

WASHINGTON ASSOCIATION OF SHERIFFS & POLICE CHIEFS

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Serving the Law Enforcement Community and the Citizens of Washington

WASPC MODEL POLICY

Facilitating Safe Access to Private Property during a Wild Fire or Forest Fire



Background/Legislative History

The 2007 Washington State Legislature introduced Senate Bill 5315 – Authorizing residents to access their property during a forest fire, authored by Senator Mark Schoesler.

SB 5315, as introduced, stated that residents, landowners, and others in lawful possession and control of land have the right to access their land during a forest fire or wild fire in order to: (1) conduct fire prevention or suppression activities; (2) protect or retrieve property; or (3) both. The state Department of Natural Resources (DNR) and state or local governments imposing a road closure must, to the maximum extent practicable, allow and facilitate this access. DNR and state or local governments are not liable for any action, or inaction, with regards to providing this access.

The Washington Association of Sheriffs and Police Chiefs opposed the original version of SB 5315, on the grounds that the Sheriff determines when an area is safe for private access during a wild fire or forest fire, not the Department of Natural Resources. Furthermore, state law should not dictate the actions of law enforcement during an emergency. WASPC also opposed the bill for fear of the liability incurred and increased risk to emergency workers upon local law enforcement in the instance where a resident or landowner is allowed access to private property during a wild fire or forest fire and is subsequently trapped, injured or killed.

WASPC worked with the prime sponsor of the bill, along with the Chairman of the Senate Committee on Natural Resources, Ocean & Recreation, to rewrite the bill to remove the requirements on DNR and the Sheriff, and instead add language directing WASPC to develop a model policy that provides guidance to sheriffs to allow access to lands, when safe and appropriate, during a wild fire or forest fire.

It is important to note that Senator Schoesler's stated reason for introducing SB 5315 was due to an incident in 2006 during the Columbia Complex fire. In that incident, a private land owner was denied access to his land. The land owner intended to return to his property to take measures to protect his property from the looming fire, including utilization of his heavy equipment to build fire lines and fire barriers to protect against the fire. In this instance, the land owner failed to obey the orders of the law enforcement officers who denied him access and was subsequently arrested for his actions.

Equally important to take note is an incident that occurred in Asotin County during the summer of 2007, where a group of private land owners attempted to protect their land during a wild fire by

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setting ‘backfires’, more commonly referred to as ‘burnout operations.’ Burnouts are a common technique utilized by firefighters to deplete potential fuel to a wild fire. In this instance, the group of private land owners, in their attempt to protect their privately owned land, were responsible for setting additional acres afire, jeopardizing the lives of countless emergency workers and homes.

Summary of SB 5315, as signed into law

The Washington Association of Sheriffs and Police Chiefs must convene a model policy work group to develop a model policy regarding residents, landowners, and others in lawful possession and control of land in the state during a forest fire or wild fire. The model policy must be designed, first and foremost, to protect life and safety. The model policy must also include guidance on allowing access to lands, when safe and appropriate, during a forest fire or wild fire.

Each county sheriff may, until the model policy is developed and implemented in the county, establish and maintain a registry of persons authorized to access their land during a forest fire or wild fire. Upon request, the sheriff must include in the registry persons who demonstrate ownership of agriculture or forest land and who possess equipment that may be used for fire prevention or suppression activities. Persons included in the registry must be allowed to access their property to conduct fire prevention or suppression activities despite a road closure. Federal, state, and local agencies are not liable for any action, or failure to act, when facilitating access under these provisions. Private landowners are provided immunity for injuries or loss suffered by persons entering upon, or passing through, their land under these provisions.

The Sheriff’s role in a wild fire or forest fire

The primary responsibility of the Sheriff, in any circumstance, is to protect peace and safety in the county. During a wild fire or forest fire, the Sheriff’s primary responsibility does not waver. In a wild fire or forest fire, protection of peace and safety in the county means ensuring, as practically feasible under the circumstances, that ordinary citizens do not place themselves in harm’s way by establishing a boundary around the wild fire or forest fire and restricting access to the dangerous area. The Sheriff also attempts, as practically feasible under the circumstances, to notify any residents within the established boundary of the danger, with the Sheriff’s evacuation recommendation.

