



Evacuation Support Annex September 2026



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Prepared for:

City of Sammamish, WA

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Letter of Promulgation

The City of Sammamish Evacuation Plan provides a comprehensive framework for the safe evacuation of the City of Sammamish in anticipation of, or in response to a disaster incident. This plan addresses the roles and responsibilities of City departments, other government organizations, as well as private sector firms and non-governmental organizations that might have a role in evacuation.

The City of Sammamish Evacuation Annex ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance. Therefore, in recognition of the role the City of Sammamish has in evacuation following a disaster and with the authority vested in me as the City Manager, I hereby promulgate the City of Sammamish Evacuation Plan.

Scott MacColl, City Manager

City of Sammamish, Washington



Record of Plan Changes

The Evacuation Support Annex for the City of Sammamish will be reviewed at least once every three years and as necessary upon identification of required updates resulting from disaster response or exercise conduct evaluation.

All updates and changes will be recorded here.

Date	Change No.	Purpose of Update
2021	2021-01	Original Release July 2021
2024	2024-06	• Updated 2024 • Geographic Scope and Community Profile • Planning Assumptions • Impact Considerations • Evacuation Conditions • Decision to Evacuate • Roles and Assignments • Concept of Operations • Assessing the Evacuation Population • Notification and Warning • Evacuation Timeframe Considerations • Transportation and Traffic Control • Evacuation Pickup Points • Evacuation Routes • Traffic Control • Develop Return Action Plan
2026	2026-01	Updated wildfire row in section 2.3



Summary

Table 1. Evacuation Annex Highlights

Purpose	Goals and Objectives
Provide a concept of operations to conduct safe and effective evacuation operation in the City of Sammamish.	- Saving lives. - Preserving the health and safety of responders and the public. - Protecting property and the environment.
Lead Agency	Primary Support Agencies
Sammamish Police Department - Coordinating with Other Emergency Support Function (ESF): - ESF 1 - Transportation - ESF 2 - Communications - ESF 4 - Fire Protection - ESF 6 - Mass Care	- Public Works - Emergency Operations Center (EOC) Management Staff - Eastside Fire and Rescue - Washington State Patrol
Goals and Objectives According to Disaster Recovery Cycle	
Preparedness - Develop operational plans as needed. - Participate in training and exercises. - Assess and form mutual aid agreements as needed.	Response - Situation Assessment. - Identify at-risk populations to evacuate. - Request notification to receiving jurisdiction. - Coordinate shelter locations for temporary and long-term shelter needs with receiving jurisdictions. - Establish clear and accessible evacuation routes for the community, in addition to alternate routes as necessary. - Issue evacuation orders. - Provide traffic control, signage, and messaging.
Recovery - Reunify family members, caregivers, and dependents separated during an event. - Develop Return Action Plan (RAP). - Maintain incident documentation to support public and individual assistance processes. - Participate in all after-action activities and implement corrective actions as appropriate. - Prepare to support recovery operations by identifying community needs.	Mitigation - Participate in hazard mitigation planning. - Utilize incident data to inform the development of mitigation projects and reduce hazard vulnerability.



Section 1 Introduction

1.1 Purpose

This Evacuation Annex is intended to provide planning guidance, preparation and strategies for all City departments and supporting organizations that have authorities, roles, and responsibilities when evacuation of populations within the City of Sammamish is necessary. These protective measures support all-hazards planning, flexibility and scalability, and coordinated efforts. The overarching goal of evacuation planning is to prioritize life safety and through coordinated decision making and effective action, to evacuate individuals at risk, when necessary, to the nearest, safest location as quickly and efficiently as possible. This Annex is intended to provide guidance in assessing the need to evacuate populations, make appropriate evacuation decisions and plans, distribute evacuation orders and conduct evacuation operations in a safe, secure, and orderly manner, identify and direct residents to shelter and assembly points, and support repopulation of evacuated areas once it is deemed safe.

1.2 Scope and Limitations

This Annex details a variety of factors unique to the City of Sammamish to consider when forming evacuation strategies which were identified in an evacuation assessment study conducted in 2022 by KDL Engineering. P.C. Additionally, these strategies are developed using an all-hazards approach, developed for a local evacuation scenario, and will be activated when an incident threatens or potentially threatens citizens of Sammamish. The study utilized did not address evacuation operations that may result from a large magnitude earthquake that could require coordinated evacuation operations throughout the region nor was it able to evaluate emergency plans of local school districts. However, mass evacuation considerations are discussed in Section 2.7 and additional information and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at the time of preparation.

1.3 Authorities and Policies

The City has the authority to mandate a mandatory evacuation if it is approved as an emergency measure within the framework of an Emergency Declaration. An emergency declaration is not required to implement the Evacuation Annex. The Emergency Manager holds the authority to enact the Evacuation Annex whenever it is considered appropriate for the prevailing conditions. This decision can be made independently by the Emergency Manager based on their assessment of the situation, or it can be initiated at the request of an on-scene Incident Commander who identifies an immediate need for evacuation due to emergent threats or hazards.



TOOL BOX



Plans:

- King County Regional Hazard Mitigation Plan, City of Sammamish Plan Annex
- Puget Sound Region Evacuation Annex (July 2014)

Attachments:

- Appendix 3 – Map of Evacuation Routes
- Appendix 5 – Sample Evacuation Checklist

External References:

U.S. Department of Homeland Security:

- [FEMA – Ready.gov Evacuation](#)
- [FEMA – Planning Consideration: Evacuation and Shelter-in-Place \(July 2019\)](#)
- [FEMA – Improving Public Messaging for Evacuation and Shelter-in-Place \(April 2021\)](#)
- [FEMA –COVID-19 Supplemental for Planning Considerations: Evacuation and Shelter-in-Place \(Sept. 2020\)](#)



The Annex has been developed under the authority of the following local, state, and Federal statutes and regulations.

- Sammamish Municipal Code Chapter 2.70.
- King County Charter and County Code Chapters 2.56, 12.44.200, and 12.52.
- Regional Coordination Agreement
- Revised Code of Washington Chapters 35A.13, 35A.38, 38.52, 39.34; 35.33, 42.14 and 52.26.
- Washington Administrative Code Title 118, 118-30 and 246-100.
- Public Laws: 93-234, 93-288/100-707, 95-124, 96-342, 99-499, 105-19, 109-308, 104-321 and 110-325.
- Code of Federal Regulations 44 CFR 10, 44 CFR 205 and 44 CFR 206.
- National Pets Evacuation and Transportation Standards Act of 2006.

1.4 Resources

City

- City of Sammamish Comprehensive Emergency Management Plan (CEMP)
- Emergency Operations Plan
- ESF 1- Transportation
- ESF 6- Mass Care
- ESF 15- Public Information
- Evacuation Plan Annex
- City of Sammamish Hazard Mitigation Plan

County

- King County CEMP
- King County Continuity of Operations Plan
- King County Hazard Identification and Vulnerability Analysis (HIVA)
- Sheriff's Office general Order Manual
- ESF 1- Transportation
- ESF 6- Mass Care, Emergency Assistance, Temporary Housing, and Human Services
- ESF 15- External Affairs

State

- Washington CEMP
- Puget Sound Region Sheltering Annex – Regional Catastrophic Disaster Coordination Plan

Federal

- Mass Evacuation Incident Annex
- National Mass Evacuation Tracking System
- National Incident Management System (NIMS)
- Presidential Policy Directive 5 and 8

1.5 Relationship to Other Plans

This Annex is intended to support and supplement the CEMP for the City of Sammamish by providing informed and specific preparedness, response, and recovery actions when mass evacuation is necessary



for life safety. It is consistent with the plans and procedures outlined in the King County CEMP. It complies with the NIMS, National Response Framework, and National Disaster Recovery Framework.

It is not intended to supersede any other emergency plans. This Annex and all appendices support the City of Sammamish CEMP. Other related plans include: The City's Stormwater Management Plan, Transportation Master Plan, and Urban Fire Master Plan.

Table 2: Relationship to Other Plans

Authority Level	Guiding Documentation
Federal	NIMS / National Response Framework Mass Evacuation Index
State	Washington State CEMP
County	King County Emergency Management Plan, Mass Evacuation Index Annex
City	City of Sammamish CEMP

1.6 Whole Community/Government Approach

The Whole Community concept refers to an approach in emergency management that emphasizes collaboration and inclusivity. It recognizes that the organization developing the emergency plan is just one part of a broader team necessary for an effective response. To properly address potential emergencies, hazards, or natural disasters, all available resources must be leveraged. This means meeting the needs of the entire community across various areas.

The larger emergency management team extends beyond the City of Sammamish staff. It includes Federal partners (such as FEMA), neighboring jurisdictions, tribal and state entities, territorial partners, non-governmental organizations (such as community-based organizations and faith-based groups), non-profits, and private sector industry partners. Also, residents, families, and communities play a crucial role. The Federal Emergency Management Agency (FEMA) recognizes them as essential informational assets for emergency preparedness and response. The whole community approach ensures that individual needs, including those related to AFN, are considered when planning and implementing strategies.

This ensures that the community is engaged, represented, and empowered to participate in response efforts within their abilities and provide resources and address gaps that can meet community needs. Collective participation will allow the City of Sammamish to determine the best way to organize and strengthen community assets and expand the reach of services more efficiently, sustainability, and holistically. It will improve the City's capability to prepare for, protect against, respond to, recover from, and mitigate future emergencies.

This approach, The Whole Community Disaster Resilience – All Hazards Plan is detailed in the City of Sammamish Hazard Mitigation Plan and includes mitigation strategies; 2-year, 5 year and long-term objectives; a comprehensive list of implementation actions; and performance measures to gauge the City's progress in meeting the plan objectives.



Section 2 Background and General Description

2.1 Background

This Evacuation Annex outlines strategies, processes, procedures, organizational structures and communications systems that support a safe, coordinated evacuation effort in the City of Sammamish in conjunction with the CEMP. The Plan includes the following:

- Summarizes general evacuation transportation routes, timelines, assumptions, capacities, response and recovery activities.
- Identifies evacuation resources available locally and through mutual aid.
- Acknowledges and supports pre-planning, preparedness, and integration of considerations for people with AFN and people with disabilities.
- Complies with applicable local, state/tribal/territorial, and Federal regulations.

2.2 Geographic Scope and Community Profile

The City of Sammamish is west of the Cascade Mountains in the Puget Sound Lowland region and consists of an estimated land area of 24 square miles with a population of 3,302 per square mile. Sammamish was incorporated in 1999, and since has continued to be a low-density residential city, with sixty percent of the land devoted to single family residential zoning, an estimated 3.38 people per household, and 1.4 evacuating vehicles per household. The proposed Town Center is the only significant area designated for commercial growth with three percent of the city zoned for commercial and multifamily use. It is bordered on the west by Lake Sammamish, to the south by the City of Issaquah, to the north by the City of Redmond, and King County to the east. A map of the City and service areas is attached as Appendix 2.

As of 2022, the population of the City of Sammamish is an estimated 65,845 people, with a 2.4% decrease from the 2020 population census consisting

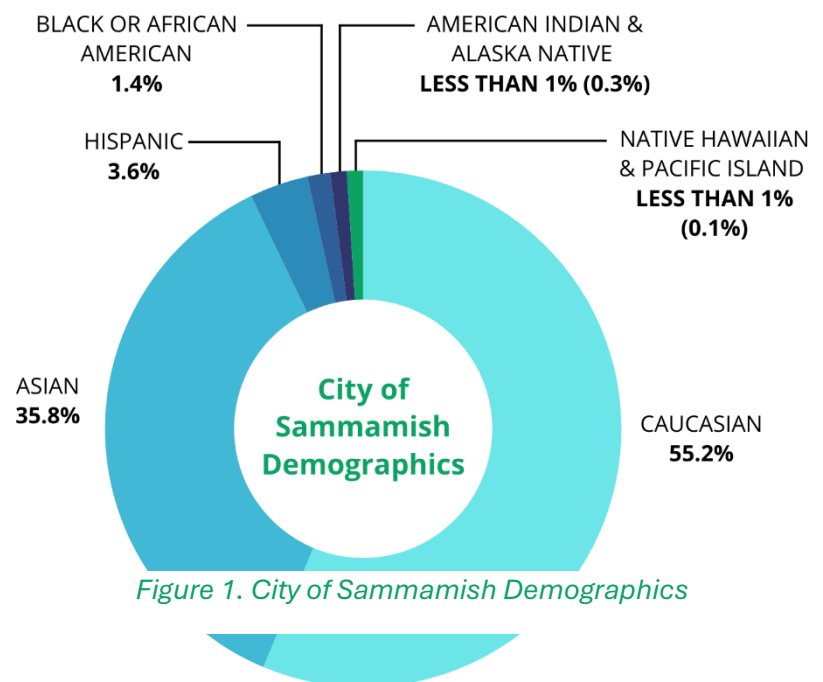


Figure 1. City of Sammamish Demographics



primarily of families and working age adults¹. The population as part of the evacuation study is based on the 2020 U.S. Census population data, extrapolated December 2022. 2022 Census Data reflects the population characteristics include variety in race, ethnicity, and language, with 37.6% of households speaking a language other than English at home. The demographic makeup of the City² is shown in Figure 1 on the previous page. Translation of warning communication should take special consideration of population characteristics³⁴ (Figure 2) for potential languages.

The city will make every reasonable effort to provide translation services, translated material, and/or access to American Sign Language (ASL) and oral interpretation support for resources and services available to community members during incidents. Additional information about strategies to support whole community messaging can be found in ESF 2: Communications, Information Systems, and Warning.

The bordering developed areas and geography limit evacuation options of the City of Sammamish. Sammamish is in the Puget Sound Lowland region, consisting of fault lines, valleys, and lakes and influenced by the Seattle Fault. Evacuation efforts can be significantly affected by traffic conditions in nearby cities and the geographic constraints posed by Lake Sammamish and the Sammamish Plateau. Evacuees must travel north or south along Avenue 228 or East Lake Sammamish Parkway to reach the east-west Interstate 90, the north-south Interstate 405, or westbound Route 520. These routes are vulnerable to flood, earthquake and liquefaction and Avenue 228 could be impassable due to wildfires. Major impacts could limit evacuation routes to one directional exit for the entire city which emphasizes the need for mitigating and planning for these limitations.

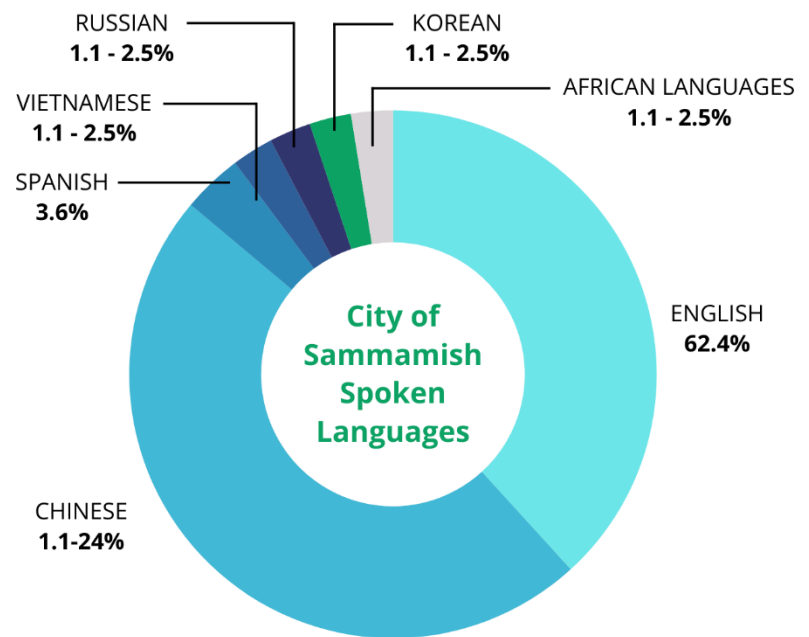


Figure 2. City of Sammamish Spoken Languages

¹ U.S. Census Bureau QuickFacts: Sammamish city, Washington

² U.S. Census Bureau QuickFacts: Sammamish city, Washington

³ Appendix C: Language Tiers. King County's Top Languages Ranked into Three Tiers [inf142aeo_appxc.ashx \(kingcounty.gov\)](#)

⁴ Appendix C: Language Tiers. King County's Top Languages Ranked into Three Tiers [inf142aeo_appxc.ashx \(kingcounty.gov\)](#)



2.3 Threats and Hazards

Due to the City hazard profile, most incidents requiring an evacuation are likely to happen with little or no warning.

