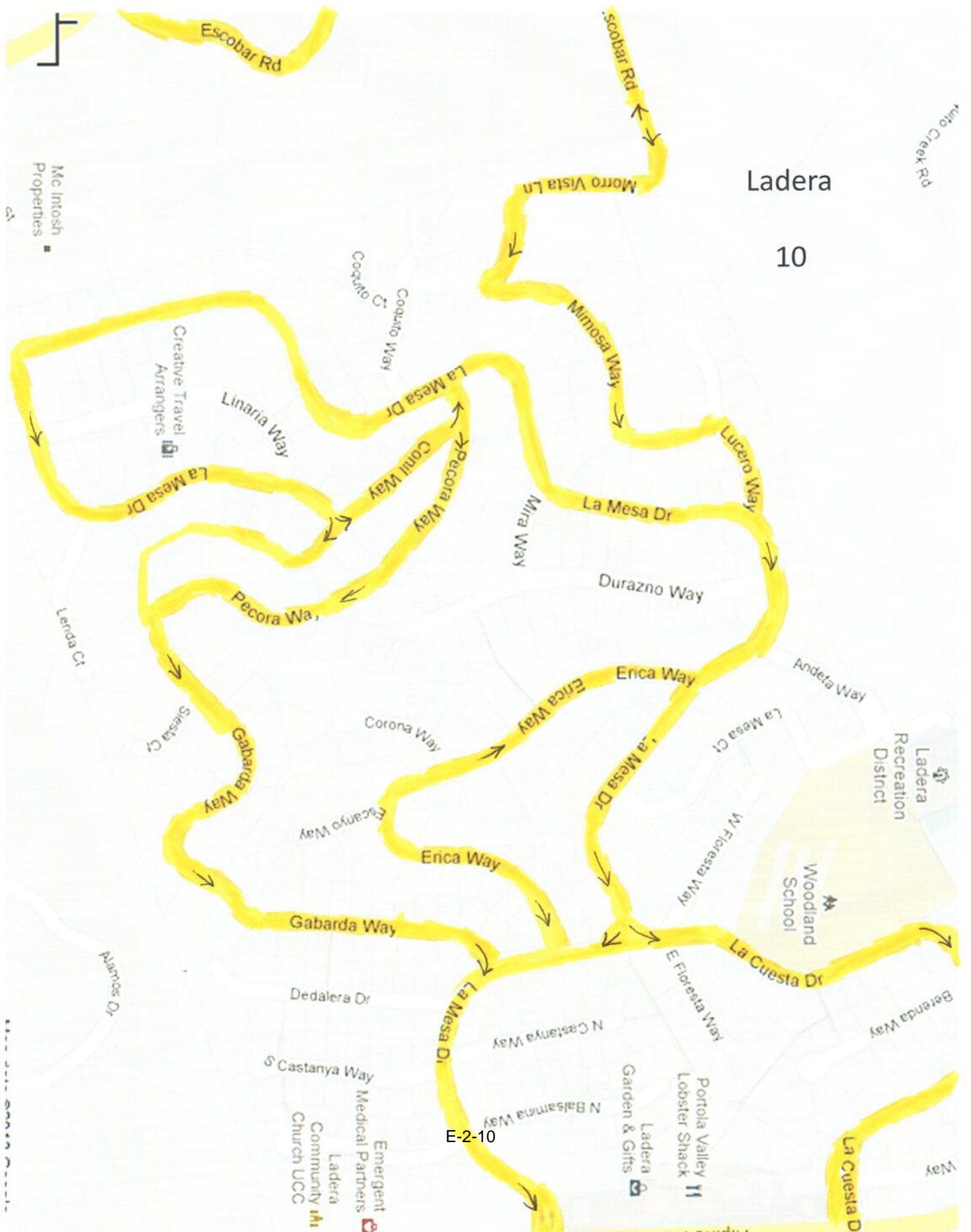
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