The Evacuation Contingency Plan and Incident Evacuation Plan included in this model policy are intended to be used as policy templates for use by local law enforcement agencies for evacuations during a wild fire or forest fire.

It is important to note that there is no provision in law that allows a Sheriff to forcibly remove a person due to the existence of a wild fire or forest fire alone. A Sheriff may forcibly remove a person under other circumstances that might also exist, such as trespassing or the violation of other laws or ordinances. The Sheriff does possess the authority to forcibly remove a minor if the Sheriff determines that the minor is in danger.

It is highly recommended that the Sheriff be involved in the incident command for each wild fire or forest fire in their county, so as to best inform themselves of the constantly changing circumstances of the fire.

Private Property Rights during a wild fire or forest fire

A person does not relinquish their rights as a property owner during a wild fire or forest fire. However, if a person is not on their property or leaves their property during a wild fire or forest fire, the Sheriff, while carrying out their duty to protect peace and safety in the county, may restrict or prohibit access to public and private property.

A private property owner has the right to protect their own property under any circumstance, including a wild fire or forest fire. A person could be liable, and even arrested and criminally prosecuted, for fire suppression activities on property other than their own, or for irresponsible fire suppression activities anywhere. It is important to note that protection of one's property is limited to the actual protection of a person's own property. This right does not extend to the property of others. A person cannot engage in unauthorized or aggressive fire suppression techniques, and this policy in no way encourages or condones the use of firing or burnout operations or unauthorized aviation assets. Such actions can, and often do, create additional hazards, place fire fighting crews in additional danger, and constitute arson.

Civilian Fire Suppression Assistance

The Sheriff is often approached during a wild fire or forest fire by civilians wishing to assist in fire suppression activities. It is the prerogative of the incident commander to determine who is part of the official fire fighting effort, and processes already exist that govern this function. The Sheriff's role and responsibility does not change in this circumstance. Depending on the Sheriff's determined evacuation advisement level, persons not part of the official fire may be prevented from entering the established fire boundary. Persons wishing to be granted access and assist in fire suppression activities during a wild fire or forest fire are encouraged to contact their local fire district prior to a wild fire or forest fire to inquire about the qualifications and requirements of participating in such activities.

Three Levels of Evacuation Advisements

This model policy recommends the establishment of three levels of evacuation advisements. As is the case with the recommendations and documentation of the included appendixes, these recommendations are based on actual policies and procedures adopted and utilized in wild fires and forest fires in Washington State. This plan and approach is also being used by regional incident commanders in other states.

Level I – Advisement Issued

Level I evacuation advisements warn persons that current or projected threats from hazards associated with the approaching fire(s) 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 I evacuation advisements may or may not be accompanied by checkpoints, roadblocks or road closures.

Level II – Evacuation Advised

Level II evacuation advisements notify persons that conditions indicate a good probability that hazards associated with the approaching fire(s) 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 Advised

Level III evacuation 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.

Entirety of the Document

This model policy is comprised of this document, accompanied by the Evacuation Contingency Plan and Incident Evacuation Plan and other documents included as appendixes to this document.

EVACUATION CONTINGENCY PLAN

1. **Purpose:** This plan is intended to be used in the event that the _____ incident creates a need for notification and evacuation of the citizens in and adjacent to the incident.

2. **Intent:** The _____ County Sheriffs office is legally charged with the responsibility for evacuation. In order to adequate planning and decision making to occur before the need, it is important that the Sheriff's Department have advance notice and be included in the earliest possible discussion regarding evacuation needs.