Table 3: City Hazard Profiles

Threat/ Hazard	Description	Evacuation Potential	Widespread Impact
Earthquake *Including Liquefaction	Earthquakes pose the greatest risk of impact and evacuation. The City is threatened by several fault lines capable of producing high magnitude earthquakes, which could result in secondary hazards, such as landslides, liquefaction and a seiche of Lake Sammamish. Many of the major highways are within the liquefaction risk zone, that could impact evacuation efforts. Evacuation could be necessary due to tsunami threat, as a receiving jurisdiction, or regional evacuation pass-through route.	High	High
Pipeline	The Williams Pipeline bisects the City of Sammamish. Posing a risk of break of explosion that could have catastrophic effect resulting from corrosion, unintended damage from natural or manmade force, or equipment failure. Rapid evacuation of the area would be necessary in case of a leak or damage.	High	High
Landslide	Sammamish faces several landslide hazards, including rockfalls, deep slope failures, and shallow debris flows. On a plateau at about 500 feet elevation, the western and northern edges of Sammamish are susceptible to landslides. Evacuation efforts could be significantly hindered depending on the incident's location and its impact on emergency routes.	High*	Low
Tsunami/ Seiche	Based on a study conducted by the Earthquake Engineering Research Institute and EMD, the Seattle Fault, which runs through the southern half of Lake Sammamish, can cause a 6.7 magnitude earthquake. Such an event could lead to a ground-elevation rise of about 6.5 feet on the fault's southern side. This sudden increase in elevation would displace a significant amount of water, resulting in a seiche (a standing wave) in the water body. This phenomenon poses a threat to people and structures in the inundation area. Evacuations might occur with little or no warning. Additionally,	Moderate	Moderate



Table 3: City Hazard Profiles

Threat/ Hazard	Description	Evacuation Potential	Widespread Impact
	depending on the severity of the event and its impact on neighboring jurisdictions, the City may play a role as a receiving jurisdiction.		
Actual or Potential Dam Failure	Sammamish City is home to seven earthen dams that encircle stormwater retention ponds and natural water bodies, including lakes and ponds. The failure of an earthen dam typically occurs due to overtopping, embankment failure (such as during an earthquake), intentional sabotage, or maintenance and design flaws. In such cases, evacuation readiness becomes crucial, especially for critical infrastructure and AFN populations.	Low*	Moderate
Wildfire	The Washington State Department of Natural Resources (DNR) published updated wildfire hazard and risk mapping in 2026. Sammamish's burn probability or Hazard Rating is "very low" (<0.05%) and the relative risk to structures is 0-9 th percentile. (WA DNR Wildfire Hazard & Risk Mapping)	Low	Low

NOTE: Information on the hazards described above is excerpted from the City of Sammamish Plan Annex to the King County RHMP 2020 update.

2.4 Planning Assumptions

The following planning assumptions have been compiled to guide the development and execution of this Annex. Decision to evacuate or shelter-in-place will be based on situational analysis, with factors including the type and duration of threats, roadway conditions, health and safety issues, and sheltering capacity. Shelter-in-place may be a better alternative for some types of emergencies, as mass evacuations pose inherent risk or may not be feasible in certain conditions.

2.4.1 Scope Assumptions

- Evacuations may involve all, or portions of the City.
- Most evacuations are limited to a defined geographic area.
- Evacuees from external locations may evacuate to, or through the City.
- This Annex was developed for a local evacuation scenario and will be activated when an incident threatens or potentially threatens a large number of people within the City. It does not address evacuation operations that may result from a large magnitude earthquake that could require coordinated evacuation operations throughout the region.



2.4.2 Geographic Impact Assumptions

- The East side of the City is heavily forested and increases the likelihood that a wildfire would have a broader impact than to only the City of Sammamish.
- Issaquah and Redmond also border this forested area and will likely evacuate at the same time.

2.4.3 Transportation Assumptions

- A public emergency occurring within the region will have a negative impact on the transportation network.
- During a public emergency, the transportation infrastructure will be impacted, which could limit access to and from the incident area.
- Bridge failures, traffic, landslides, damaged road systems, and other issues, may limit access, making conventional travel extremely difficult or impossible

2.4.4 Operations Assumptions

- Sammamish Police Department, contracted through the King County Sheriff Office (KCSO), will be the primary lead for evacuation activities with other agencies playing supporting roles.
- If activated, this annex will complement other jurisdictional evacuation plans and the jurisdictional evacuation plans will be consistent with King County CEMP, Mass Evacuation Annex.
- If activated, the City of Sammamish will enable authorities to remove semi-permanent barricades and delineator posts off streets to support rapid evacuation and efficient traffic flow working with Public Works and law enforcement.
- If evacuation operations exceed City capabilities, the City will request Mutual Aid and coordinate regional resources in accordance with the King County Omnibus Agreement in conjunction with the Regional Coordination Framework.
- The City will request coordination of City evacuation efforts as necessary through the King County EOC (KCEOC).

2.4.5 AFN Assumptions

- Persons with disabilities and access and other functional needs may require assistance for mandatory and voluntary evacuations.
- An estimated 3.2% of the population may need assistance to evacuate due to disabilities, AFN and limitations to personal vehicles.
- Persons with disabilities and others with AFN may require assistance to safely evacuate efforts will primarily be coordinated through the Regional Communications and Emergency Coordination Center (RCECC).
- Operators of licensed care and congregate facilities (e.g. hospitals, childcare center, nursing and group homes, schools) and detention facilities are responsible for implementing their plans for evacuating clients/ residents in an emergency and relocating them to alternate facilities.

Individuals with AFN are defined as anyone who, without the assistance of another person, would face challenges evacuating or relocating to a safe location. Disabled and AFN populations include but are not limited to:

- Children and elderly populations.
- Individuals with behavioral health and chronic illnesses, disabilities, or communication barriers.



- Historically marginalized populations.
- Individuals with financial barriers.
- Individuals experiencing homelessness.

While many critical facilities are required to have emergency plans, facilities may need support with transportation and/or evacuation resources. Critical facilities include but are not limited to:

- Daycares.
- Schools (of all age ranges).
- Nursing Homes.
- Adult Foster Homes.
- Medical Facilities.

2.4.6 Notification Assumptions

- Due to the City hazard profile, most incidents requiring an evacuation are likely to happen with little or no warning.
- Current King County warning systems may not reach all the population that may need to be warned.
- First responder teams may not be available to conduct door to door evacuations.

2.4.7 Evacuation Timing Assumptions

- Most people will evacuate on the day of the warning or the day after.
- Most people at risk will evacuate when officials recommend that they do so.
- Many rely on personal familiarity with their evacuation routes.
- Some individuals will refuse to evacuate, regardless of the threat.
- Evacuations may be spontaneous, without government control.

2.4.8 Evacuee Assumptions

- Persons outside of the evacuation zone, not advised to evacuate, will voluntarily evacuate.
- On average, 10-15% of evacuees go to public shelters.
- Most evacuees will use their personal vehicles to evacuate, however, evacuation assistance may need to be considered for individuals with disabilities and others with AFN, including, but not limited to, those without access to personal vehicles.
- Evacuating households take multiple vehicles.
- Some people may self-evacuate using water transportation.
- In compliance with Federal law, accommodations will need to be made for the evacuation of Service Animals per the Americans with Disabilities Act and household pets (Pets Evacuation and Transportation Standards (PETS) Act).
- Residents may refuse or delay evacuation unless they can take their pets with them.
- Ground transportation routes will generally be the primary means of evacuation in the City. Limited air or water evacuations may be considered depending on the incident.
- Most people will wait for their families to return home before evacuating.
- Most guardians will pick up children at school (78% of survey respondents).
- Most households have pets (97% of survey respondents).



2.5 Impact Considerations

An evacuation that requires moving people out of City limits may require the involvement of King County and one or more coordinating surrounding cities. All participating agencies will need to closely coordinate, communicate, and cooperate during an evacuation that crosses jurisdictional boundaries to ensure that evacuee safety and welfare are upheld.

Around 10% of the population in the Shadow Region and the emergency management zone (EMZ) (Figure 1), who are not advised to evacuate, choose to do so voluntarily. This voluntary evacuation can hinder overall evacuation efforts and lead to increased congestion. Additionally, when people evacuate beyond the city limits, it may extend evacuation time by up to 45 minutes. The evacuation of neighboring cities also affects the capacity of WA-202 and I-90.

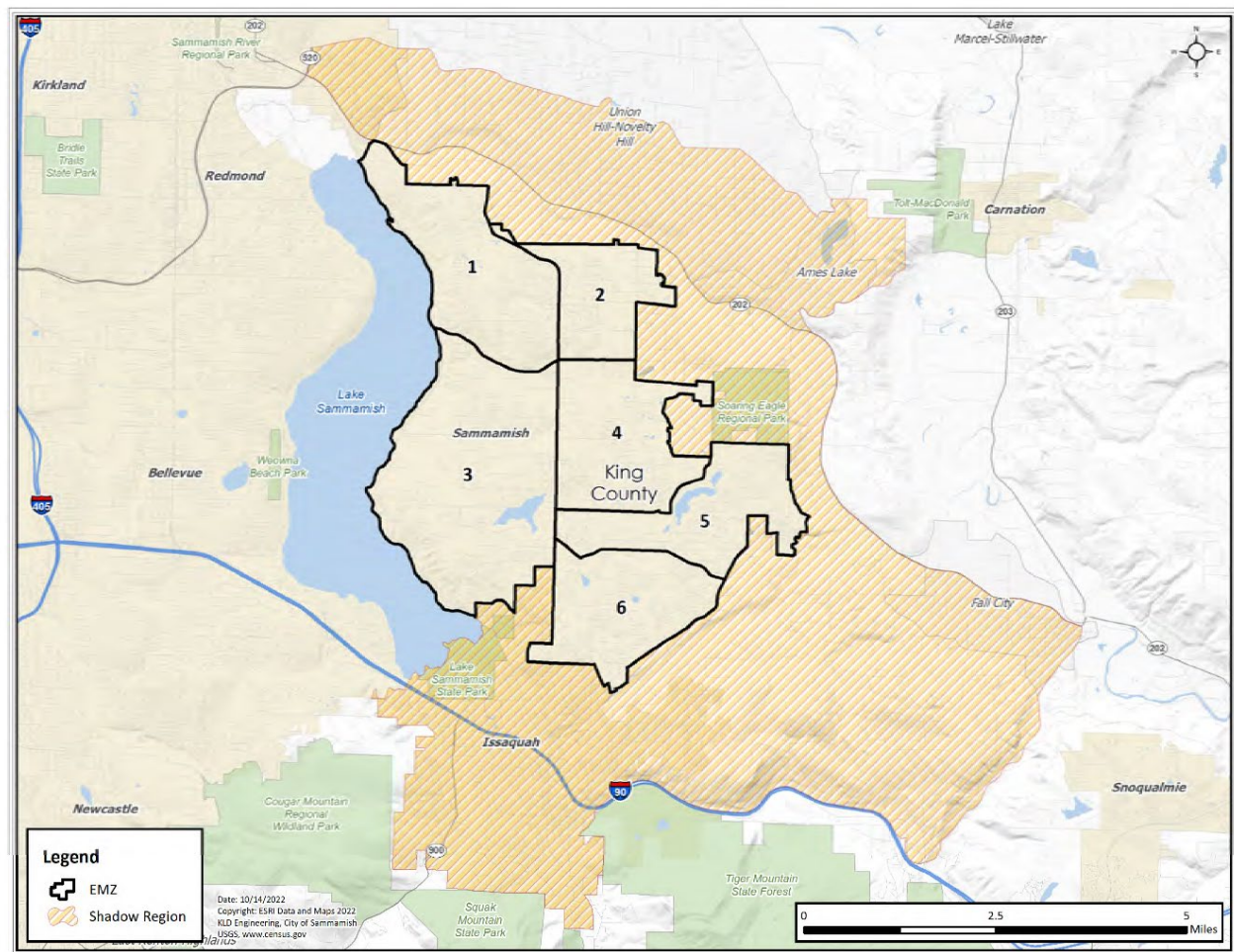


Figure 3. Shadow Region of Evacuation



2.6 Evacuation Conditions

The City of Sammamish is vulnerable to a variety of natural disasters that could necessitate an evacuation. Incident conditions are likely to affect evacuation. Events such as earthquakes, floods, landslides, and severe storms can cause significant debris or damage to infrastructure, rendering predesignated evacuation routes and evacuation pick-up points unusable. In such scenarios, evacuation plans will likely be location and incident specific as it is crucial to have a coordinated response to ensure public safety, stabilization, and effective assessment and action planning. The Sammamish Police Department, the City Manager, and Eastside Fire & Rescue (EF&R) will collaborate closely to assess the situation and determine the most appropriate actions. This coordinated effort will include identifying alternative evacuation routes, establishing new pick-up points, and ensuring clear communication with the public to facilitate a safe and efficient evacuation process.

2.7 Decision to Evacuate

The decision to evacuate an area is made with utmost caution due to its profound impact on public safety and the local economy. The following process outlines how emergency evacuation decisions within the City of Sammamish will be coordinated. This process ensures that emergency managers, along with supporting response organizations, can make informed and collaborative decisions. Key steps include comprehensive risk assessments, continuous communication between all involved agencies, and the establishment of a unified command structure.

2.8 Local Evacuation

The decision whether to evacuate or shelter-in-place is made by first responders in the field at the Incident Command Post in coordination with the EOC, generally with input from both fire and law enforcement personnel. Because evacuation operations are complex and stress both systems and people, it should be considered a last resort option and implemented when there is a clear need to move people out of an area where there is a clear and present danger. An evacuation may be deemed necessary when:

- Life safety is at risk from a clear and imminent danger or threat.
- After an incident, an area is unsafe for residents to remain.
- The benefits of evacuating outweigh the efforts.
- Evacuating supports life safety and public protection.

Evacuation to points outside the City boundaries should always be coordinated through the King County RCECC, and/or receiving city EOCs as appropriate.

Table 4. Potential Considerations for the Decision to Activate Evacuation Operations

At-A-Glance
• Reducing the number of people who must evacuate and the distance they must travel to seek safe refuge. • Lessening the impact on the host-shelter community. • The capacity to safely move or shelter all population groups. • Roadway conditions. • Health and safety issues. • The duration of the incident.



Table 4. Potential Considerations for the Decision to Activate Evacuation Operations

At-A-Glance
• The ability to provide transportation alternatives for persons with disabilities and AFN. • The ability to transport people without personal transportation.

2.9 Regional Evacuation

A major disaster or emergency could require a regional evacuation of multiple cities including the City of Sammamish. In such cases, the evacuation will be coordinated by the Sheriff, and the RCECC. In this situation, City staff will work closely with the other participating jurisdictions, assuming primary responsibility for the safe evacuation of residents and workers from the City.



Section 3 Organization and Assignment of Responsibilities

3.1 Tasked Agencies

Any incident which requires evacuation of residents and visitors will be coordinated by the Sammamish Police Department and the City's EOC. City departments will be assigned to duties as described in the CEMP Base Plan. However, the following City departments will also be responsible for activities unique to mass evacuations.

Primary City Agency: City of Sammamish Police Department

Supporting Departments and Agencies:

- City Manager's Office
- Public Works Department
- East Side Fire and Rescue
- Parks and Recreation Department
- King County EOC
- Public Health – Seattle & King County
- Washington State Department of Transportation
- Washington State Emergency Management Division
- Washington State Department of Health

Partners:

- American Red Cross
- Other Human Services Organizations

Additional Plans to Reference for Roles and Responsibilities:

- ESF 1- Transportation
- ESF 4- Fire Protection
- ESF 6-Mass Care

3.2 Organization Structure

3.2.1 Incident Command Structure

Command and control for incidents within the boundaries of the City of Sammamish will be as described in the CEMP Base Plan. If the City is participating in regional or multi-jurisdictional response operations, the City will retain command and control of City resources, and operations within the City boundaries, unless command and control has been ceded to an Area Command, the KCSO, or the RCECC.

3.2.2 Direction and Control

During an incident, the City of Sammamish coordinates emergency management programs with other jurisdictions through cooperative agreements, such as mutual aid agreements, joint efforts using Unified Command, direct verbal or written contact and/or sharing of situation reports. The City participates in multi-agency coordination groups, at the incident command and/or EOC levels, and regional stakeholder conference calls, often facilitated by the King County Office of Emergency Management and/or the Washington State EMD.



TOOL BOX



Training:

- FEMA ICS 200 Basic Incident Command System for Initial Response

External References:

U.S. Department of Homeland Security:

- [FEMA – ICS Forms \(Fillable PDF\)](#)



Additional command and control for incidents within the boundaries of the City of Sammamish will be as described in the CEMP Base Plan. If the City is participating in regional or multi-jurisdictional response operations, the City will retain command and control of City resources, and operations within the City boundaries, unless command and control has been ceded to an Area Command, the KCSO, or the RCECC.

3.2.3 Multi-Jurisdictional Incident

Basic command and control of multi-jurisdictional evacuation efforts in King County will follow the provisions outlined in the King County Emergency Management Plan Evacuation Annex. The City of Sammamish will operate according to NIMS and respond utilizing the Incident Command System (ICS) as described in the City's CEMP.

3.2.4 Unified Command

In a large-scale incident, it is anticipated that a transition will be made from a local incident command to a Unified Command (UC) operation. In a UC arrangement, leaders of all participating response resources agree on general objectives, priorities, and strategies for resolving the emergency.

A UC, including representation from the evacuating jurisdictions, and the receiving and assisting jurisdictions should be established. The UC should communicate with the KCEOC in accordance with local emergency to ensure proper resource support and policy direction to the mass evacuation. The UC Public Information Officer (PIO) must coordinate all press and information releases with the local EOC PIOs and the Joint Information Center (JIC).