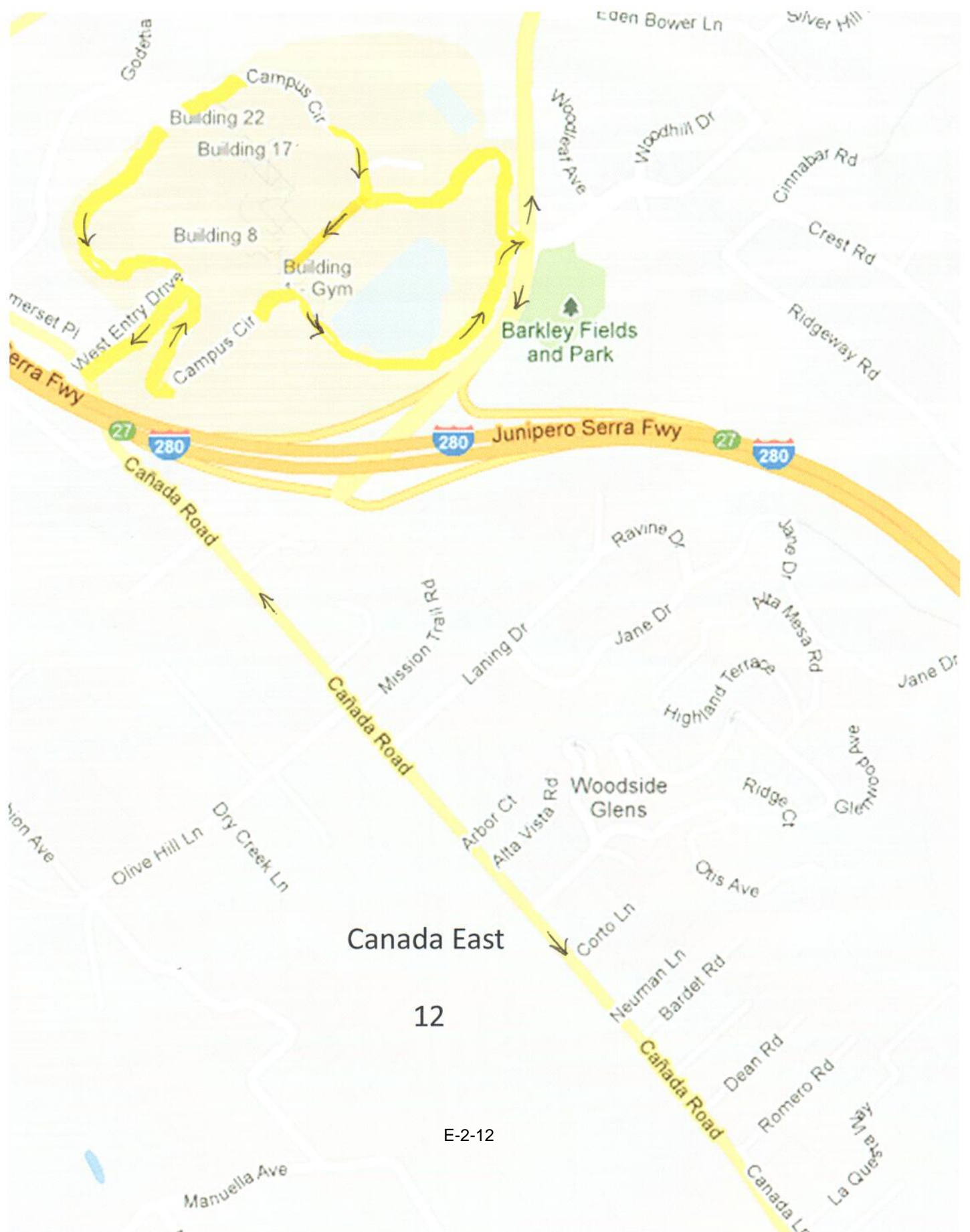
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Canada East