Description of the Area:

3. **Evaluation Criteria:** If the fire is deemed to threaten the identified tactical area(s) Operations will request activation of the appropriate evacuation level based on current and predicted fire behavior. Upon recommendation by the Operations Section Chief, the agency decision makers will convene and re-evaluate the threat using the following criteria:

- Fire crosses or approaches pre-identified evaluation lines
- Time of day (i.e. early morning vs. mid-afternoon)
- Weather (current and expected)
- Fuels and fire behavior
- Sustained run vs. spot fires
- Probability of success with available resources

4. Agency Decision Makers

Incident Commander:	
Cell:	Dispatch:
Operations Section Chief:	
Cell:	Dispatch:
County and/or City Emergency Management:	
Cell:	Dispatch:
County Sheriff :	
Cell:	Dispatch:
Local/County Fire Chief:	
Cell:	Dispatch:
Red Cross	
Cell:	Dispatch:

5. Activation

5.1. Steps for Activation

- (1) The need for a possible evacuation will be identified by Operational personnel with input from the Fire Behavior Analyst and Incident Safety Officer
- (2) Request for evacuation will be approved by the Incident Commander or his designee
- (3) Contact Communications to place the request as needed
- (4) The IC or designee will inform the County Sheriff's Office of the current and predicted situation.
 - Identify the affected area
 - Ask that a liaison from the county report to the ICP
 - Ask that the appropriate evacuation be implemented
 - Ask for confirmation of shelter activation / location from Red Cross
 - The IMT IOFR will coordinate the development of a media release of evacuation / shelter decisions

6. Tactical Area Description:

See Attached Map

7. Evacuation Area Re-Entry

The Incident Management Team (IMT) will provide recommendations to the Sheriff's Office for lowering evacuation levels. The authority having jurisdiction is responsible for applying the change in evacuation level. Considerations for safe re-entry:

- | | |
|--|------------------------------------|
| • Public and firefighter safety | • Utilities secured |
| • Fire behavior/situation | • Visibility |
| • Fire traffic/activities | • Minimizing economic consequences |
| • Hazard tree mitigation | • Community integrity |
| • Slope stabilization (rolling/falling debris) | |

The topics listed above are intended as illustrations of the various types of issues that may be evaluated.

Citizens are advised that the advisory/evacuation level may change at a moments notice.

All re-entry requests shall be coordinated with the IMT Operations Section Chief before re-entry into evacuated areas will begin. All requests for re-entry into the evacuated areas shall go through the County Sheriff. Persons entering the area shall provide identification and/or proof of ownership of the property in question. After approval, evacuees will be allowed re-entry based on the current situation.

INCIDENT EVACUATION PLAN

ORIGINAL PLAN

REVISED PLAN

Prepared by: _____

(printed name and title)

Agency: _____

Date: _____

Time: _____

Submitted to: _____

(printed name and title)

THIS PLAN CONTAINS:

- EVACUATION AUTHORIZATION (1 PAGE)
- THREATS, AREA and OBJECTIVES (1 PAGE)
- EVACUATION STAGES (1 PAGE)
- IMPLEMENTATION PLAN (2 PAGES)
- ANTICIPATED RESOURCE REQUIREMENTS (1 PAGE)
- SUPPLEMENTAL INFORMATION (_____ PAGE/S)

Incident Evacuation Plan: Evacuation Authorization

1. **AUTHORITY:** Authority for evacuation during this incident is based on the following references:

a. **Legal Authority:**

b. **Disaster Plan:**

2. **RESPONSIBILITY:** The agency responsible for planning, implementing, and managing an evacuation during this incident is identified as the: _____

3. **INCIDENT COMMANDER:** I, _____, have determined the nature of this emergency may pose significant threat to the health and safety of persons within the area described in the attached *Incident Evacuation Plan*.

- a. The affected Principal Executive Officer(s) is/are requested to review the attached plan, initiate necessary proclamations or declarations, and grant extraordinary authority for me to implement elements of the evacuation plan as conditions warrant. **OR**
- b. The nature of this emergency does not permit prior authorization of evacuation through normal channels. I order the immediate implementation of evacuation efforts as noted in the attached plan. **OR**
- c. The evacuation was ordered during the Initial Attack of this incident and the attached plan documents the decisions for that action.