3.2.5 Area Command

Mass evacuations may cover an extensive geographic area or multiple areas. Accordingly, the creation of an Inter-Jurisdictional Area Command should receive early consideration.

3.2.6 Mutual Aid

If the City's existing resources are insufficient or inappropriate to respond to the emergency situation, a request will be made for assistance from other jurisdictions in accordance with the Omnibus Agreement. All response agencies are expected to fulfill mission assignments directed by the Incident Commander or the EOC.

3.3 Roles and Assignments

3.3.1 Operational Objectives

Operational objectives for the Emergency Annex include life safety and stabilizing the incident by applying and implementing principles of flexibility, standardization, and unity of effort. Evacuation procedures are scalable and applicable for incidents that vary in hazard, geography, demographic, climate, cultural, and organizational authorities. Standardization of procedures and organizational structures that improve jurisdictional connectivity and coordination. Unity of effort enables organizations to coordinate activities to support and achieve common objectives.



3.3.2 Roles and Assignments

The City will activate their own resources and EOC for an evacuation of their communities based on the local situation. The City Manager's Office, in coordination with the Police and Public Works Departments, will be responsible for coordinating, developing plans, and procedures that address evacuation activities and based incident specific variables.

Primary City Agency: Sammamish Police Department

Overall responsibility for the conduct of evacuation operations.

Immediate Evacuation Activities:

- Assess conditions and at-risk populations.
 - Consider disabled and AFN populations, included school session.
- Identify safe evacuation routes.
- Identify areas to restrict access.
- Identify population to evacuate.
- Request notification issued to evacuation area.
- Coordinate with receiving jurisdiction for shelter locations and activation.
- Notify areas to evacuate using consistent language, support services, and route information.
- Provide evacuation coordination, assist in door-to-door notifications and provide security to evacuated property.
- Provide support for traffic control and damage assessment operations
- Provide security for critical transportation routes.
- Assist in providing emergency communication between shelters and the EOC.
- Control key transportation intersections as needed to support resident ingress/egress during incidents.
- Coordinate the towing of private vehicles abandoned or blocking the right of way.

Secondary Mass Care Activities when evacuating to shelters within the City

- Establish security, maintain law and order at shelters.
- Provide crowd and traffic control at public shelters.
- Utilize registered volunteer emergency workers, when available and feasible, to assist with activities like checking on AFN populations, staffing shelters and distributing information into communities without power.
- Persons with disabilities and others with AFN may need assistance to safely evacuate City of Sammamish will be coordinated through the Regional Communications and Emergency Coordination Center (RCECC).

Supporting City Agency

Any incident which requires evacuation of residents and visitors will be coordinated by the City's EOC, and departments will be assigned to duties as described in the CEMP Base Plan. However, the following City departments will also be responsible for activities unique to mass evacuations.

City of Sammamish EOC Assigned Personnel

- Activate, when necessary, to provide for coordination of resources with all agencies.



- Coordinate with KCEOC for activation of county, state, and Federal mass care and recovery services.
- Notify neighboring jurisdictions, KC ECC, and private owner/operators of transportation infrastructure regarding the status of transportation routes and services within the city once the Public Works Department has conducted the initial assessments.
- Request notification of neighboring jurisdictions for receipt of evacuees and available shelter locations.
- Provide population estimates, demographic information, population needs and resource needs.
- Coordinate information between various departments within the City to ensure efficient and accurate communication.
- Submit requests for additional resources to the Z1 EC, KC ECC or WA EMD.
- Provide information on emergency services including evacuation information and routes, staging areas, and transitional shelters.
- Coordinate the collection of information regarding disaster damage and request activation of shelters.
- Coordinate with provider agencies and City departments, as appropriate.
- Coordinate public information to ensure that necessary information is disseminated to the public.
- Work in coordination with the Administrative Services Department and Parks and Recreation.

Eastside Fire & Rescue

- Assist in determining that all residents in the affected area have evacuated.
- Assist Police and Public Works with traffic control.
- Provide emergency medical services and first aid as needed for evacuees.
- During wildfire emergencies, determine the area of impact.
- Provide situational information to the City EOC.
- Notify the EOC of any damage to transportation services and make recommendations to reduce the impact of these damages on emergency responders and residents.
- Provide support for hazardous material incidents.
- Whenever possible, assist the PW Department in the initial assessment of transportation routes.

Public Works Department

- Facilitate the initial assessment of all transportation routes and report information to the EOC.
- Take action to appropriately close or adjust routes deemed unsafe and identify alternate routes.
- Maintain an inventory of equipment (signs, barricades, paint, etc.) that are readily available to be used to respond to road closures, detour route markings, etc. in the case of an emergency. To the extent possible, deliver this equipment to the site in a timely manner.
- Assist in crowd control operations with signage and barricade placement.
- Assist in identifying safe travel routes for shelter staff and transportation of supplies.
- Support removal of semi-permanent barricades for emergency evacuations with City approval.
- Traffic control (signal timing, cones, portable message signs, etc.)
- Establishment and staffing of transit pick up points.
- Assist in providing emergency radio communication between temporary shelters and EOC.
- Conduct inspections of public and private structures to determine if it is safe to reoccupy.

Information Technology Department



- Assist with geographic mapping and determination of potential and known impacted areas and populations.
- Assist as necessary to support communications with internal and external responding agencies.
- Assist as necessary to support communications to the general public.

Human Resources Department

- Assist as necessary to respond to needs of persons with AFN.
- Arrange for safe keeping of unaccompanied minors and coordinate assumption of custody by CHS or confirmed parent or guardian.

Zone 1 Emergency Coordinator (Z1 EC)

- Provide coordination between the emergency coordination centers in other zones, human services organizations and the KCEOC.
- Serve as a coordination portal between local EOCs within Zone 1, human service organizations and county, state, and Federal agencies.
- Coordinate with KCEOC and EMD to ensure equitable distribution of county, state, and Federal resources.

School Districts

- Communicate and coordinate reunification of children with families before an emergency event if school is in session.
- Monitor and notify the EOC of bus activation, school evacuation timeline, student arrival time, and bus availability once student evacuations are completed.
- Schools must provide messaging to the EOC for situational awareness and operations planning.

Parks and Recreation Department

- Develop plans to utilize City facilities and park sites for use as reception centers/ staging areas or shelters and provide staffing, as available.
- Coordinate with American Red Cross and other human services organizations in the development of plans and coordinate the utilization of other public and private facilities for use as reception centers/staging areas or shelters. Provide staffing, as available.
- Provide coordination of agencies and activities to ensure adequate shelter needs are met. Use the American Red Cross Shelter Operations Workbook (separately published document) as the standard operating procedure (SOP) to set up temporary emergency shelter until the American Red Cross can take over if they are able.
- Coordinate with the EOC to determine mass care needs. Coordinate with Z1 EC and KCEOC for outside agency/organization support.
- Provide staff, supplies, equipment, and facilities to assist the AMERICAN RED CROSS and other supporting organizations in providing emergency reception, sheltering, and feeding operations.
- Coordinate the resources of other providers, such as human service agencies, churches, schools, and private businesses, who can assist in relief efforts.
- Coordinate and research the availability of social services programs, as appropriate, during emergency operations.
- Coordinate with social service organizations, relief agencies, the American Red Cross, etc. Coordinate with the Coordinated Assistance Network (CAN), as appropriate.



- Outreach to at-risk populations (e.g., the elderly, people with disabilities, AFN, and/or those for whom English is not a first language, critical facilities) to identify ways to meet their needs during an emergency.

Finance Department

- Track incident expenditures and facilitate the completion and submission of appropriate forms required for State and Federal assistance relating to the reimbursement of expenses incurred by the City during a disaster.

KCEOC

- Provide coordination between human services organizations and the city during a disaster.
- Respond to requests from the EOC manager to coordinate shelter needs, mass feeding needs and warming/cooling shelters within the region when the need is identified and work with ARC to assist with this coordination.
- Serve as a coordination portal between local EOCs, human service organizations and county, state, and Federal agencies for sheltering and recovery.
- Coordinate with Regional Animal Services of King County to provide for the transportation and care of abandoned, injured, and deceased animals. This may include setting up temporary shelters to house pets and other lost or stray animals. Animals will be brought to a pet shelter where they will be issued identification, given emergency veterinary care if needed, vaccinated, cared for, fed, and maintained by employees and volunteers of the Regional Animal Services of King County; or placed in temporary foster care at alternate sites. To the extent resources are available, pet shelters will be in geographical sectors of the city associated with the locations of the human shelters.
- Regional Animal Services of King County, City staff and/or volunteers shall have the discretion to make independent decisions regarding animal and livestock care and handling for all incoming animals, including the administration of vaccinations and medications, the insertion of identification microchips, and humane euthanasia of sick, injured, or dangerous animals.
- Provide back-up communication at shelters through Radio Amateur Civil Emergency Services (RACES), as appropriate.

King County Sheriff

- Provide law enforcement support for evacuation.
- Secure evacuated areas from unauthorized access.

Public Health – Seattle & King County

- Coordinate the response of regional veterinarian services and animal care groups, which may include establishment of emergency pet shelters.
- Direct and manage medical needs shelters.
- Coordinate movement of individuals with medical needs from general shelters to appropriate healthcare facilities.



Washington State Emergency Management Division

- Coordinate requests from local and county governments for resources from state agencies and private organizations that have emergency mass care capabilities when local and regional resources have been expended.
- Provide overall coordination for the provision of individual recovery assistance programs implemented within the state.
- Alert state and local agencies with responsibility for individual recovery assistance in a large-scale disaster that expends the resources available within the affected communities.
- Request and coordinate Federal resources through FEMA.
- Provide coordination of resources requested through Washington Mutual Aid System (WAMAS).
- Facilitate the requisition of resources from other states through the Emergency Management Assistance Compact (EMAC), when all local, regional, county and state resources have been expended.

Federal Level

- Federal interagency partners coordinate and provide life-sustaining mass care resources, essential services, and statutory programs when the needs of all disaster survivors exceed local, state, tribal, territorial, and insular area resources.
- When needed, Federal departments and agencies work under their own statutory authorities in coordination with local, state, tribal, territorial, and insular area governments, NGOs, and the private sector providing a broad spectrum of mass care programs and assistance during both Stafford Act and non-Stafford Act disasters.
- Federal departments and agencies that provide financial assistance to survivors include Department of Labor (DOL), Small Business Administration (SBA), Department of Housing and Urban Development (HUD), FEMA, Veterans Affairs (VA), United States Department of Agriculture (USDA) Rural Development, Internal Revenue Service, and include, but not limited to, loans and grants to individuals and communities.
- Federal interagency partners support affected states in the management of unsolicited donations and unaffiliated volunteers. Support may include technical assistance, acquisition of equipment and supplies, coordination of government- to-government assistance, and assistance from international organizations as well as human resource support.
- All requests for Federal assistance should be coordinated through King County and Washington State.

American Red Cross

- Serve as the lead support agency for emergency shelter operations, when available.
- Coordinate with the City, specifically the Parks and Recreation Department, on all mass care operations.

Other Human Service Organizations

- Provide emergency feeding and shelter in coordination with the Parks and Recreation Department.



3.4 Sammamish as a Receiving or Assisting Jurisdiction

Depending upon the situation, the City of Sammamish may be requested to receive evacuees from other jurisdiction(s) either as a destination or pass-through location, or to assist a neighboring jurisdiction. The roles and responsibilities of evacuating, receiving and assisting jurisdictions are described below and summarized in Table 5.

3.4.1 Evacuating Jurisdictions

Surrounding jurisdictions may need to evacuate into the City of Sammamish, in which case, the City of Sammamish will activate unified command and/or EOC operations as needed to plan and guide operations. Evacuating jurisdictions will maintain communications with the receiving jurisdiction command and coordinate identified evacuation routes into the receiving jurisdiction. The evacuating jurisdiction should communicate resources needs, population data and needs, and arrival time.

3.4.2 Receiving Jurisdiction(s)

Depending upon the situation, the City of Sammamish may be requested to receive evacuees from other jurisdiction(s) or as a pass-through evacuation route. Receiving jurisdictional agencies should provide agency representation to the Evacuating Jurisdiction's Incident or Unified Command, or Inter-Jurisdictional Area Command, as appropriate, to ensure coordination. Receiving Jurisdictions should establish an Incident Command or Unified Command to manage activities.

3.4.3 Assisting Jurisdiction(s)

Receiving jurisdictional agencies should provide agency representation to the Evacuating Jurisdiction's Incident or Unified Command, or Inter-Jurisdictional Area Command, as appropriate, to ensure coordination.

Table 5. Responsibilities of Evacuating, Receiving, and Assisting jurisdictions

Response Partner	Roles/ Responsibilities
Evacuating Jurisdiction	☐ Identifying evacuation routes into the receiving jurisdiction. ☐ Determining the number, nature, and needs of the evacuating population. ☐ Assessing known medical conditions and accessibility and functional needs. ☐ Providing information regarding evacuees with disabilities, medical conditions, and AFN. ☐ Selecting the method of transportation of the evacuees. ☐ Estimating the time of arrival to reception and care areas. ☐ Coordinating the transfer of evacuees with the receiving jurisdiction(s) and, if appropriate, the Assisting Jurisdictions to the Receiving Jurisdictions. ☐ Coordinating messages by the PIO through the JIC.
Evacuating Jurisdiction	☐ Identifying evacuation routes and traffic flow within the receiving Jurisdiction. ☐ Identifying facilities, care areas, and sheltering sites.



Table 5. Responsibilities of Evacuating, Receiving, and Assisting jurisdictions

Response Partner	Roles/ Responsibilities
	☐ Distribution of evacuees to reception and care areas, or other appropriate facilities. ☐ Redistribution of evacuees to reception and care areas, or other appropriate facilities. ☐ Provision of mass care and health support through support agency/ partner coordination. ☐ Ensure that traffic and reception routes do not negatively impact existing traffic, homes, and businesses. ☐ Coordinating messages by the PIO through the JIC.
Receiving Jurisdiction	☐ Identifying evacuation routes and traffic flow within the receiving Jurisdiction. ☐ Identifying facilities, care areas, and sheltering sites. ☐ Distribution of evacuees to reception and care areas, or other appropriate facilities. ☐ Redistribution of evacuees to reception and care areas, or other appropriate facilities. ☐ Provision of mass care and health support through support agency/ partner coordination. ☐ Ensure that traffic and reception routes do not negatively impact existing traffic, homes, and businesses. ☐ Coordinating messages by the PIO through the JIC.

3.4.4 Requests for Assistance

When a major emergency or disaster occurs, it is anticipated that City departments and responding agencies will organize their areas of responsibilities into manageable units, assess damages and determine needs. If departmental resources cannot meet the needs created by the disaster, assistance may be requested through existing mutual aid agreements. In the event of a Proclamation of Local Emergency, the deployment of resources will be coordinated through the EOC. Resources may be placed at staging areas until specific assignments can be made.

If the situation exceeds or is expected to exceed the resources within the City and those provided through mutual aid, the City may request assistance through the KCEOC.

For cooperative relationships between public, private, tribal, and non-profit sectors, Sammamish relies on the Regional Coordination Agreement (RCA) to facilitate decision making. The RCA is intended to be utilized in conjunction with other state and local emergency plans, including but not limited to mutual aid agreements such as the WAMAS; the Emergency Management Assistance Compact; other public, non-governmental organization, tribal, or private sector agreements; and, the Pacific Northwest Emergency Management Agreement (States of Alaska, Idaho, Oregon, and Washington, the Province of British Columbia, and the Yukon Government).



Mutual aid is considered the pre-agreed sharing of resources between entities to support response activities. During a disaster or planned event, requests for mutual aid within a zone should be the first call for help. During a disaster or when requests for mutual aid cannot be granted, any threatened participating organization can request resources from other participating organizations. The RCA facilitates the sharing of resources among regional partners willing and able to share resources.

Assistance may be requested by using one of the following mechanisms:

- A request for or supply of resources under the auspices of the RCA.
- A request for the supply of resources under the auspices WAMAS or the Emergency Management Assistance Compact.
- A request for or supply of resources under the auspices of another form of mutual aid or other assistance.
- Signatories will follow the legal and financial guidelines established in the RCA



Section 4 Concept of Operations

This section addresses evacuation objectives, priorities, and necessary actions to lead safe and coordinated evacuation objectives. These details are further broken down into the following Concept of Operations (CONOPS) phases: 1) Preparedness/ Pre-event, 2) Initial Response, 3) On-going Response, and 4) Recovery/Reentry time frames. Different evacuation scenarios are defined (e.g., spontaneous, voluntary, mandatory, shelter-in-place) as well as regional versus local evacuations. The application of warning and communications systems is discussed, as well as considerations for disabled persons and persons with AFN; service animals; and unaccompanied minors. The section also outlines transportation and traffic control measures to facilitate evacuation as well as measures to be employed to manage the safe return of residents and business following the evacuation are also covered.

4.1 Overview of Evacuation Operations

This Evacuation Annex will follow basic protocols set forth in the City CEMP and the King County CEMP, which dictate who is responsible for an evacuation effort and how regional resources will be requested and coordinated.