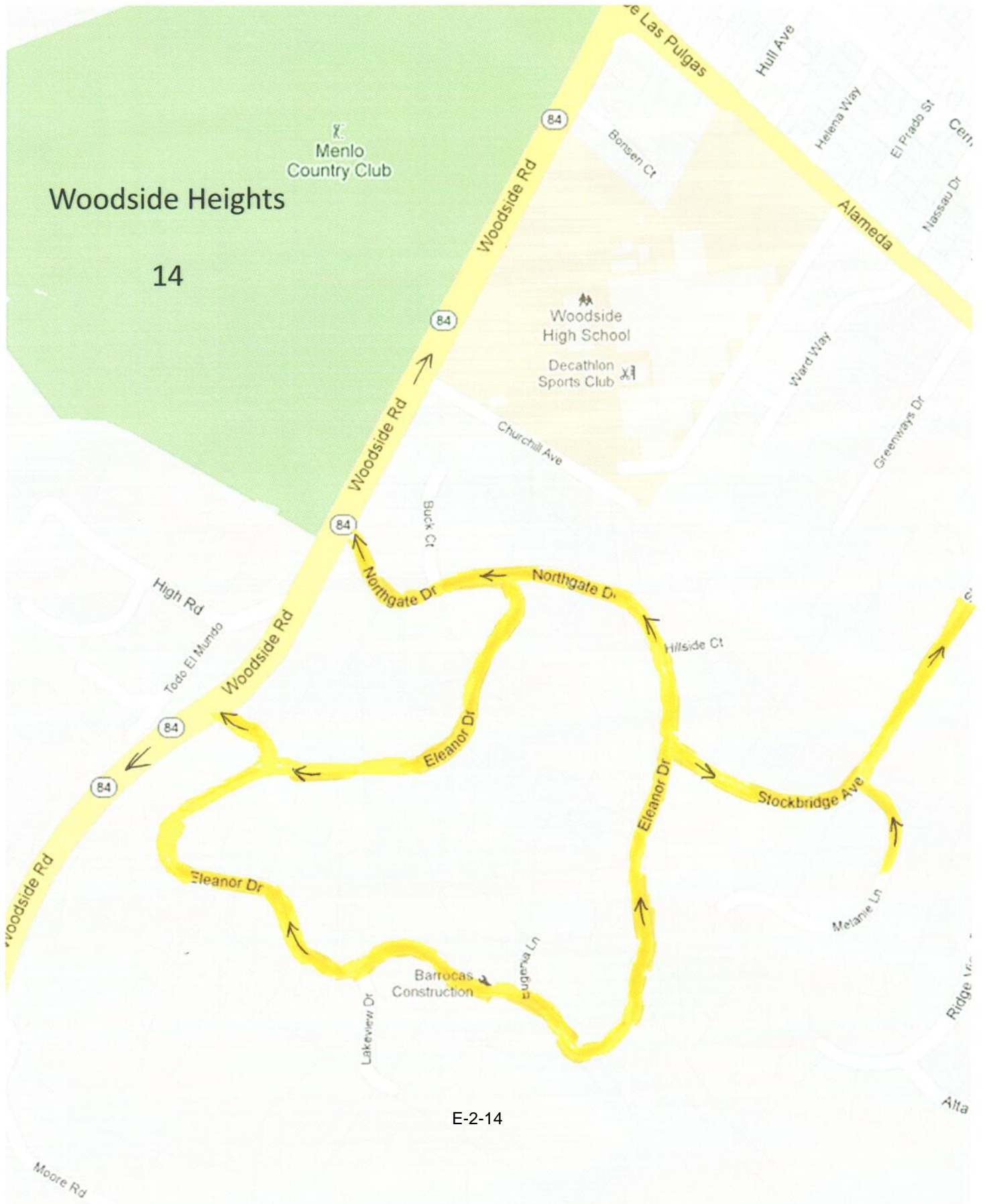
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Woodside Glens