Signature of Incident Commander

Date

Time

4. **PRINCIPAL EXECUTIVE OFFICER(S):** As the official(s) having legal responsibility for the approval of evacuations within this jurisdiction:

- a. The *Incident Evacuation Plan* has been reviewed, necessary proclamations or declarations have been completed, and the Incident Commander is hereby granted authority to implement elements of the plan as conditions warrant. **OR**
- b. The *Incident Evacuation Plan* has been reviewed, and it is my/our decision to withhold approval of the Incident Commander's request for authority to implement elements of the plan. The basis for this decision is attached. This decision may be reviewed and amended as conditions warrant. **OR**
- c. I/we have been advised of the Incident Commander's use of extraordinary authority to proceed with evacuation. The basis for that decision has been reviewed and I/we do OR do not authorize continued evacuation efforts.

Name & Title

Date

Time

Incident Evacuation Plan

Part I—Threats, Areas and Objectives

A. Threats to Health and Safety:

B. Area Description: As of Date: _____ and Time: _____ this plan is being made is being recommended for the following area(s):

C. Objectives:

1. To identify residents, businesses, public buildings and other areas from which occupants and property may need to be evacuated.
2. To locate and identify special concerns of the incident staff to include persons with conditions requiring extraordinary care, livestock or other property requiring specialized consideration and potentially hazardous materials.
3. To identify resources necessary to accomplish an evacuation.
4. To provide for the timely, safe, orderly evacuation of affected areas as ordered by the Incident Commander.
5. Provide for prompt information dissemination to the affected area.
6. Provide for prompt return of all displaced citizens.

Incident Evacuation Plan

Part II, A—Evacuation Stages

Level 1: Pre-evacuation **CONTACTS** and **BRIEFINGS** of persons within affected area(s).

This stage will be implemented under the following conditions:

Level 2: EVACUATION WARNING. Good probability of a need to evacuate. Recommend movement of persons requiring extraordinary care, large mobile property and livestock (if feasible). Checkpoints may be used to inform citizens entering the area.

This stage will be implemented under the following conditions:

Level 3: Evacuation REQUEST. Occupants of the affected area(s) are asked to leave within a specified time period, by pre-designated route(s), and report to the evacuation center. Perimeter roadblocks are established.

This stage will be implemented under the following conditions:

Return: Evacuees are allowed to return to their respective properties. Hardship and special needs to be evaluated.

Incident Evacuation Plan

Part II, B—Perimeter and Access Control

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
	<input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Block <input type="checkbox"/> Road Closure

Incident Evacuation Plan Part III, Implementation Plan

A. EMERGENCY IMPLEMENTATION PROCEDURE: In the event an evacuation is directed by the Incident Commander and time does not permit personal notification of affected person, the following procedure will be utilized.

B. OBSTRUCTION RESPONSE PROCEDURE: The recommended response for persons refusing to cooperate with an evacuation directive is:

C. 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"/> Pilot Cars <input type="checkbox"/> Traffic Directional Control

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

D. EVACUATION SHELTERS: Evacuation shelters for this incident will be set up as follows:

Name & Phone Number	Location	Shelter Manager	Responsible Agency

Public Information Officers will be assigned to shelters as follows:

Shelter	Information Officer	Contact Numbers
		Phone:
		Cell:
		Pager:
		E-Mail:
		Phone:
		Cell:
		Pager:
		E-Mail:
		Phone:
		Cell:
		Pager:
		E-Mail:

Incident Evacuation Plan

Part III, Implementation Plan

1. **EMERGENCY IMPLEMENTATION PROCEDURE:** In the event an evacuation is requested or ordered by the Incident Commander and time does not permit personal notification of affected persons, the following procedure will be utilized:

2. **OBSTRUCTION RESPONSE PROCEDURE:** The recommended response for persons refusing to cooperate with evacuation requests or orders is:

3. **EVACUATION ROUTE(S):**

A. Primary:

B. Alternate:

4. **ROADBLOCKS & TRAFFIC CONTROL POINTS**

A. Roadblocks:

B. Traffic Control Points:

5. **PRE-EVACUATION ACTIVITIES:**

Yes No Teams will complete pre-evacuation contact data sheets as time and circumstances permit.

Yes No Resident evacuation information will be provided during initial contact.

Resident evacuation forms will be provided during initial contact.

Yes No Resident evacuation information will be provided at exit roadblocks.

Resident evacuation forms will be provided at exit roadblocks.