The Sammamish Police Department is the lead agency for evacuations of areas within the City. For an incident involving a regional evacuation, the City may participate as part of an Area Command, to assess and evaluate the need for evacuations, and conduct coordinated evacuation operations. Additionally, as part of the Area Command, the Sheriff's Office will identify available and appropriate evacuation routes and coordinate evacuation traffic management with the KCEMC, other County departments, other cities in King County EMZ 1, Eastside Fire and Rescue (EF&R), the Washington State Patrol (WSP), and other supporting agencies, and jurisdictions.



TOOL BOX



Plans:

- King County Emergency Management Plan, Mass Evacuation Incident Annex

Attachments:

- Appendix 3 – Map of Evacuation Routes
- Appendix 5 – Sample Evacuation Checklist

External References:

- King County and Regional Plans
- Washington State Plans Agreement: King County Regional Coordination Framework for Disaster and Planned Events for Public and Private Organizations (Feb 2014)

4.1.1 Definitions

The following terms are used in this annex to describe specific activities related to evacuations:

- **Evacuation Warning:** The alerting of people in an affected area(s) of potential threat to life and property. An Evacuation Warning considers the probability that an area will be affected within a given time frame and prepares people for a potential evacuation order. Evacuation Warnings are particularly necessary when dealing with a variety of issues such as special needs populations and large animals.
- **Evacuation Order:** Requires the immediate movement of people out of an affected area due to an imminent threat to life.



- **Shelter-In-Place:** Advises people to stay secure at their current location. This tactic shall only be used if an evacuation will cause a higher potential for loss of life. Consideration should be given to assigning incident personnel to monitor the safety of citizens remaining in place. The concept of shelter-in-place is an available option in those instances where physical evacuation is impractical. This procedure may be effective for residential dwellings in the immediately impacted areas, or for large facilities that house a high percentage of non-ambulatory persons (e.g., hospitals and convalescent homes). Sheltering-in-place attempts to provide a safe haven within the impacted area.
- **Spontaneous Evacuation:** Residents may self-initiate evacuations if they perceive, as a result of experiencing an earthquake, public or social media reports, or rumor (founded or unfounded.) In such incidents the City will mobilize resources as necessary to ensure a safe and orderly evacuation to the extent possible.
- **Voluntary and Mandatory Evacuation:** The Revised Code of Washington (RCW) does not authorize forcible or mandatory evacuations. Therefore, law enforcement agencies do not have statutory authority to forcibly evacuate people who do not wish to be evacuated. However, the term “mandatory evacuation” may be used to alert citizens of the serious nature of the threat.

Emergency responders shall make every effort to inform people that failure to evacuate may result in serious physical injury or death and that future opportunities to evacuate may not exist. Law enforcement will document the location of individuals that refuse to evacuate or, if necessary, have these individuals sign waivers.

Once a local jurisdiction orders an evacuation, it is critical that public information dissemination, transportation, sheltering resources, and security and protection of private property are provided to a level where the public feels evacuation is more desirable than staying behind.

4.2 PLAN GOALS AND OBJECTIVES

The goal of this plan is to provide a concept of operations to conduct safe and effective evacuation operations in the City with the following priorities:



SAVING LIVES



**PRESERVING THE
HEALTH AND SAFETY OF
RESPONDERS AND THE
PUBLIC**



**PROTECTING PROPERTY
AND THE
ENVIRONMENT**

City of Sammamish CEMP	Evacuation Operations
▪ Life Safety ▪ Incident Stabilization ▪ Protection of property and the environment	▪ Issue evacuation orders ▪ Identify shelter locations for temporary and long-term needs ▪ Establish clear and accessible evacuation routes for the community; in addition to alternate routes as necessary



City of Sammamish CEMP	Evacuation Operations
Community economic recovery	Reunify caregivers and family members separated during the incident

The specific roles and responsibilities to achieve these objectives are included in Section 3: Roles and Responsibilities. The following objectives are organized in a planning timeline from pre-event preparedness actions to post-event recovery. The actual timeline will be determined based on the event, and assessment of on-the-ground conditions. Similarly, all listed objectives may not be necessary, depending on the situation.

- Provide transportation assistance and analysis for evacuation operations and evacuation route conditions.
- Ensure debris removal and clearance of priority routes to support safe evacuation/re-entry.
- Track and monitor relevant situational awareness and coordination of evacuation efforts.
- Coordinate the safe evacuation of persons with disabilities, access and other functional needs (AFN), and persons requiring transportation assistance.
- Provide safety and security measures for the effective evacuation of residents and visitors (e.g., crowd control, traffic direction)
- Support coordination of critical messaging so that accurate and timely information for evacuation operations is provided to the public.
- Ensure appropriate assets and resources are deployed in the field to facilitate safe and effective evacuation.

4.3 Priorities and Objectives by Response Phase

Table 7. Priorities and Objectives by Response Phase

Phase	Timeline	Priorities and Objectives
Pre-Event	N/A	- Train Police and other City staff in evacuation plans and procedures - Conduct periodic evacuation exercises - Procure a cache of equipment and supplies required to manage evacuation (signage, portable generators, etc.) - Identify populations that may need special assistance for notification or transportation - Identify and maintain a database of vendors that can supply equipment or services to support an evacuation - Develop mechanism for persons with disabilities and access and other functional need that may need assistance in evacuation to self-identify
Initial Response	Event (E) to E +72 hrs.	- Organize and deploy evacuation management resources - Provide notice and evacuation instructions to the public - Identify persons who may require evacuation assistance - Provide for evacuation to appropriate transportation points, evacuation points, and shelters



Table 7. Priorities and Objectives by Response Phase

Phase	Timeline	Priorities and Objectives
		▪ Provide adequate means of transportation for individuals with disabilities and others with AFN, which includes, but is not limited to, older adults, children, and individuals who are transportation disadvantaged ▪ Institute access control measures to prevent unauthorized persons from entering vacated, or partially vacated areas. Law enforcement may use discretion in allowing access for caregivers, personal care assistants, or other support personnel on a case-by-case basis ▪ Provide for the procurement, allocation, and use of necessary transportation and law enforcement resources by means of mutual aid or other agreements ▪ Control evacuation traffic ▪ Conduct search and rescue, and enforcement operations as necessary to assure that all persons have evacuated ▪ Account for the needs of individuals with household pets and service animals ▪ Prepare initial damage assessment (if evacuation is a result of a declared disaster or emergency)
Ongoing Response	(E + 72 hours to 14 days)	▪ Conduct outreach and maintain communications with evacuated persons ▪ Conduct safety inspections of damaged structures ▪ Repair/restore critical infrastructure ▪ Implement procedures for evacuated persons' temporary access to secure valuables if safe to do so ▪ Develop re-entry action plans and procedures ▪ Determine when safe for re-entry (entire City or designated areas)
Recovery/ Re-Entry	(E + 14 Days to complete)	▪ Organize and deploy resources necessary to manage orderly re-entry of evacuated persons ▪ Notify evacuated persons of times and procedures for re-entry. ▪ Establish re-entry control points and procedures to verify resident and worker status ▪ Assure the safe re-entry of evacuated persons ▪ Arrange for return of mutual aid and/or vendor resources ▪ Assemble records required to support insurance claims and FEMA reimbursement as applicable ▪ Develop long term recovery plan



4.4 Assessing the Evacuation Population

4.4.1 Evacuation Zones

There are six emergency management zones (EMZs) within the City of Sammamish. Most incidents will require multiple EMZs to evacuate unless a smaller event occurs that affects only the individual EMZ.

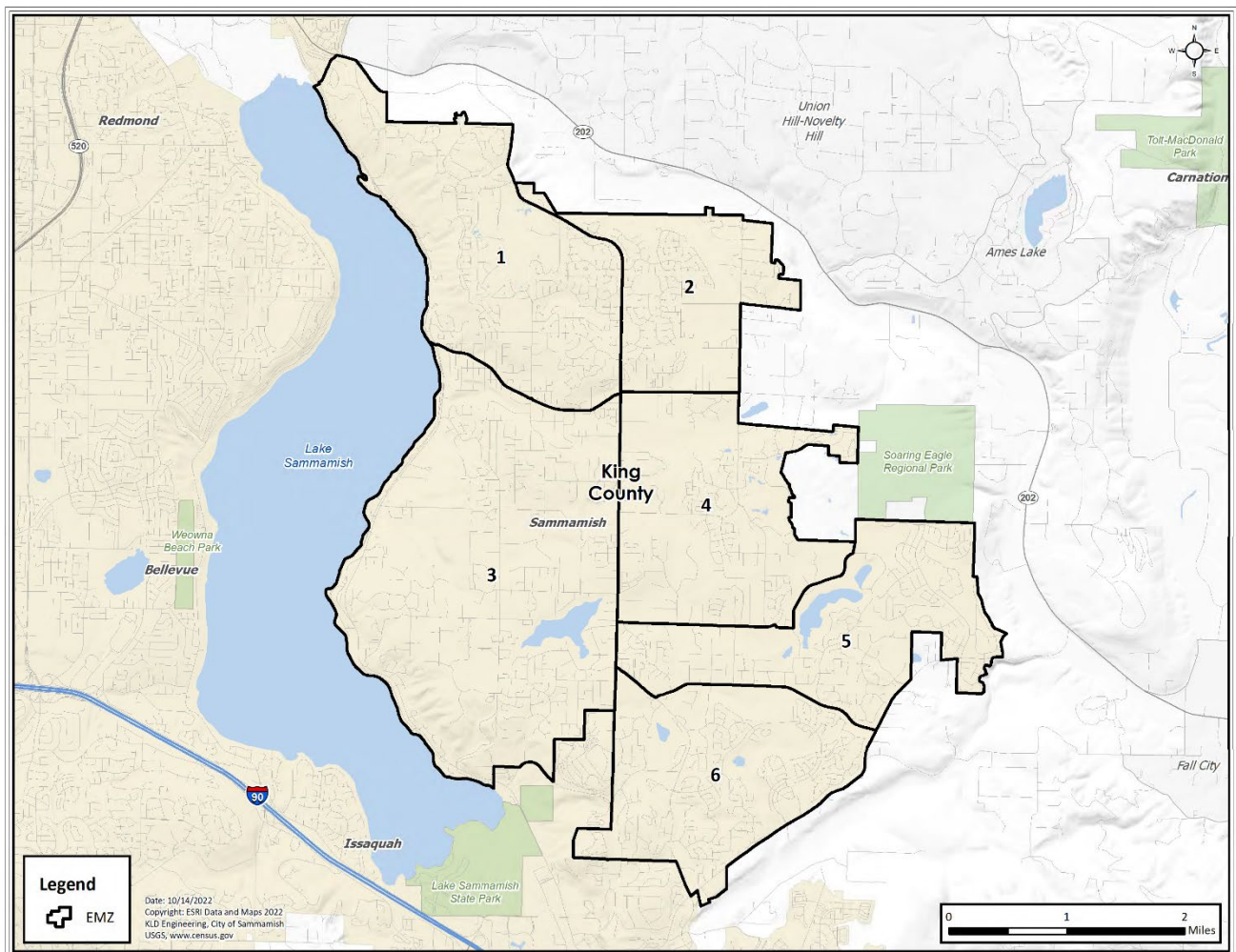


Figure 4. EMZ Boundaries



STEP BY STEP PROCESS FOR EVACUATION ASSESSMENT

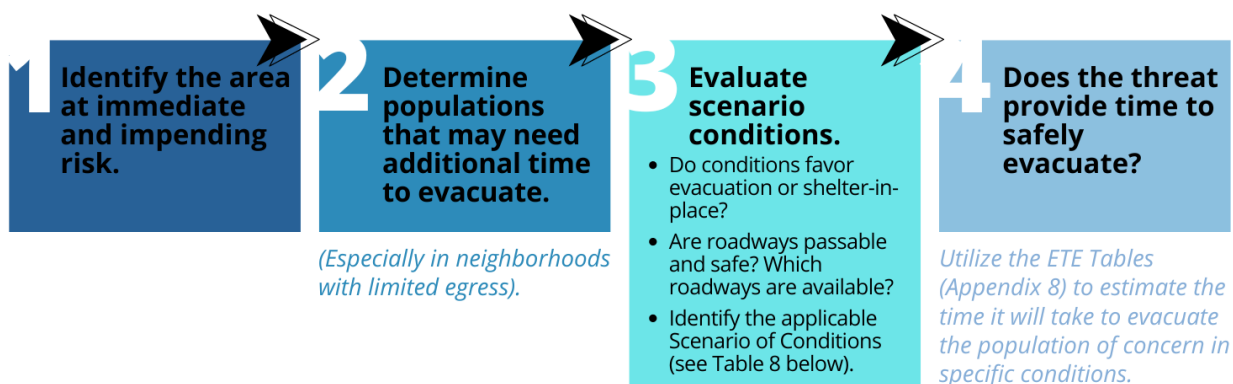


Figure 55. Step by Step Process for Evacuation Assessment

Table 8. Scenario of Conditions

Season	Summer (School is not in session)	Fall (School is in session)
Day of the Week	Mid-Week	Weekend
Time of Day	Midday	Evening
Evacuation Regions (see Appendix 9)	Individual EMZs (R01 through R06)	Groupings/ Combinations of EMZ (Region 07- R11)

* When households use more than one vehicle to evacuate, the estimated evacuation times increase by one hour. These estimates consider the time needed for people to prepare for evacuation (mobilization). Additionally, they include voluntary evacuations from areas outside the official evacuation order. However, the time estimates do not factor in the time required to pick up children from school if school is in session.

4.5 Notification and Warning

Once the City of Sammamish is aware of a threat or potential threat requiring evacuation, the City Manager or designee will determine the need to activate components of the CEMP or an ESF Annex to conduct further assessment of the situation, initiate activation of the EOC and/or coordinate information with regional agencies. Additionally, the Director of Emergency Management will determine whether the threat or potential threat meets the criteria established for a Proclamation of Local Emergency.

Designated staff will report to the EOC, or alternate EOC location, to coordinate response efforts and support field operations. All or part of the EOC may be activated during a disaster. The level of activation will be determined by the nature and extent of the disaster.

Evacuations can occur before, during, or after an incident. Incidents may prompt evacuations both pre- and post-incident.



Pre-Incident Evacuations occur when warning or notice is available before an incident which allows movement of the threatened population away from the potential at-risk area and before impact. Pre-incident evacuation decision making requires officials to balance potentially costly, hazardous, or unnecessary evacuations against the risk of threat to populations or possible loss of life. Based on the hazard profile, most incidents involving evacuation will be without warning.

Post-Incident Evacuations occur during or after an incident when it is unsafe for the affected population to remain in the incident area. In contrast to pre-incident evacuations, post-incident evacuations may occur simultaneously with response operations. Incident-specific factors, including resource availability and incident-specific hazards, may affect evacuation strategies and the feasibility and prioritization of post-incident evacuations.

For the activation of this Evacuation Annex potential triggers could include:

- Disaster e.g., earthquake, wildfire, extreme weather events, flooding, dam failure, hazardous material, or volcanic activity.
- Utilize Evacuation Time Estimate (ETE) for individual EMZs for hazards other than wildfire.
- Localized evacuation order(s) e.g., apartment fire or hazardous materials incident
- Continuity of critical government infrastructure impacted for community members, such as potable water or grid failure
- The Comprehensive Emergency Management Network (CEMNET), National Warning System (NAWAS), and other communications networks are used by emergency management as alternative methods of communicating between local emergency management organizations and state emergency management.
- Use of the Emergency Alert System (EAS) is part of an active communications and warning system that can be initiated by the King County Sheriff's Office Communications Center (9-1-1) or by the KCEOC. The KCEOC has a limited ability to communicate warnings to landline phones through Code Red when it is used as a reverse 9-1-1 system. The City of Sammamish is also able to coordinate through the King County's Sheriff's Office for emergency messaging to its residents and those within an impacted area.

4.6 Evacuation Timeframe Considerations

- Increasing evacuation notifications will reduce the time required to evacuation populations. Early notification is essential for timely evacuation.
- A minority of children use the school provided transportation to get to and return home from school. In the event of an evacuation or emergency, most parents will pick up their children from school. Congestion from school pick disperses within a 15-minute duration. This additional time will impact how quickly households will evacuate and should be considered in planning efforts.
- 82% of the households in the Emergency Management Zones (EMZ) have at least one person who commutes that will need to return home before a household evacuates.
- 46% of all households will await the return of all household members before evacuating.
- Households have on average two vehicles; the timeframe provided is based on one vehicle utilized per household. It is likely that households will evacuate using multiple cars which will impact evacuation time estimates. This increases the ETE by one hour.



- The complete evacuation of all people in each EMZ and region (grouping of EMZs) is based on how long households need to prepare to evacuate and how quickly they are notified to evacuate.