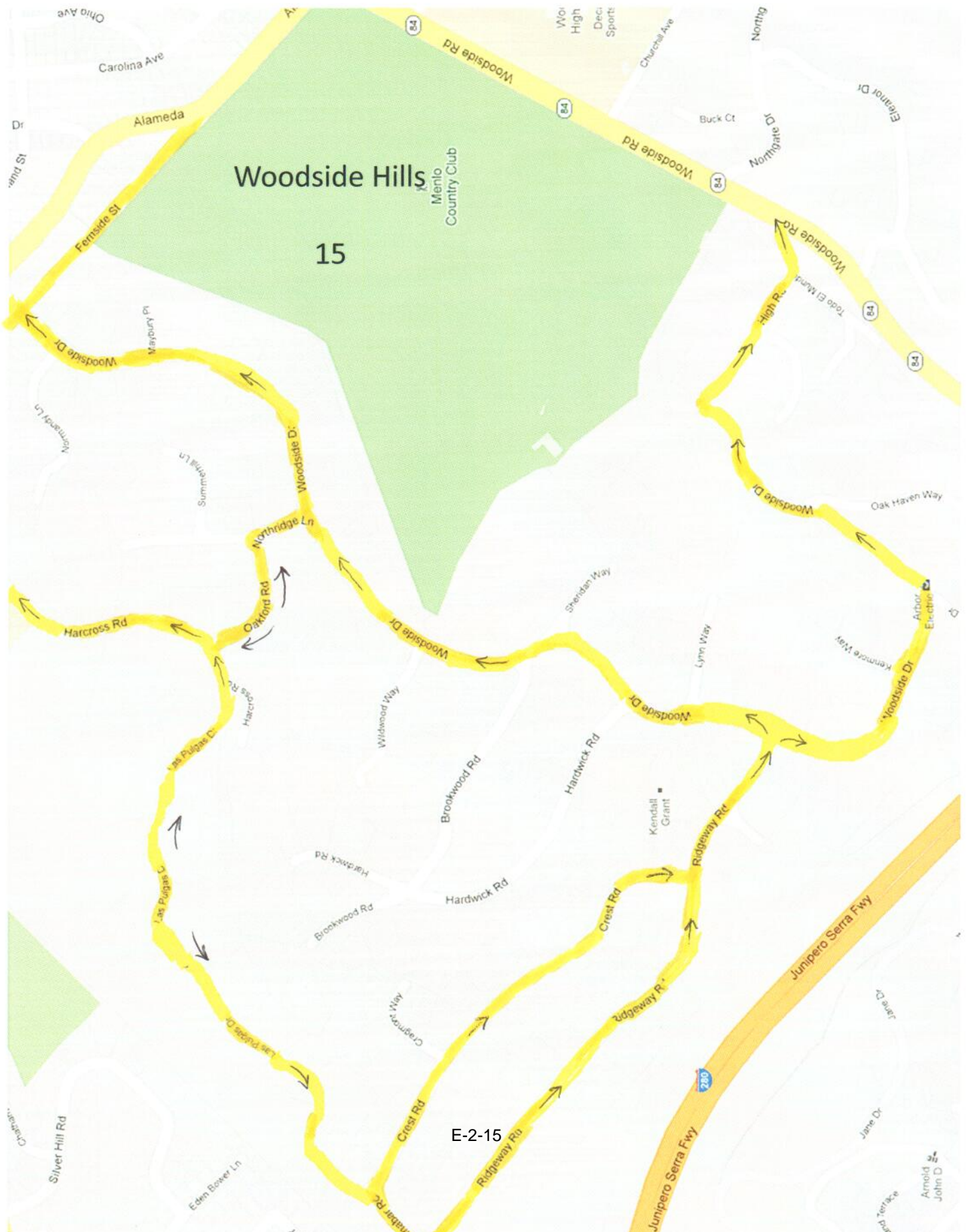
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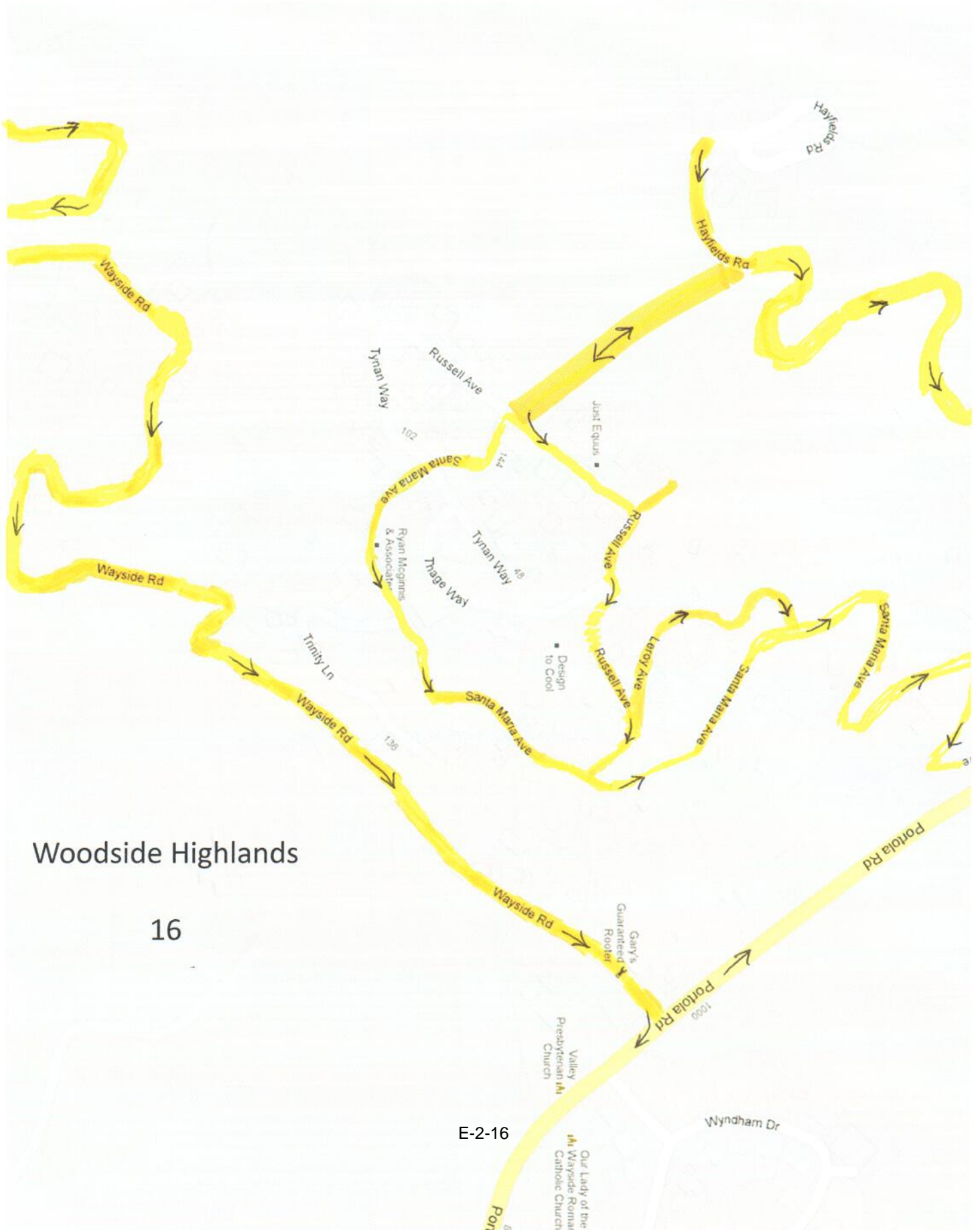