Completed resident evacuation forms should be turned in at:

Exit Roadblock **OR** Evacuation Reporting Site

Yes No Incident PIO representative will establish a briefing site for residents.

6. RESOURCE LOCATIONS:

1. Evacuation group staging area:

2. Incident command post and staging area:

3. Evacuation reporting and briefing site(s):

4. Assistance/Evacuation centers (Provide food, overnight shelter and family assistance):

5. Mobile property holding area(s):

6. Livestock holding area(s):

7. COMMUNICATIONS:

a. Radio Frequencies and Telephone Numbers for Evacuation Branch:

	Frequency/Channel	Telephone
Evacuation Group		
Incident Command		
Contact Teams		
Perimeter & Traffic Control		

Security Teams		
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b. Public Information Officer:

Name:	
Phone:	Cell:
Pager:	E-mail:
Location of Community Briefings:	
Date and Time for Community Briefings:	
Location of Media Briefings:	
Date and Time for Media Briefings:	

c. Designated marking:

- i. **Signs:** Appropriate closure signs will be posted at the perimeter as needed.
- ii. **Flagging:** (identify color for each category):

Description of Action	Color of Flagging
Resident/Occupant has been personally contacted.	
Occupant has a condition that requires extraordinary care.	
Hazardous materials identified on flagged property.	
Occupant request assistance moving property	
Non-Emergency vehicle permitted within perimeter.	

Incident Evacuation Plan Part IV, Anticipated Resource Requirements

A. Personnel, Vehicles and Radios:

Function	LE Sworn	Other Non-Sworn	Support	Vehicles	Radios
Contact/Mapping Teams					
Road Blocks					
Traffic-Fixed Location					
Traffic-Mobile					
Traffic-Escort					
Security-Evacuated					
Security-Property Storage					
Evacuation Center(s)					
Evacuation Group (command)					
Totals Per Shift					

B. TRAFFIC CONTROL DEVICES: (Specify Type and Quantity)

a. Signs:

b. Barricades/cones/pylons:

c. Lights:

i. Warning:

ii. Illumination:

C. OTHER RESOURCES REQUIRED:

D. SPECIAL NOTE: (Uniform requirements, vehicle accessories, etc.)

E. EVACUATION COSTS WILL BE CHARGED TO:

Incident	Responsible Agency	Requesting Jurisdiction	See Supplement
Submitted by: Name & Title		Date	Time

Initial Request

Supplemental Request

Incident Evacuation Plan
Part IV, Part B—Anticipated Resource Requirements

EVACUATION COST MAY INCLUDE:

- Transportation cost for evacuees
- Equipment and Supplies
- Rent for Evacuation Centers
- Food
- Water
- Other (describe): _____

EVACUATION COSTS WILL BE CHARGED TO:

Prepared and Submitted By
(Name & Title)

Date

Time

Submitted To

Agency

Initial Request

Supplemental Request

PRE-EVACUATION CONTACT

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	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Pets/Animals needing attention	<input type="checkbox"/> Yes <input type="checkbox"/> 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:				

PRE-EVACUATION CONTACT DATA SHEET

Address:		# OF PEOPLE AT THIS LOCATION
Range/Township/Section/ ¼ Section	Incident Map Locator Designation	
From Major Intersection or Landmark		

Principal Contact:		RESIDENCE BUSINESS OTHER
Home Phone:	Business/Contact Phone:	
Property Owner (If Different from Principal Contact):		

Yes No

IF EVACUATION IS NECESSARY, DO OCCUPANTS ANTICIPATE NEEDING ASSISTANCE FROM THE RED CROSS FOR LODGING?

IF NO, WHAT IS THEIR INTENDED LOCATION AND CONTACT PHONE NUMBER?

Yes No 1. Does any occupant have a major medical condition requiring Special attention of the response team? If yes, name the Occupant(s) and briefly describe condition.

Yes No 2. Are there any potentially hazardous materials present on this property? (Explosives, compressed gas cylinders, petroleum products, chemicals) Describe materials and location:

Yes No 3. Are any pets or livestock endangered by this emergency? If so, identify type(s), quantity and location.