Table 9. Time Distribution for Population to Prepare to Evacuate

Elapsed Time from Notification	Time including Estimated School Pick Up Delay	Cumulative Percent Ready to Evacuate
30 Minutes	45 Minutes	25.2%
45 Minutes	60 Minutes	44.0%
60 Minutes	1 Hour and 15 Minutes	66.7%
1.5 Hours	1 Hour and 45 Minutes	83.4%
2.5 Hours	2 Hours and 45 Minutes	96.5%
3.5 Hours	3 Hours and 45 Minutes	100%

- All traffic congestion clears prior to the completion of mobilization for all regions.
 - Traffic congestion persists for four hours when evacuating the entire city.
 - When people leave in less than four hours from evacuation notice, traffic congestion will impact the ETE.
 - When people take longer than four hours from evacuation notice to leave, then the area clearance time will increase.
- Evacuations involving multiple EMZs have longer ETE than evacuations of individual EMZs.

4.6.1 Evacuation Conditions

Assess any impact of hazards on transportation systems:

- Debris or damage to roadways
- Visual impairments to the roadway such as wildfire smoke
- Power outage- traffic control and streetlights
- Staffing available to place traffic control signage and guidance



4.6.2 Access Impaired Neighborhoods

Several access impaired neighborhoods have a high wildfire risk, high population density, and limited means of egress. These neighborhoods will require early notification for evacuating during an impending threat, such as wildfire, as these areas may have difficulty evacuating.

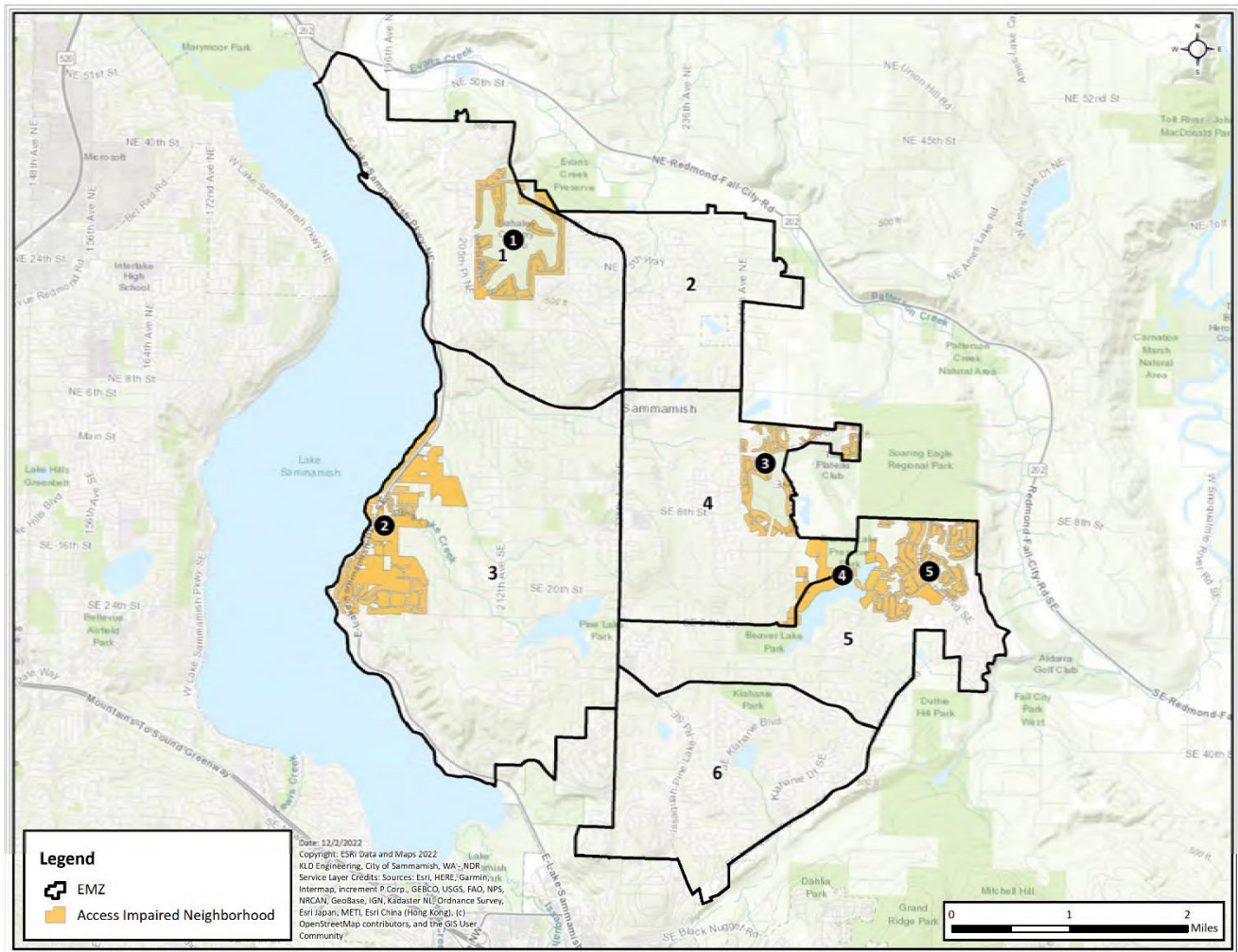


Figure 6. Access Impaired Neighborhoods within the City of Sammamish

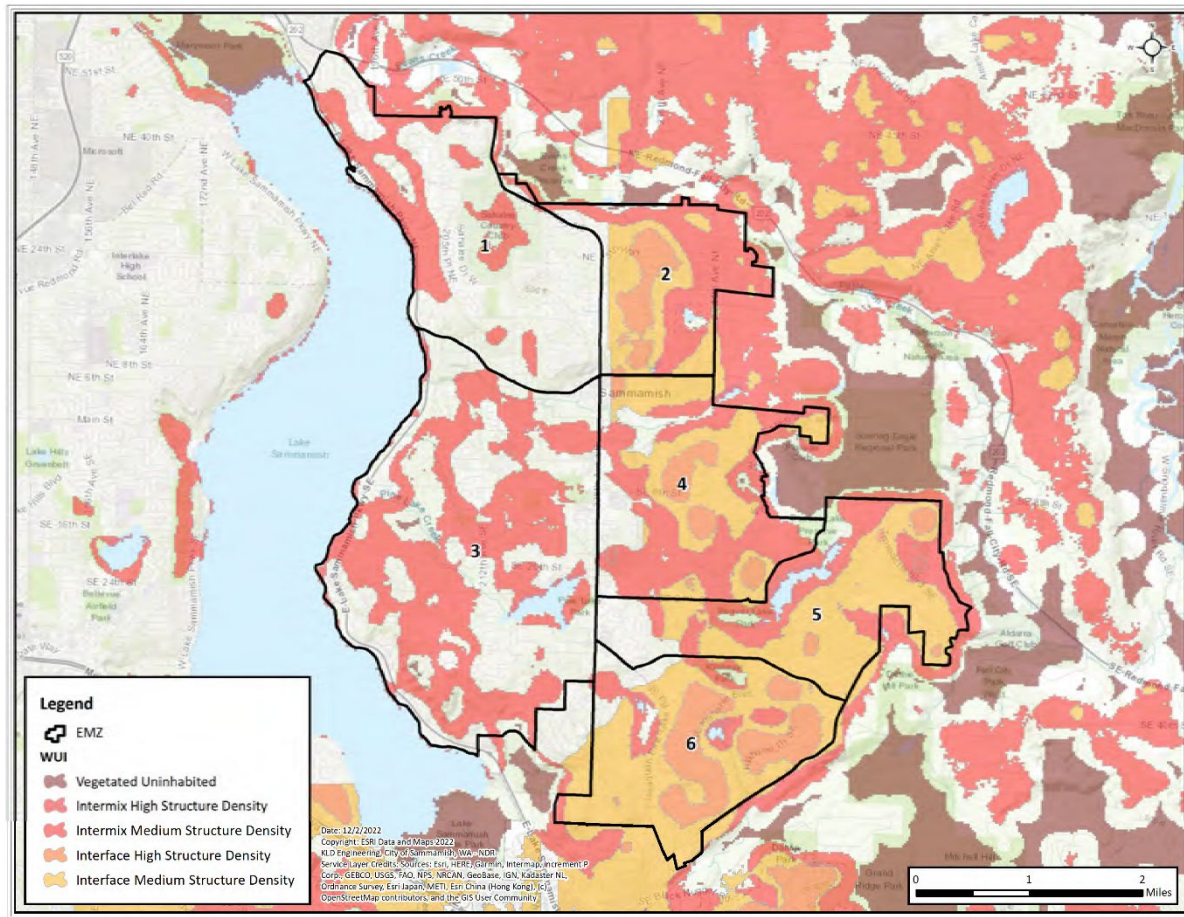


Figure 7. WUI Map for the City of Sammamish

According to Figure 5 above, at-risk neighborhoods and potential safe refuge areas include:

- **Neighborhood 1:** Sahalee Golf Course
- **Neighborhood 2:** Lake Sammamish area.
- **Neighborhood 3:** Plateau Club Golf Course.
- **Neighborhood 4:** No refuge options provided.
- **Neighborhood 5:** Athletic Field at Cascade Ridge Elementary School if the school is not hardened or built to withstand fire.

Consideration should be given regarding placement of evacuation signage, in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), along Sahalee Drive, E Lake Sammamish Parkway, SE 21st Street, Lake Sammamish Place, Windsor Drive, E Main Drive, Beaver Lake Drive, Belvedere Way, and Trossachs Boulevard to guide evacuees out of these neighborhoods.

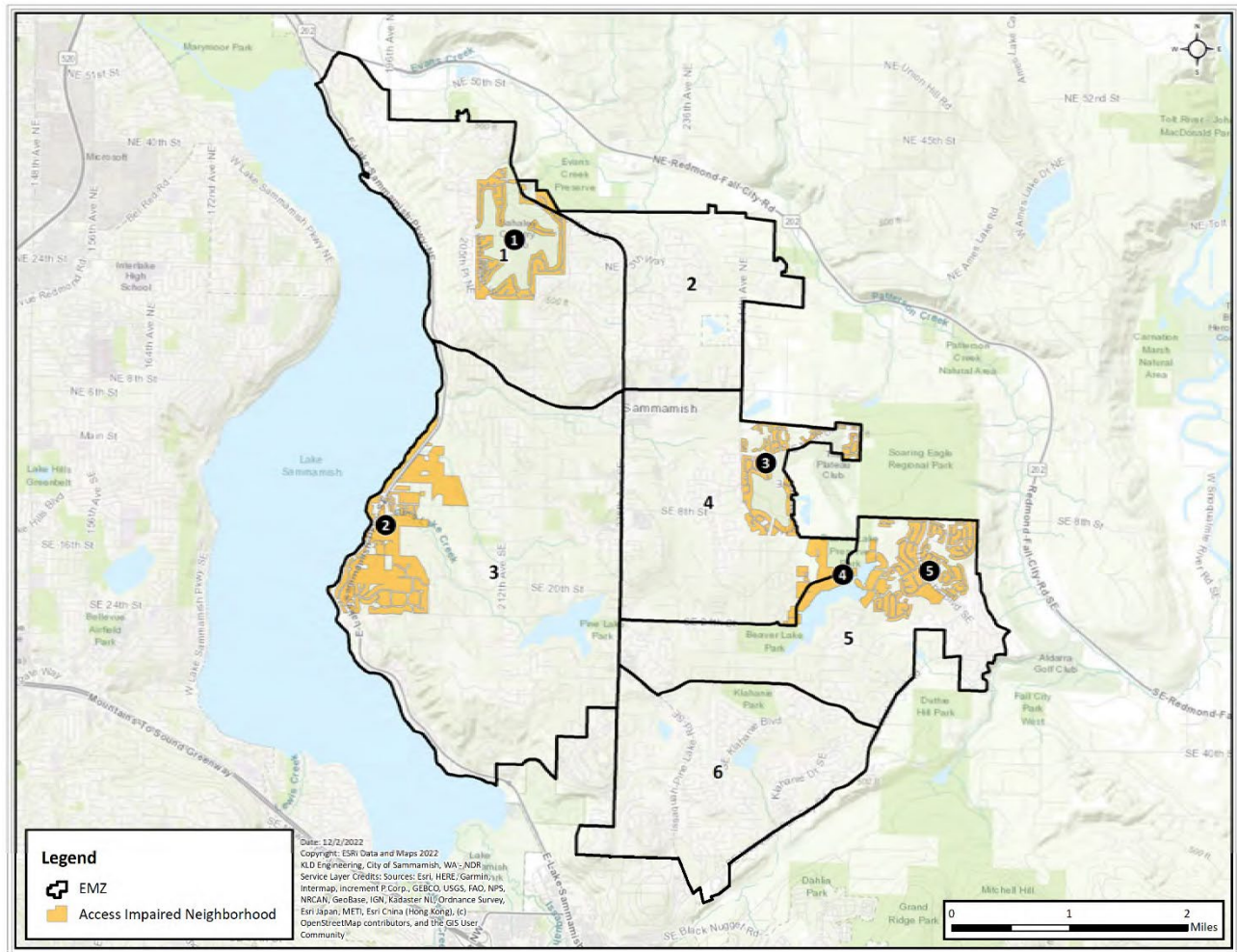


Figure 8. Combined Access Impaired Neighborhoods

4.7 Transportation and Traffic Control

Transportation Management Overall management of transportation needs will be handled locally in the EOC by the Transportation Unit of the Logistics section. Potential local resources include private vehicles, (King County transit), school buses, taxi cabs, water taxis, and rideshare services (Uber, Lyft). Transportation resources are also available through the Issaquah School District Director of Transportation and Eastside Fire and Rescue.

4.7.1 Evacuation Transport Methods

The majority of evacuees will self-evacuate using privately owned vehicles; however, a small percentage of the populace will not have transportation and will require assistance. Buses are usually the optimum vehicle of choice, if available. Other transportation options may include:

- Buses or medical transit for individuals with disabilities and AFN.
- Rideshares services Uber and Lyft.



- Taxi.
- Water taxi.
- City vehicles.
- School buses.

4.8 Evacuation Pickup Points

4.8.1 People with AFN

The City of Sammamish is committed to ensuring that persons with access and other functional needs are assisted as necessary during an evacuation. An estimated 2.1% of the population will need public transit. The City will accomplish this through:

- Reaching out to persons that have been pre-identified as potentially needing assistance through self-identification or other means.
- Monitoring social media and emergency 911 calls and implementing procedures to ensure that information received through 911 calls and social media are provided appropriate response.
- Distributing public transit pick up point information.
- Coordinating communication of changes to emergency information with the Office of Communications Center and/or KCEOC.

4.8.2 Transit Dependent Populations

Once schools are evacuated, buses are rerouted to support transit operations for transit-dependent populations. Dispatch buses after congestion have cleared from the first wave of evacuees or within two households). Medical facilities should be evacuated within 90 minutes of the Advisory to Evacuate (ATE).

The City has established the following potential passenger pickup points for populations that are not able to travel by privately owned vehicle. The City will provide buses or other vehicles to transport persons at pickup points to evacuation shelters or assembly points (see Bus Route Description Table in Appendix 11. Estimated Transportation Needs.

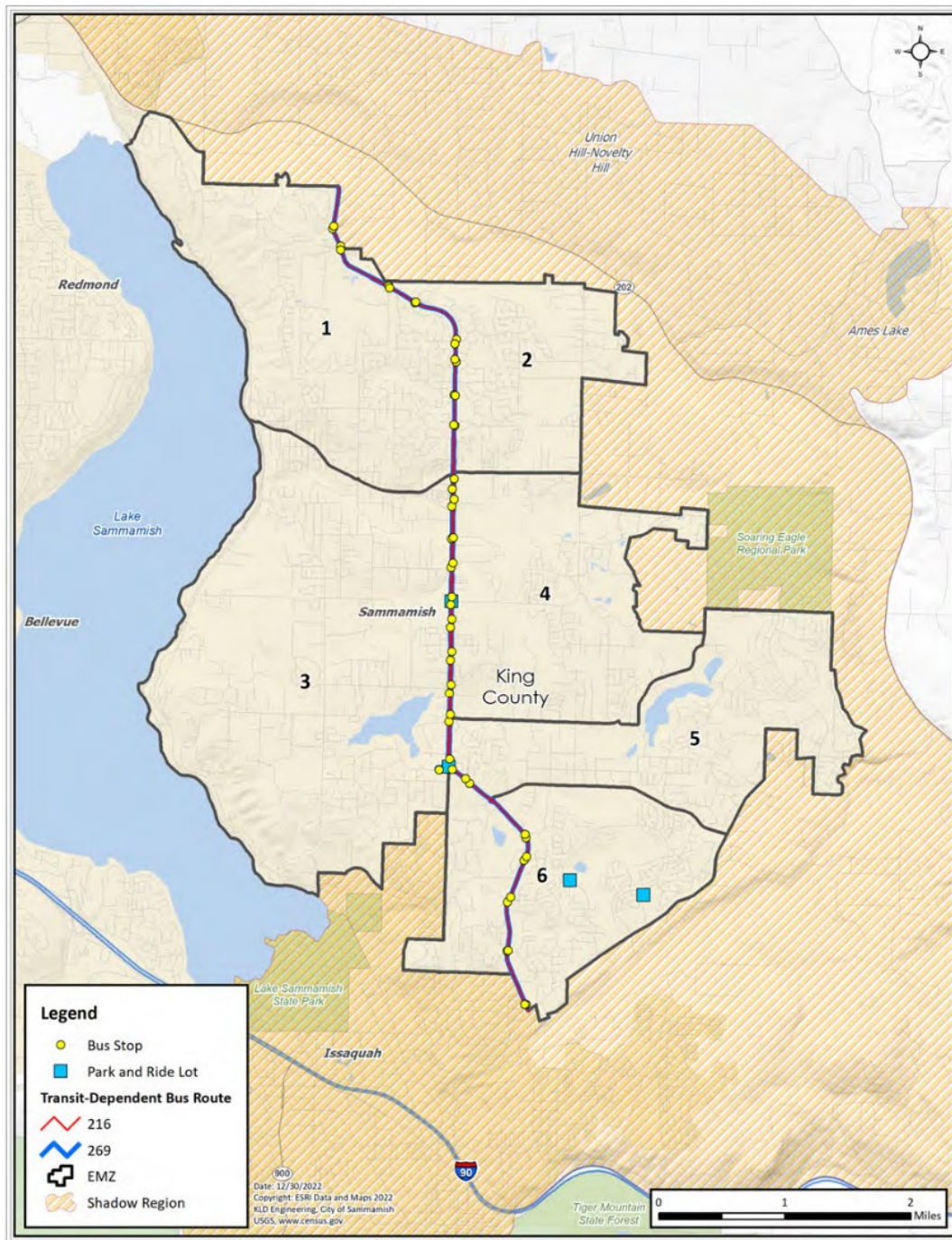


Figure 9. Transit-Dependent Bus Routes and Park and Ride Lots Servicing the EMZ

4.8.3 Unaccompanied Minors and School Evacuation

In the event that unaccompanied minors require evacuation the City Human Resources Department will contact the King County Community and Human Services (CHS) for assistance. Minors will be kept in a safe environment until CHS assumes custody, or until released to a confirmed parent or guardian.