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Town of Portola Valley Evacuation Plan



Woodside Highlands

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E-2-16

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Town of Portola Valley Evacuation Plan



Town of Portola Valley Evacuation Plan



Woodside North

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Map data ©2013 Google. Repro

Rapley Trail

APPENDIX 5 - POTENTIAL EVACUATION AREAS

ID Number	Name/Phone	Location/Description	Estimated Population	Evacuation Routes	Evacuation Time

APPENDIX 6 – SHELTER INFORMATION

Shelter Number	Name/Phone	Location	Shelter Manager	Responsible Agency

APPENDIX 7 – SPECIAL FACILITIES INVENTORY

Special Facilities #	Location	Inventory List	Responsible Agency

APPENDIX 8 – SPECIAL NEEDS POPULATION PROCEDURES

General:

Any public safety or community official seeing the potential need for Special Needs assistance to the public will immediately notify their incident command staff, which shall pass that information to the incident commander.

1. The incident commander will order the activation of this annex, as needed.
2. Due to the critical care required for a Special Needs operation, such a shelter should be the last option for the public during an emergency incident. Appropriate options include,
 - a. Individual can go to the home of a family member, relative or qualified caregiver.
 - b. Individual can be transported to a hospital.
 - c. Individual can be transported to a skilled nursing facility, extended care facility, group home, day care facility, or other like facility with appropriate staff and management, or to another facility with available space.
3. The designated community organization will be the lead authority for management of a Special Needs Shelter.
4. The Health Department/ or Clinic will be the lead for management of medical and public health care in a Special Needs shelter.
5. In order to provide for proper care and protect the rights of residents, the Special Needs Shelter may segregate residents into three or more classes, including,
 - a. Residents in need of medical care,
 - b. Residents who are generally healthy and have no immediate need beyond customary mass care resources, and
 - c. Minor children not presently in the custody of their parents (i.e., child day care center evacuees).
6. In the event that any care facility is evacuated to a Special Needs shelter, staff of that facility shall accompany their residents/charges and shall bring appropriate resident documentation (i.e., medical charts, etc). Any documentation shall be treated as confidential, shared only with qualified medical personnel and must be kept with the person to whom it belongs.
7. Under no circumstances should a person be denied admittance to a Special Needs shelter unless that person,
 - a. Presents a significant threat to the safety or health of the shelter population, or,
 - b. Fails to exhibit a qualifying special need beyond a reasonable doubt.
8. The incident commander will facilitate the ongoing development of additional Special Needs planning and strategic development.

B. Primary Agency

1. The designated community organization will be the lead authority for management of a Special Needs Shelter.
2. Identify location of appropriate Special Needs Shelter and facilitate proper and timely activation of same.
3. Provide customary Mass Care resources.
4. Request any additional resources as needed to effectively operate the shelter.
5. Apply and maintain ICS management structure to include,
 - a. Command and control.
 - b. Span of control.