Yes

No

4. Does the occupant have sufficient resources to relocate livestock if necessary? Are holding facilities (if available) required?

Yes

No

5. Does the occupant need a secure storage area (if available) for items removed from the premises? (Vehicles, RVs, Boats, etc.)

Briefly describe buildings:	
Proximity to hazards related to this emergency (fuels, watercourses, etc.):	
Photographs taken?	If yes, by whom?
Type (video, still)?	
Date and Time of Contact	Contact completed by:

EVACUATION ORDER FORM

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	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature of person issuing the EVACUATION ORDER: _____

ROADBLOCK DATA SHEET

Incident Name: _____

Area Description: _____

Date: _____

Time: _____

Drivers Name:				
Vehicle Description:	License No.	Color	Make	Year
ID Confirmed:	<input type="checkbox"/> Drivers License <input type="checkbox"/> ID Card <input type="checkbox"/> SS Card <input type="checkbox"/> Other			
Passenger Names:				
Reason for entry:				
Destination:				
You understand that your presence may hinder emergency workers/operations within the area you are entering.			_____ Initial Here	
You understand that you may incur some personal liability by hindering emergency operations within the area.			_____ Initial Here	
You understand that you, and anyone with you, may risk serious personal injury and death by entering this area.			_____ Initial Here	
You understand that there may be no opportunities or resources available to assist you should you encounter life-threatening circumstances and need assistance.			_____ Initial Here	

Person Collecting Data

Date

Time

Driver

EVACUATION CONTROL FORM

Evacuation Form No. _____

Complete the following:

Name: _____

Address: _____

Size of Family: _____

When evacuated, go to _____
(Red Cross Evacuation Center) even if you intend to stay elsewhere. Give this form to the Red Cross. If you do not intend to stay at the evacuation center, please complete the following:

We will be staying at:

Name: _____

Address: _____

Phone: _____

Copies to: Law Enforcement
 Red Cross
 Message Center

**ROAD/AREA
NON-FIRE PERSONNEL ACCOUNTABILITY
INSTRUCTIONS FOR SECURITY CHECK POINT PERSONNEL**

1. The only personnel authorized to go beyond the checkpoint are:
 - a. Personnel assigned to the fire, i.e., fire crews, fire equipment, incident management team personnel.
 - b. Business staff
 - c. Vendors providing service to the fire base camp or businesses
 - d. Bona fide residents of the area beyond the checkpoint.
2. Personnel assigned to the fire are not required to sign in/out.
3. Vendor personnel, business staff and residents are required to sign in and out of the area beyond the checkpoint. Use the attached Non-fire Personnel Accountability sheets to log them in and out.
4. The column headings on the sheets are self-explanatory. The purpose of this process is to account for every individual, not every vehicle. So, ***make sure that each individual makes an entry***; that is one row for each person. Don't allow one person to make a single entry for a carload of people.
5. Someone from the Incident Command Post will collect these sheets daily, just prior to your shift change. ***At that time you should transfer data pertaining to individuals who have not signed out to a new sheet.***
6. Pass these instructions and the blank personnel accountability sheets on to the next shift.

**REFUSAL TO EVACUATE AGAINST AGENCY ADVICE
HOLD HARMLESS FORM**

Sheriff: _____

County: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

I have been advised to evacuate this property due to extreme danger and threat to my life-safety which is evident. I refuse to evacuate this property and state that I do understand the hazards and hold harmless the agency responsible for the evacuation

Signature of person refusing to evacuate property

Date

Location where person refused to evacuate property

Address:

Date of Birth/Picture ID:

EMERGENCY/DEATH NOTIFICATION INFORMATION

Next of Kin:

Address:

City:

State:

Zip:

Telephone:

Signature of Witness

Date

E M E R G E N C Y N O T I C E

LEVEL 1

SAMPLE

**AN ADVISEMENT HAS BEEN ISSUED FOR
THIS AREA**

PERSONS ARE WARNED THAT CURRENT OR PROJECTED THREATS FROM HAZARDS ASSOCIATED WITH THE APPROACHING FIRE(S) ARE SEVERE.