It is recommended that parents pick up preschool children and children from daycare, but not school aged children. It is faster and logistically sound to have students evacuated by school provided buses and reunification of families at shelter sites. However, most students do not use the school bus systems regularly, and parents commonly pick up and drop off children at school. Considering this, schools should inform parents of emergency protocol when evacuations cannot accommodate child pick due to time constraints during an emergency.

School buses will arrive at schools and facilities to be evacuated within 90 minutes of the ATE. An estimated 239 buses will be required to transport school populations. This can be modified by the number of actual attendances at the time of an emergency event and whether time allows for parents to pick up children. Buses should be held near the schools to increase evacuation time. Buses should prioritize school population evacuation, then be utilized for public transportation assistance for AFN populations. School locations and bus needs can be found in Appendix 13 and Appendix 11, respectively.

4.9 Evacuation Routes

The evacuation analysis procedures are based upon the need to:

- Route traffic along paths of travel that will expedite their travel from their respective points of origin to points outside the evacuation region.
- Restrict movement toward the wildfire to the extent practicable and disperse traffic demand so as to avoid focusing demand on a limited number of highways.
- Move traffic in directions that are generally outbound relative to the location of the wildfire.
- If activated, the City of Sammamish will enable authorities to remove semipermanent barricades and delineator posts off streets to support rapid evacuation and efficient traffic flow working with Public Works and law enforcement.

Evacuation is coordinated by the Police Department, the KCSO, and the Washington State (WSP). The City has established the following potential evacuation routes. Evacuation routes are subject to change depending on roadway and travel conditions.



- If evacuating southbound, ETE increases by 2 hours and 25 minutes.
- If evacuating northbound, ETE increases by 3 hours and 50 minutes and 3 hours and 45 minutes, respectively.
- Evacuating during rush hour on WA-202 and I-90, the ETE is increased by 15- 25 minutes.
- Contraflow on WA-2-2 or I-90 is not recommended.

4.10 Evacuation Shelters

Evacuation shelters are designed to provide temporary, emergency care and shelter support. The details of shelter activation and operations are described in the CEMP Mass Care and Shelter Annex. They must be located outside the boundaries of the incident within a safe zone. Shelter locations will be determined based on the situation. The public will be notified of shelter locations when advised to evacuate.

4.11 Service Animals and Household Pets

The PETS Act of 2006 amends the Stafford Act, and requires evacuation plans to consider the needs of individuals with household pets and service animals, prior to, during, and following a major disaster or emergency. The majority of Sammamish residents will evacuate with household pets. The City will seek to partner with available animal rescue organizations to establish co-located or auxiliary animal sheltering sites for both small and large animals and livestock depending on available staff and resources.

4.12 Traffic Control

4.12.1 Signage and Communication:

Signage (including portable message signs), barriers, cones, traffic signal timing and deployment of traffic control personnel to intersections will be used to direct traffic and maintain traffic flow and prevent bottle necks on evacuation routes. Bottlenecks are likely to occur when vehicles are attempting to access main evacuation routes from multiple, uncontrolled intersections. It may be necessary to limit vehicular access to Avenue 228 to controlled intersections by the placement of barriers to prevent entry from multiple side streets. If barriers to entry are erected at certain intersections, it is imperative that the public be notified to avoid those locations.

The use of Intelligent Transportation Systems (ITS) technologies can reduce the manpower and equipment needs, while still facilitating the evacuation process. Dynamic Message Signs (DMS) can be placed within the EMZs to provide information to travelers regarding traffic conditions, route selection, congregation point, and reception center information. DMS placed outside of the EMZs will warn motorists to avoid using routes that may conflict with the flow of evacuees away from the wildfire. Highway Advisory Radio (HAR) can be used to broadcast information to evacuees during egress through their vehicles stereo systems. Automated Travel Information Systems (ATIS) can also be used to provide evacuees with information. Internet websites can provide traffic and evacuation route information before the evacuee begins their trip, while the onboard navigation systems (GPS units) and smartphones can be used to provide information during evacuation trip. There are only several examples of how ITS technologies can benefit the evacuation process. Considerations should be given that ITS technologies can be used to facilitate the evacuation process, and any additional signage placed should consider evacuation needs.



4.12.2 Two Traffic Control Points (TCPs):

Two traffic control points were found to reduce localized congestion and improve traffic flow. TCPs controlling traffic originating from areas near threat of wildfire could have a more beneficial effect on minimizing potential exposure to threat than those TCPs located far from the wildfire. These priorities should be assigned by city emergency management representatives and by law enforcement personnel.

- Intersection of NE Inglewood Hill Rd and Lake Sammamish Parkway
- Traffic circle at the intersection of SE 43rd Way and Lake Sammamish Parkway.

To reduce congestion and encourage traffic flow:

- Restrict travel eastbound on NE Inglewood Hill Rd.
- At the traffic circle at the intersection of SE 43rd Wat and Lake Sammamish Pkwy., for traffic southbound onto Lake Sammamish Pkwy.

Barricade Locations to clear neighborhoods faster, reduce congestion:

- SE 18th Pl and West of SE 20th Pl
- NE 42nd St and NE 42nd Way

Additional Traffic Control Points to consider if manpower is available to reduce traffic (this does not affect ETE):

- SE Duthie Hill Rd and 266th Ave SE
- NE 50th St and WA-202
- NE 50th St and 192nd Dr. NE

4.12.3 Traffic Diversion:

Begin diverting traffic away from the area at-risk. This action should begin 2 hours after the ATE to discourage travelers from using major pass-through routes within the City. Place dynamic and variable message signs strategically outside the city at logical diversion points to redirect traffic away from the high-risk zone. Allow responders and transit vehicles access to support evacuation efforts.

Section 5 Demobilization, Recovery, and Return

5.1 Determination of Safe Return

The EOC Director, in coordination with the Policy Group and external responding agencies will make a determination as to when it is safe to allow residents and business to return to the evacuated area. The determination will be made based on an assessment of the following factors:

5.1.1 Condition of Physical Infrastructure

The physical infrastructure, such as streets, roads, bridges, etc. must be safe for returning residents to traverse. This assessment must include not on infrastructure within the City, but the condition of transportation infrastructure on the primary access routes into the City.



5.1.2 Condition of Private Structures

If the evacuation is precipitated by fire, explosion, earthquake, or other causes the result in actual or potential damage to structures, public and private structures must be inspected to determine if they are safe for occupancy.

5.1.3 Utility Availability

Critical utilities including power, natural gas, potable water must be restored, or alternative measures implemented prior to reoccupying evacuated areas. Other considerations include sewage and refuse collection services.

5.1.4 Debris Removal

Debris must be removed from roadways, parks and other public spaces. In addition, arrangements must be made to assist homeowners and businesses to dispose of debris from private property. Priority should be given to removing or prohibiting access to debris which includes hazardous materials. Debris removal is addressed in detail in CEMP.

5.2 Develop Return Action Plan (RAP)

Once the evacuated area(s) is determined safe for reentry the EOC Planning Section will develop a RAP consisting of the elements described below. The objectives of the RAP are to assure safe and orderly reentry for residents, workers and visitors.

5.2.1 Timing and Phasing

Timing and phasing should address:

- If more than one area, or a large area has been evacuated the RAP should include the order for reoccupation of specific areas or subareas.
- The RAP should specify the time periods during which reentry is permitted.

5.2.2 Public Messaging

Accurate and detailed public messaging is essential to ensure an orderly and safe reoccupation of evacuated areas. Public messaging should include:

- If reentry is to be phased, the schedule for reoccupation of each area evacuated
- Timeframe for reentry
- Necessary documentation (if applicable)
- Location of reentry points
- Status of utilities and infrastructure
- Restrictions, e.g., if reentry is allowed only for recovery of valuables, daytime occupancy, etc.
- Temporary traffic detours or one-way streets
- Location and operating hours of support services



5.2.3 Support (Transportation, Traffic Control, Etc.)

Support services should mirror those provided for the evacuation including traffic control personnel, signal timing, traffic cones, etc. In addition, law enforcement personnel and emergency medical services should be available as needed.

5.2.4 Entry Restrictions and Control

The EOC should establish restrictions necessary to ensure the safety and security of returning residents. Restrictions may include such things as prohibited areas, limited hours for occupancy, proof of residency or other restrictions deemed necessary. Reentry points should be established and staffed by both law enforcement personnel and support personnel to provide returning residents with information and to answer questions.

5.3 Demobilization Authority and Decision to Demobilize

Demobilization will be initiated as equipment, personnel and supplies to support reentry are no longer needed. Demobilization may occur in stages as the situation warrants. Full demobilization will be conducted when all residents, workers, and business owners can safely reenter the evacuated area, have been provided the opportunity, and all that wish have done so.

The EOC Director, in consultation with the Sheriff and the City Manager, will authorize demobilization. The EOC Logistics Section, with assistance from the Administration and Finance Section will coordinate demobilization operations. Table 10 on the following page lists demobilization priorities.

Table 10. Demobilization Checklist

Demobilization Checklist	
Demobilize city staff and equipment	☐ Staff return to normal duties, reporting relationships, and work locations. ☐ HR coordinates with responding departments to determine if employees need compensatory or recovery time off should be implemented. ☐ Equipment and non-expendable supplies are returned to assigned units as necessary. ☐ Damage or loss of equipment and non-expendable supplies is documented. ☐ Descriptions and quantities of expendable supplies used to support evacuation/reentry operations documented.
Return mutual aid and rental resources	☐ Mutual aid personnel released to home organizations ☐ Equipment and non-expendable supplies are returned to vendors and/or mutual aid jurisdictions.
Damage or loss of mutual aid and/or vendor non-	☐ Return transportation and traffic control system to normal operations. ☐ Mutual aid personnel released to home organizations.



Table 10. Demobilization Checklist

Demobilization Checklist	
expendable supplies is documented Descriptions and quantities of expendable supplies provided by vendors and/or mutual aid partners is documented	☐ Equipment and non-expendable supplies are returned to vendors and/or mutual aid jurisdictions. ☐ Damage or loss of mutual aid and/or vendor non-expendable supplies is documented. ☐ Descriptions and quantities of expendable supplies provided by vendors and/or mutual aid partners is documented. ☐ Temporary signal timing, striping, and signage returned to normal. ☐ Temporary barriers, cones and other traffic control devices returned to storage or vendors.



Section 6 Administration, Finance, and Logistics

6.1 Administration and Finance

It is extremely important that all responding agencies and departments keep specific records and documentation related to staff assignments and costs, evacuation resources and assets to support operations, resource requests, situational reports, and anything else related to the coordination of evacuation for the emergency.

Each City department should have their own internal processes for ensuring proper documentation of actions, cost-tracking, personnel time keeping, and record retention of these documents. In addition, activation of the City EOC will require completion of additional ICS documentation, including ICS 214s for all City EOC management staff to track activities and time. The City EOC's Documentation Unit and/or Command Staff will provide specific guidance on documentation requirements during an activation. The Chief Finance Officer should also ensure that shelter staff are keeping detailed records and using ICS documentation or equivalent records as enforced by the shelter management partner or department.

Each City department is required to have documented internal administrative procedures in place to track financial costs related specifically to the response and/or recovery of an incident or emergency. These procedures must include tracking any and all costs related to evacuation activities, such as personnel, equipment, signage, etc. Each responding department is also required to have documented internal administrative procedures for requesting, fulfilling, and tracking internal resource requests, department-to-department requests, field to department requests, and department to City EOC requests. Each department is responsible for tracking their own resources, including personnel tracking.

If an emergency meets the designated threshold for Proclamation or Declaration of a State and/or Federal Emergency or Disaster, the City Manager and/or designee, will develop a method for collecting financial documentation from departments as needed for submission as part of the City's reimbursement application process.

6.1.1 Resources

In accordance with the City of Sammamish CEMP, following a Proclamation of Local Emergency, the Director of Emergency Management has the authority to commandeer the services and equipment of citizens as necessary in response to a disaster. Those citizens are entitled to all privileges, benefits, and immunities provided for emergency workers under state and Federal emergency management regulations (RCW 38.52.110). The City Manager or designee is authorized to contract with any person, firm, corporation, or entity to provide construction or work, on an agreed-upon cost basis, during response, recovery, and mitigation operations (in accordance with RCW 38.52.390).

Section 7 Public Information

7.1 Overview

Residents, visitors, and businesses will need information regarding safe and efficient evacuation operations. The City must establish an effective public information strategy to provide accurate and



timely messaging so community members and visitors to the City can activate their individual, family, or pet evacuation plan. Evacuation messaging will:

- Rapidly inform the community members about risk.
- Provide effective messaging to increase compliance with instructions to evacuate or shelter-in-place.

Public information will be a coordinated effort in accordance with the principles of the NIMS. Public information messages will be coordinated by the designated Public Information Officer (PIO), who will serve as the primary point of contact between the KCSO, EOC, the media and the public. The PIO will coordinate public information messages within the City departments as well as with other affected jurisdictions to ensure an accurate, consistent, and timely message is communicated. Depending on the size and severity of the incident, messaging could involve the establishment and coordination of communications through a Joint Information System as required.

7.2 Messaging

The CEMP Basic Plan contains information on emergency warning and notification. The systems described in the CEMP also support emergency public information. Emergency public information for evacuation operations is the communication by government of essential emergency information, so that the public may act upon it in an effective manner in keeping with emergency plans and conditions. A successful evacuation process may be achieved by the priorities listed in Table 8.

Effective and informative notification to the public will be vital to the evacuees, including convincing them that they should evacuate. The messages to the evacuees need to include:

- Why they need to evacuate
- How long they will need to remain evacuated
- The location of transportation and evacuation points
- Time required for evacuations
- Availability of shelters
- What they should take to evacuate
- How their pets will be accommodated
- How they should secure their homes
- The security provided, when they are away from their homes
- Emergency Public Information should be coordinated with neighboring jurisdictions and the King County RCECC to determine resources/personnel needed.
- Public information may also be provided by local government through commercial media, websites, blogs, and social media.
- Communications can be met with significant barriers in order for the public to take appropriate action(s) in a time-sensitive manner such as access to technology or equipment to receive critical messaging, cultural or linguistic challenges including low-literacy, the ability of risk messaging to appropriately reach populations with disabilities, and a general lack of awareness and understanding shared by the public of critical emergency notification systems used for rapid evacuation.



TOOL BOX



Attachments:

- Appendix 6 – Evacuation Messaging

External References:

- *Washington State Emergency Management Division, State of Washington Training and Exercise Plan 2020-2022*
- *King County, Training and Exercises – Upcoming Trainings*
- *FEMA – Homeland Security Exercise and Evaluation Program Doctrine (Jan 2020) Information Sheet (2020)*



Section 8 Training and Exercises

8.1 Training

The City of Sammamish Emergency Management Coordinator is responsible for establishing, scheduling, and documenting a periodic training program for all City departments with assigned responsibilities under this Annex. External partners including EF&R and KCSO should be invited to participate. The training should consist of a review of the annex with emphasis on the roles of participating departments/agencies and how activities will be coordinated. Prior to training each participating department should prepare Just-in-Time (JIT) training materials, procedures, and/or field operations guides (FOG) covering their assigned responsibilities.

8.2 Exercises

Table 11 below describes the type and frequency of exercises and related activities conducted to ensure that all participants are prepared to perform their assigned roles and to assess whether aspects of plans should be updated or modified.