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- c. Incident Action Plan (to be conveyed periodically to incident commander).
6. Set up and operate intake procedure that allows for medical triage and results in appropriate segregation of residents.
7. Conduct essential human services.
8. Coordinate activities with other agencies tasked for shelter operations.
9. Insure adequate security is available on-site to keep the peace, protect rights and safety of residents, and to facilitate release of shelter residents.
10. Make notifications to family members of residents to advise of the resident's location and status.
11. Maintain communications with shelter staff.
12. Maintain communications with EOC personnel. EOC staff shall determine method of communications.
13. Establish operating area for amateur radio, as needed.

C. Support Agencies

1. Health Department/ or Clinic

- a. The Health Department/ or Clinic shall be the lead management agency for purposes of providing medical care and resources.
- b. Provide nursing staff for triage and medical care and monitoring.
- c. Provide other professional medical staff as necessary for effective medical care, including physicians, as necessary.
- d. Identify need for, and request, decontamination operations.
- e. Assist in procurement of pharmacy needs.
- f. Shelter-wide, identify the need for, and request, professional mental health assistance.
- g. Make notifications to residents' primary care physicians to advise status and location of residents.
- h. Identify and request resources, as needed, for effective medical care.
- i. Establish and maintain communications with supporting EOC personnel and local hospitals.

2. Incident Commander

- a. Activate the Special Needs Population annex, based on real or perceived need or possible need. Activities include:
 - (1) Notifying tasked agencies.
 - (2) Coordinating with the Primary Agency to determine appropriate Special Needs shelter location.
 - (3) Activating the Functional Annex A05—Transportation Annex.
 - (4) Coordinates communications activity between shelter and Emergency Operations Center.
 - (5) Insure adequate security is provided for shelter location.

3. Emergency Medical Service (EMS)

- a. Provide on-site availability of basic and advanced life support services and emergency transportation from the shelter to hospitals.
- b. Assist in evacuation of Special Needs population to shelter locations, as requested.
- c. Assist shelter medical operations, as needed.

4. Law Enforcement

- a. Assign sworn officers to establish and conduct shelter security operations.
- b. Provide transportation for arrested individuals from the shelter.
- c. Assure orderly intake operations for persons arriving at the shelter, insuring that everyone follows intake and triage procedures.

APPENDIX 9 – TRAFFIC & PERIMETER CONTROL PROCEDURES

TRAFFIC PLAN:

- Routes and Destinations:

Primary Route:	
Primary Destination:	
Alternate Route:	
Alternate Destination:	

- Traffic Control

Location	Type of Control
	<input type="checkbox"/> Mobile Patrols <input type="checkbox"/> Traffic Directional Control <input type="checkbox"/> Pilot Cars
	<input type="checkbox"/> Mobile Patrols <input type="checkbox"/> Traffic Directional Control <input type="checkbox"/> Pilot Cars
	<input type="checkbox"/> Mobile Patrols <input type="checkbox"/> Traffic Directional Control <input type="checkbox"/> Pilot Cars
	<input type="checkbox"/> Mobile Patrols <input type="checkbox"/> Traffic Directional Control <input type="checkbox"/> Pilot Cars

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	<input type="checkbox"/> Mobile Patrols <input type="checkbox"/> Traffic Directional Control <input type="checkbox"/> Pilot Cars
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PERIMETER AND ACCESS CONTROL.

Perimeter and access control shall be established to minimize conflicts between civilian and incident traffic. Perimeter and access control shall be accomplished by establishing:

- Outer Perimeter

Location	Type of Control
	<input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Block
	<input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Block
	<input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Block
	<input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Block
	<input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Block

- Inner Perimeter

Location	Type of Control
	<input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Block <input type="checkbox"/> Road Closure
	<input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Block <input type="checkbox"/> Road Closure
	<input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Block <input type="checkbox"/> Road Closure

APPENDIX 10 – PRE-EVACUATION CONTACT

Pre-Evacuation Contact

Incident Name: _____

Date: _____

Time: _____

Name of Person Contacted:					
Address or Location of Contact:					
Number of persons at this location:	Adults		Minors		
	Males	Females	Males	Females	
Transportation Available	Yes		No		
Pets/Animals needing attention	Yes		No		
Special Needs or Assistance Required: (explain)					
Phone Number at contact location					
Emergency Contact Name					
Emergency Contact Number					
Electronic media most often on at contact location		Television	Radio	None	
Other information:					
Contact Made By:					