THIS IS THE TIME FOR PREPARATION AND PRECAUTIONARY MOVEMENT OF PERSONS WITH SPECIAL NEEDS, MOBILE PROPERTY, AND (UNDER CERTAIN CIRCUMSTANCES) PETS AND LIVESTOCK.

YOU WILL BE KEPT ADVISED AS CONDITIONS CHANGE. AREA RADIO STATIONS HAVE BEEN ASKED TO BROADCAST PERIODIC UPDATES.

IF CONDITIONS WORSEN, WE WILL MAKE EVERY ATTEMPT TO CONTACT YOU. IF YOU ARE ABSENT FROM YOUR HOME FOR MORE THAN A SHORT PERIOD OF TIME, PLEASE LEAVE A NOTE WITH YOUR NAME AND A CONTACT TELEPHONE IN A VISIBLE LOCATION. AN ATTEMPT WILL BE MADE TO CONTACT YOU BY PHONE.

Chelan County Emergency Management
401 Washington, Lower Level 1, Wenatchee, WA 98801



Chelan County Sheriff's Office

Evacuation Notification Summary

SAMPLE

LEVEL 1

PERSONS ARE WARNED THAT CURRENT OR PROJECTED THREATS FROM HAZARDS ASSOCIATED WITH THE APPROACHING FIRE(S) ARE SEVERE.

THIS IS THE TIME FOR PREPARATION AND PRECAUTIONARY MOVEMENT OF PERSONS WITH SPECIAL NEEDS, MOBILE PROPERTY, AND (UNDER CERTAIN CIRCUMSTANCES) PETS AND LIVESTOCK.

YOU WILL BE KEPT ADVISED AS CONDITIONS CHANGE. AREA RADIO STATIONS HAVE BEEN ASKED TO BROADCAST PERIODIC UPDATES.

IF CONDITIONS WORSEN, WE WILL MAKE EVERY ATTEMPT TO CONTACT YOU. IF YOU ARE ABSENT FROM YOUR HOME FOR MORE THAN A SHORT PERIOD OF TIME, PLEASE LEAVE A NOTE WITH YOUR NAME AND A CONTACT TELEPHONE IN A VISIBLE LOCATION. AN ATTEMPT WILL BE MADE TO CONTACT YOU BY PHONE.

LEVEL 2

CONDITIONS INDICATE A GOOD PROBABILITY THAT HAZARDS ASSOCIATED WITH THE APPROACHING FIRE(S) WILL SEVERELY LIMIT OUR ABILITY TO PROVIDE EMERGENCY SERVICE PROTECTION. DANGEROUS CONDITIONS EXIST THAT MAY THREATEN YOUR RESIDENCE OR BUSINESS.

YOU MUST PREPARE TO LEAVE AT A MOMENTS NOTICE.

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LEVEL 3

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Chelan County Emergency Management
401 Washington, Lower Level 1, Wenatchee, WA 98801

E M E R G E N C Y N O T I C E

LEVEL 2

SAMPLE

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Chelan County Sheriff's Office

Evacuation Notification Summary

SAMPLE

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401 Washington, Lower Level 1, Wenatchee, WA 98801

E M E R G E N C Y N O T I C E

LEVEL 3

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Chelan County Sheriff's Office

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DETERMINATION OF THE TIME NEEDED FOR EVACUATION

The following formula can be used to estimate the time needed to evacuate a threatened area:

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

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 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.

For example, it takes incident personnel 15 minutes to make the decision that evacuation is the appropriate protective action. $TD=15$.

- Once a decision has been made, it takes 25 minutes to activate the EAS, and to complete the door to door contact in the immediate risk area. $(TD=15) + (TN=25) = 40$.
- Once notified, it takes 30 minutes for the population to leave their homes and enter the evacuation route system, using one major route north out of the area, and one major route south. $(TD=15) + (TN=25) + (TM=30) = 1$ hour and 10 minutes.
- Once on the road, it takes each vehicle 15 minutes to clear the hazard area. $(TD=15) + (TN=25) + (TM=30) + (TT=15) = TN$ 1 hour and 25 minutes total evacuation time.