Table 11. Type and Frequency of Exercises & Related Activities

Activity	Description	Participants	Frequency
Tabletop Exercise (TTX)	Scenario based exercise to include annex activation, simulated evacuation, reentry and recovery	▪ EOC management staff ▪ Supervisory and management staff of city departments with assigned roles ▪ KCSO and EF&R supervisory staff	Annual
EOC Functional Exercise (FX)	EOC management staff activates EOC, develops scenario initial objectives, incident actions plan (IAP) for evacuation and reentry, and public notifications	▪ EOC management staff ▪ KCSO and EF&R supervisory staff	Annual (can be conducted in conjunction with other exercise)
Traffic control Functional Exercise (FX)	Traffic control plan designed including signal timing, signage, evacuations routes, and traffic controls devices. Personnel and equipment deployed to field (vendor supplied equipment simulated). Should cover both evacuation and reentry	▪ Public Works ▪ KCSO	Annual



Table 11. Type and Frequency of Exercises & Related Activities

Activity	Description	Participants	Frequency
Full-Scale Exercise (FSE)	Scenario based exercise that includes EOC activation, development of evacuation and reentry plans, and field deployment of personnel and equipment.	All departments and partner agencies with defined roles in the Annex.	Every three (3) years (can be conducted in conjunction with other exercise).
Pick up points Functional Exercise (FX)	Establish pick up points; deploy staff and signage to pick up points.	Public Works, transit operator	Annual

This plan will be reviewed on an annual basis by City Staff to provide any needed modifications and updates based on any new protocols and procedures released by agencies including, but not limited to, FEMA, the CDC, Washington State Emergency Management Division, and King County OEM.

Following the activation and demobilization of any and all operations discussed in this annex this plan should also be reviewed as part of the After-Action Review process. Time permitting, the annex should be discussed as a part of the Hotwash following the demobilization process. Timely maintenance of the plan is the responsibility of the City of Sammamish's Director of Emergency Management and their team members.



TOOL BOX



External References:

- Washington State Emergency Management Division, *Emergency Planning Resources*
- FEMA *Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101 (Nov 2010)*



APPENDICES

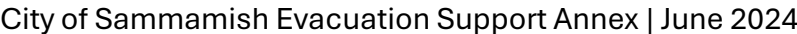


Appendix 1. Acronyms

Acronym	Description
ADA	Americans with Disabilities Act
AFN	Access and Functional Needs
ATE	Advisory to Evacuate
CAN	Coordinated Assistance Network
CBO	Community Based Organization
CEMNET	Comprehensive Emergency Management Network
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Team
CONOPS	Concept of Operations
EAS	Emergency Alert System
EF&R	Eastside Fire & Rescue
EMAC	Emergency Management Assistance Compact
EMZ	Evacuation Management Zone
EOC	Emergency Operations Center
ESF	Emergency Support Function
ETE	Evacuation Time Estimate
FAC	Family Assistance Center
FAST	Functional Assessment Service Team
FEMA	Federal Emergency Management Agency
HIVA	Hazard Identification and Vulnerability Analysis
HOA	Home Owners Associations
HUD	Housing and Urban Development
ICS	Incident Command System
LAC	Local Assistance Center
LEP	Limited English Proficiency
MOU	Memorandum of Understanding
MRE	Meals-Ready-to-Eat
NAWAS	National Warning System
NCMEC	National Center for Missing and Exploited Children
NEFRLS	National Emergency Family Registry Locator System



Acronym	Description
NIMS	National Incident Management System
NLE	National Level Exercise NSS- National Shelter System
PETS	Pets Evacuation and Transportation Standards Act of 2006
P-card	Procurement Card
POD	Point of Distribution
PPE	Personal Protective Equipment
RACES	Radio Amateur Civil Emergency Services
RAP	Response Action Plan
RCA	Regional Coordination Agreement
RCFE	Residential Care Facility for the Elderly
SBA	Small Business Administration
SNF	Skilled Nursing Facility
SOP	Standard Operating Procedure
SUV	Spontaneous Unaffiliated Volunteers
VOAD	Voluntary Organizations Active in Disaster
VOIP	Voice Over Internet Protocols
WAMAS	Washington Interstate Mutual Aid System



Legend

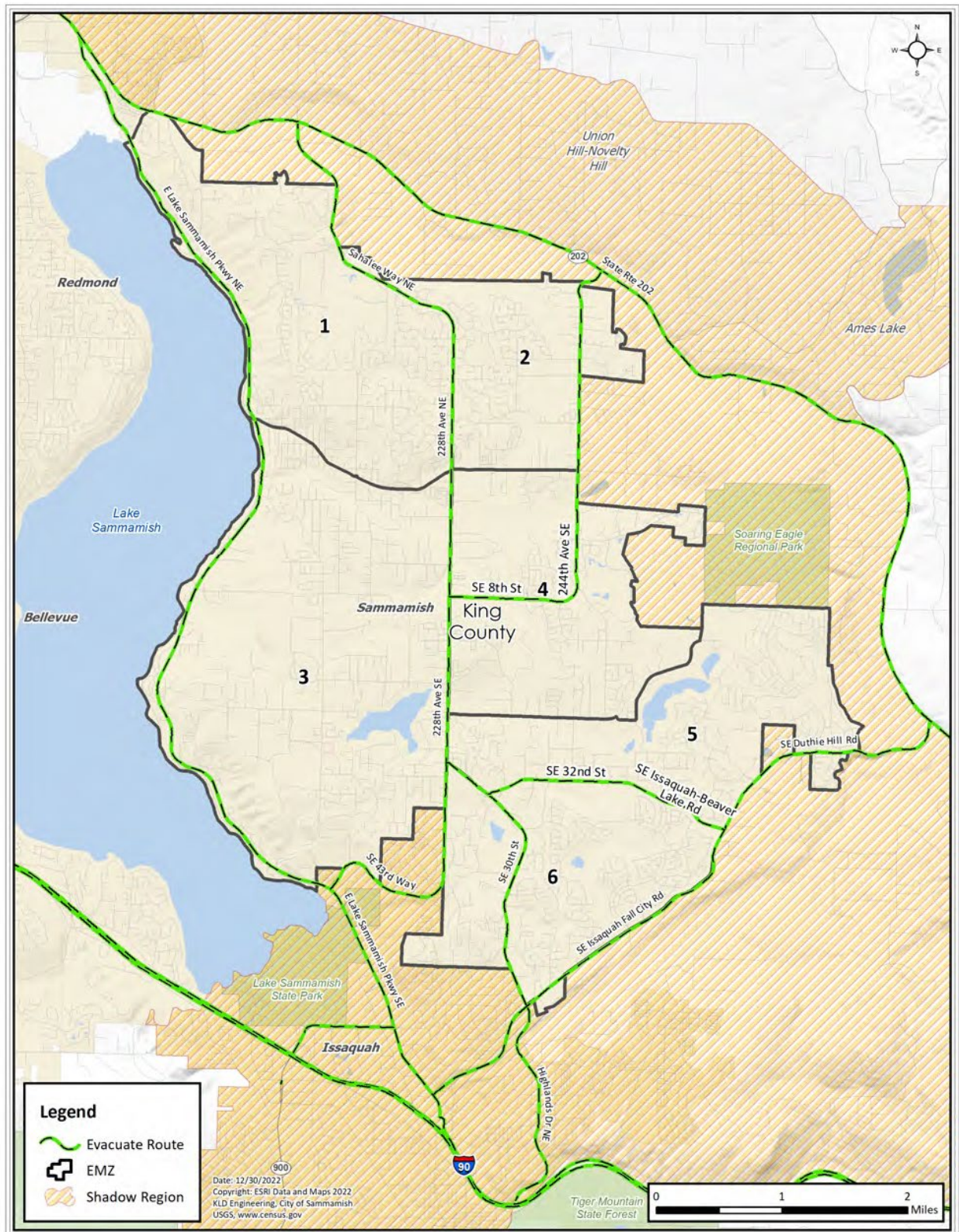
- EMZ
- Shadow Region

Date: 12/12/2022
 Copyright: ESRI Data and Maps 2020
 KLD Engineering: City of Sammamish
 USGS www.census.gov

0 2.5 5 Miles

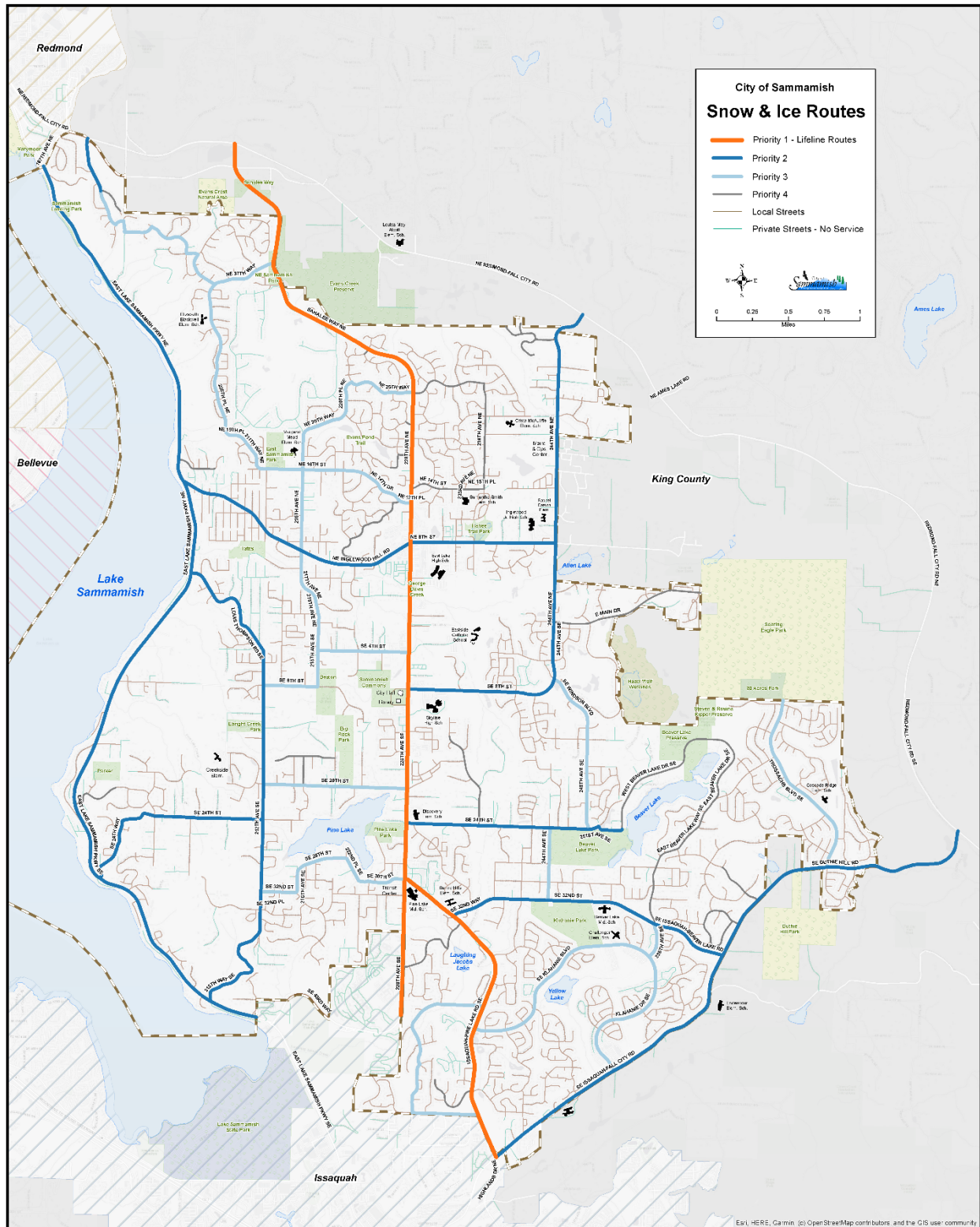


Appendix 3. Map of Evacuation Routes





Appendix 4. Snow and Ice Routes





Appendix 5. Sample Evacuation Checklist

Purpose: This checklist is intended for use by EOC staff to initiate an emergency evacuation in coordination with King County Sheriff. Since there are multiple potential evacuation scenarios this checklist is designed to be generic and generalized, with details to be determined by EOC staff appropriate to the situation, in coordination with Sheriff.

- ☐ (1) Determine if evacuation is immediate or can be staged.
- ☐ (2) Develop an incident-specific plan (IAP) for the evacuation to include:
 - Definition of the evacuation perimeter.
 - Decontamination procedures (if required).
 - Probable number of evacuees.
 - Evacuee population characteristics.
 - The likely duration of the evacuation.
 - Location of evacuee assembly areas, shelters and host communities (if required).
 - Communication requirements and public alerting methods.
 - Evacuation routes.
 - Transportation methods and traffic control tactics (including breakdown, refueling, and care locations).
- ☐ (3) Establish transportation strategy to include the following:
 - One way or two-way street operations.
 - Location of pick-up points for persons needing transportation.
 - Signage, traffic control, cones, and barriers.
 - Street closures.
 - Transit support.
 - Emergency vehicle access routes.
- ☐ (4) Assemble, brief and deploy evacuation support staff.
- ☐ (5) Procure and deploy signage, barriers, cones. Modify signal timing to facilitate vehicle flow.
- ☐ (6) Procure assistance as required for evacuation of persons with disabilities or persons with access and other functional needs.
- ☐ (7) Coordinate with external agencies and jurisdictions – establish unified command, if required.
- ☐ (8) Develop and implement public notification and warning messages and media.
- (9) Establish coordination procedures with Sheriff and field staff to maintain situational awareness.



Appendix 6. Evacuation Messaging

PSA Videos:

[FEMA Disaster Tips PSA: Evacuation – \[0:10\]](#)

[FEMA Wildfire PSA – Survivor Stories – Kathleen \[0:30\]](#)

[FEMA Ready.gov PSA COVID-19: Evacuating During Coronavirus – \[0:30\]](#)

[FEMA CDC Accessible: Shelters and Evacuation – \[4:22\]](#)

Source: Washington State Emergency Management Division

<https://mil.wa.gov/wildfire>

King County's Ready, Set, Go! Flyer (next page)



King County
Emergency Management

KING COUNTY

WILDFIRE EVACUATION LEVELS 1 2 3



LEVEL 1 READY

Possible evacuation in your area

Be aware of the danger in your area and start preparing to evacuate

- Monitor local media and check on neighbors
- Update your GO! kit
- Review your plan - check evacuation routes and shelter locations
- Prepare both the inside and outside of your home
- Leave if you feel unsafe



LEVEL 2 SET

Short notice evacuation likely in your area

Be prepared for sudden evacuation - leave now if you need extra time

- Ensure your evacuation checklist is complete
- Ensure your GO! kit is in your evacuation vehicle
- Continue to monitor local media
- Leave if you feel unsafe



LEVEL 3 GO!

Evacuate immediately from your area

Leave now! Danger in your area

- Follow directions from police or fire departments
- Do not return home until officials have determined it is safe



**GO!
KIT**

Learn more about the supplies and tools you'll need to evacuate at WWW.KINGCOUNTY.GOV/WILDFIRE

- ☐ Personal documents, photos, and valuables
- ☐ Battery powered weather radio
- ☐ Flashlights and extra batteries
- ☐ Three-day supply of food and water (one gallon of water per person per day)
- ☐ Medications



- ☐ Child and pet care supplies
- ☐ Toiletries
- ☐ Phone and chargers
- ☐ Extra clothing
- ☐ Toilet paper
- ☐ Tool kit
- ☐ Important contact numbers
- ☐ Comfort or entertainment items



ALERT King County

Be alert and stay informed. Sign up to receive emergency alerts on a phone or email.

WWW.KINGCOUNTY.GOV/ALERT

King County Emergency Blog

Find up-to-date information on emergencies
WWW.KCEMERGENCY.COM





Planning for Evacuation

Protect yourself and others from harm by leaving dangerous or potentially dangerous areas; go to a safer place.

Below are actions that will help you be ready to leave immediately.

Before Evacuating:

Contact your local emergency management office to identify which hazards are in your area and to learn about the warning systems in your hazard area.

You might have to evacuate for fires, floods, severe weather, earthquakes, lahars, tsunami, etc., so develop plans and procedures for each one which include:

- Choosing a safe place for your family to meet (assembly point).
- Identify multiple evacuation routes depending on the type of emergency. The routes may need to be changed for safety reasons.
- Prepare relocation site maps with written directions.

Primary Relocation Center:

Address: _____

Phone #: _____

Secondary Relocation Center:

Address: _____

Phone #: _____

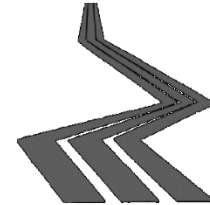
- Choose an out-of-area contact person; ensure all loved ones have this name and number.
- Put together a grab and go emergency kit; one you can easily carry.

During Evacuation/Relocation

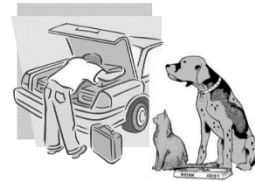
Listen to your local radio/television stations or your NOAA weather radio to find out if you need to evacuate.

This Guide has more specific information about what to do before, during, and after disasters:

- Earthquakes
- Floods
- Landslides/Mudflows
- Volcanoes/Lahars
- Tsunami
- Wild Fires
- Windstorms
- Winter Storms



Identify places to meet & evacuation routes; practice meeting & leaving.



Prepare a Grab & Go Kit for every member of your family, for your pet and for your vehicle.



WASHINGTON MILITARY DEPARTMENT
Emergency Management Division
Camp Murray, WA 98430-5122

Web site: www.mil.wa.gov/emergency-management-division
253-512-7000, (800) 562-6108





Appendix 7. Sample Memorandum of Understanding (MOU) for Evacuation

This agreement is made and entered into between the **[Insert local community]** and **[Insert local community]** to provide evacuation transportation and operators for the City of Sammamish in the event of an evacuation.

The **[Insert local community]** will make every effort to notify **[Insert local community]** of evacuation possibilities with as much notice as possible. Contact information between the two parties shall be maintained in a separate tool and is considered confidential information and is not subject to public disclosure.

The jurisdiction will provide the following assets to the emergency evacuation for the City of Sammamish on a temporary basis:

- Transportation assets including school buses, vans, and shuttles.
- Licensed and/or certified operators to operate transportation assets.
- Transportation assets for individuals requiring paratransit.

The **[Insert local community]** will reimburse **[Insert local community]** for any bona fide expenditure of personnel required to provide evacuation transport including overtime costs, upon production of receipts or time sheets. **[Insert local community]** will not pay any operational or administrative fees to **[Insert local community]**. The **[Insert local community]** shall provide any and all releases of information to the press and media. Requests for interviews or information submitted to **[Insert local community]** shall be directed to the City of Sammamish Public Information Officer **[Insert contact]**.

The **[Insert local community]** will make every effort to recognize the hospitality of **[Name of the facility]** in any press or media releases pertaining to the evacuation and re-location of residents.



Memorandum of Agreement

Transportation services for evacuation of the public including people with access and functional needs

Between: [Name] County Operational Area

And [Transportation Company Name]

1. Purpose

The purpose of this Memorandum of Agreement (MOA) is to establish a mechanism whereby through which [Transportation Company Name] (hereafter referred to as the Transportation Company) agrees to support the [name] County Operational Area (hereafter referred to as the OA) and work together as cooperating parties during emergency evacuations, including aiding in the safe transport of children, the elderly and people with access and functional needs.

2. Description

The OA and the Transportation Company enter into this MOA in good faith for the provision of transportation services to support evacuation orders issued as a result of natural, technological or human-caused disaster. The following is representative of, but not limited to, the principle tasks the Transportation Company might be activated to accomplish:

- a. Transport evacuees from at-risk areas to reception centers, shelters or other safe havens
- b. Modify existing transportation services to better serve the transportation needs of evacuees
- c. Modify existing transportation policies (e.g. fare policies, pets on vehicles, securement of mobility devices) to better accommodate the needs of evacuees (including people with access and functional needs)
- d. Return evacuees from safe havens to to their residences (re-entry).

3. Deployment Activity

This agreement may be activated only by notification by the designated Incident Commander (IC) or his/her designee. Deployment activation, pursuant to this MOA, may occur at any time, day or night, including weekends and/or holidays; including 24/7 continuous service.

Upon acceptance of deployment, the Transportation Company will have equipment en route to the designated location within 120 minutes from the time it receives the official deployment notification from the IC or his/her designee. For reimbursement purposes, mission tasking will begin when the Transportation Company's personnel checks in at the incident Staging Area and will conclude when the deployment authorization has been met or the IC and/or his designee issues demobilization orders for the resource(s).

4. Terms

- a. This agreement shall be in full force and effect beginning the date of execution and ending [Day/Month/Year].
- b. This agreement will be renewed automatically unless terminated pursuant to the terms hereof
- c. Transportation Company personnel who respond must be in good standing with the company, and up to date on all requisite licensing and permitting
- d. Deployed Transportation Company personnel must abide by all federal, state and local laws



- e. All deployed personnel from the Transportation Company will be properly identified by uniform and employer identification card with photo.
- f. The Transportation Company will only deploy staff upon receipt and under the terms of the official deployment notification(s) as described in Section 3.
- g. The Transportation Company must provide detailed records certifying miles and hours of service provided.

5. Cost Reimbursement

In the event that this Agreement is activated and Transportation Company assets are deployed, the Transportation Company may invoice the OA based on the total allocated cost per mile and cost per hour.

6. Method for reimbursement

- a. The OA will provide a method for submitting the required information for invoicing as part of the initial notification.
- b. The Transportation Company must submit accurate paperwork, documentation, receipts and invoices to the OA within 30 days after demobilization.
- c. If the OA determines that the Transportation Company has met all requirements for reimbursement, they will reimburse the Transportation Company within 30 days of receiving a properly executed reimbursement request.

7. Resource estimates

In order for the OA to properly plan for transportation needs for disaster response, the Transportation Company estimates the following resources could be made available by the Transportation Company:

- [Detail vehicles that may be made available]
- [Detail staff that may be made available]

8. Contract Claims

This Agreement shall be governed by and constructed in accordance with the laws of the state of California as interpreted by California courts. However, the parties may attempt to resolve any dispute arising under this Agreement by any appropriate means of dispute resolution.

9. Hold Harmless/Indemnification

The Transportation Company will hold harmless and indemnify the OA against any and all claims for damages, including but not limited to all costs of defense including attorneys fees, all personal injury or wrongful death claims, all worker's compensation claims, or other on the job injury claims arising in any way whatsoever from transportation of the public, including individuals with access and functional needs; during the disaster evacuation or re entry to their residence(s).



Acceptance Agreement

A Transportation Company offering to enter into this MOA shall fully complete this MOA with information requested herein, sign two originals of a fully completed MOA, and send both via regular US mail.

In addition, a copy of the MOA, signed and fully completed by the Transportation Company, shall be faxed or sent to the OA.

As noted, by the signature (below) of the Transportation Company or its authorized agent, the Transportation Company agrees to accept the terms and conditions as set forth in this Agreement, agrees to abide by the requirements for reimbursement and waives the right to file a claim to be reimbursed for any amount above the payment schedule amount, as outlined herein. All amendments of this MOA must be in writing and agreed to by the Transportation Company and OA.

[Name of Transportation Company]

[Address and contact information]

Signature of Company Representative or Authorized Agent:

Printed Name and Title

Date

[Name] County Office of Emergency Services

[Address and contact information]

Signature of Operational Area Representative or Authorized Agent:

Printed Name and Title

Date



Appendix 8. ETE Tables

	Summer			Fall		
	Midweek	Weekend	Midweek Weekend	Midweek	Weekend	Midweek Weekend
Scenario:	(1)	(2)	(3)	(4)	(5)	(6)
Region	Midday	Midday	Evening	Midday	Midday	Evening
	Good Weather	Good Weather	Good Weather	Good Weather	Good Weather	Good Weather
R01 - EMZ 1	2:40	2:30	2:25	2:40	2:30	2:25
R02 - EMZ 2	2:35	2:15	2:15	2:35	2:15	2:15
R03 - EMZ 3	2:35	2:15	2:15	2:35	2:15	2:15
R04 - EMZ 4	2:30	2:15	2:15	2:25	2:15	2:15
R05 - EMZ 5	2:40	2:20	2:15	2:40	2:20	2:15
R06 - EMZ 6	2:35	2:15	2:15	2:35	2:15	2:15
R07 - EMZ 1, EMZ 2	2:55	2:40	2:40	2:55	2:40	2:40
R08 - EMZ 2, EMZ 4, EMZ 5	2:35	2:25	2:15	2:35	2:25	2:15
R09 - EMZ 3, EMZ 4, EMZ 5, EMZ 6	3:00	2:45	2:30	3:00	2:45	2:30
R10 - EMZ 4, EMZ 5, EMZ 6	2:50	2:40	2:25	2:55	2:40	2:25
R11 - All EMZ	3:20	3:10	2:55	3:25	3:10	2:55

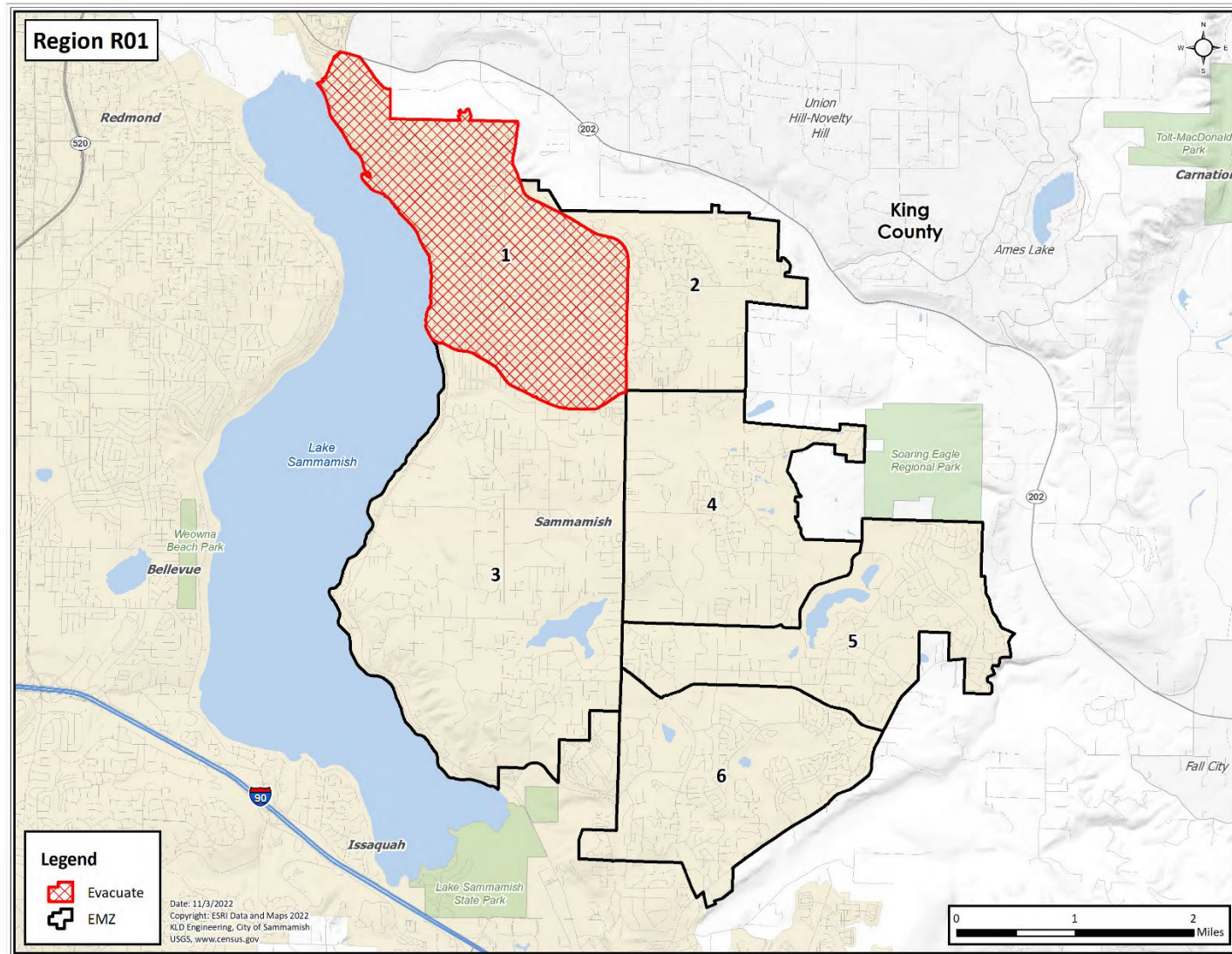
Time to Clear the Indicated Area of 90 Percent of the Affected Populations

	Summer			Fall		
	Midweek	Weekend	Midweek Weekend	Midweek	Weekend	Midweek Weekend
Scenario:	(1)	(2)	(3)	(4)	(5)	(6)
Region	Midday	Midday	Evening	Midday	Midday	Evening
	Good Weather	Good Weather	Good Weather	Good Weather	Good Weather	Good Weather
R01 - EMZ 1	4:40	4:40	4:40	4:40	4:40	4:40
R02 - EMZ 2	4:40	4:40	4:40	4:40	4:40	4:40
R03 - EMZ 3	4:40	4:40	4:40	4:40	4:40	4:40
R04 - EMZ 4	4:40	4:40	4:40	4:40	4:40	4:40
R05 - EMZ 5	4:40	4:40	4:40	4:40	4:40	4:40
R06 - EMZ 6	4:40	4:40	4:40	4:40	4:40	4:40
R07 - EMZ 1, EMZ 2	4:40	4:40	4:40	4:40	4:40	4:40
R08 - EMZ 2, EMZ 4, EMZ 5	4:40	4:40	4:40	4:40	4:40	4:40
R09 - EMZ 3, EMZ 4, EMZ 5, EMZ 6	4:40	4:40	4:40	4:40	4:40	4:40
R10 - EMZ 4, EMZ 5, EMZ 6	4:40	4:40	4:40	4:40	4:40	4:40
R11 - All EMZ	4:40	4:40	4:40	4:40	4:40	4:40

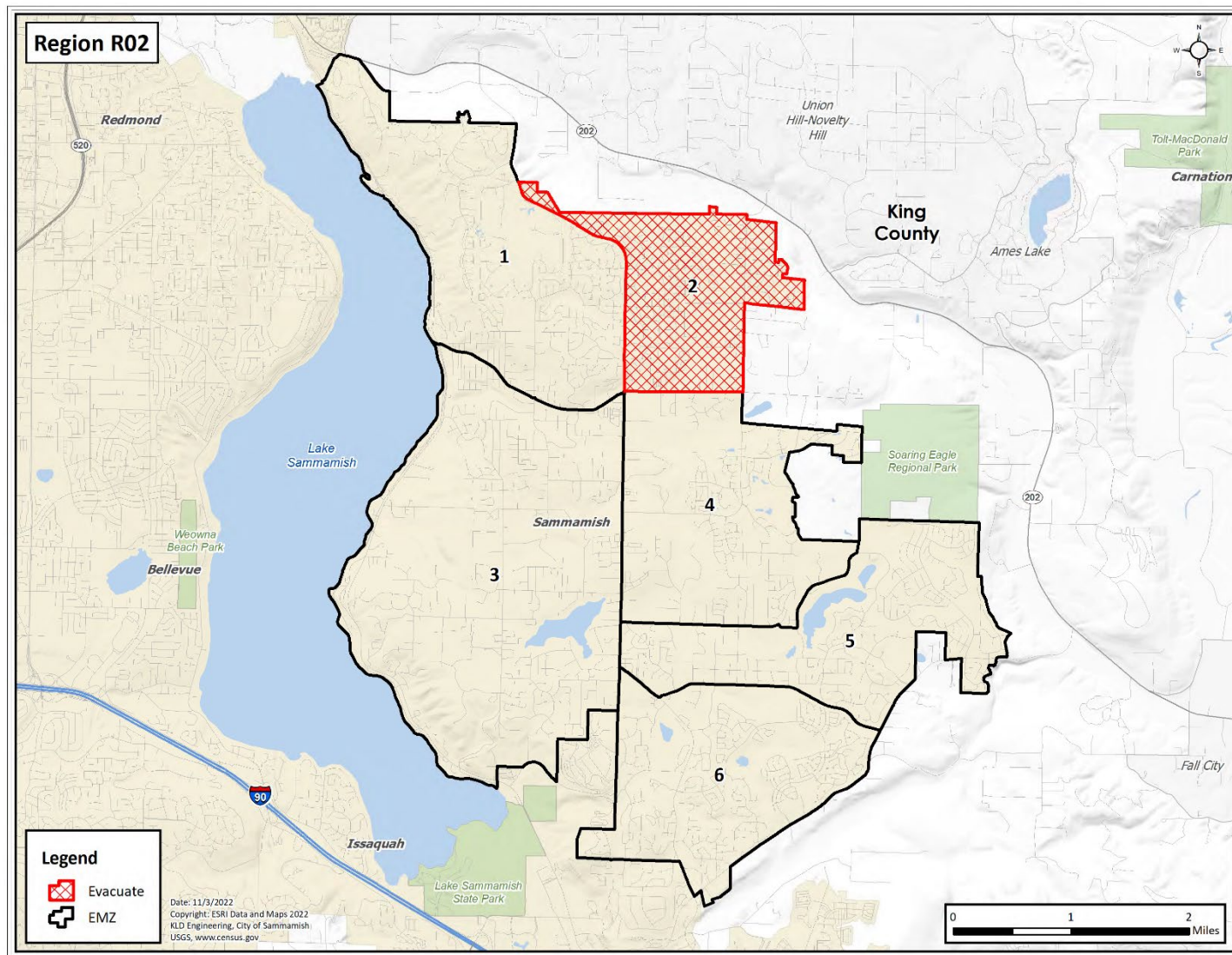
Time to Clear the Indicated Area of 100 Percent of the Affect Population



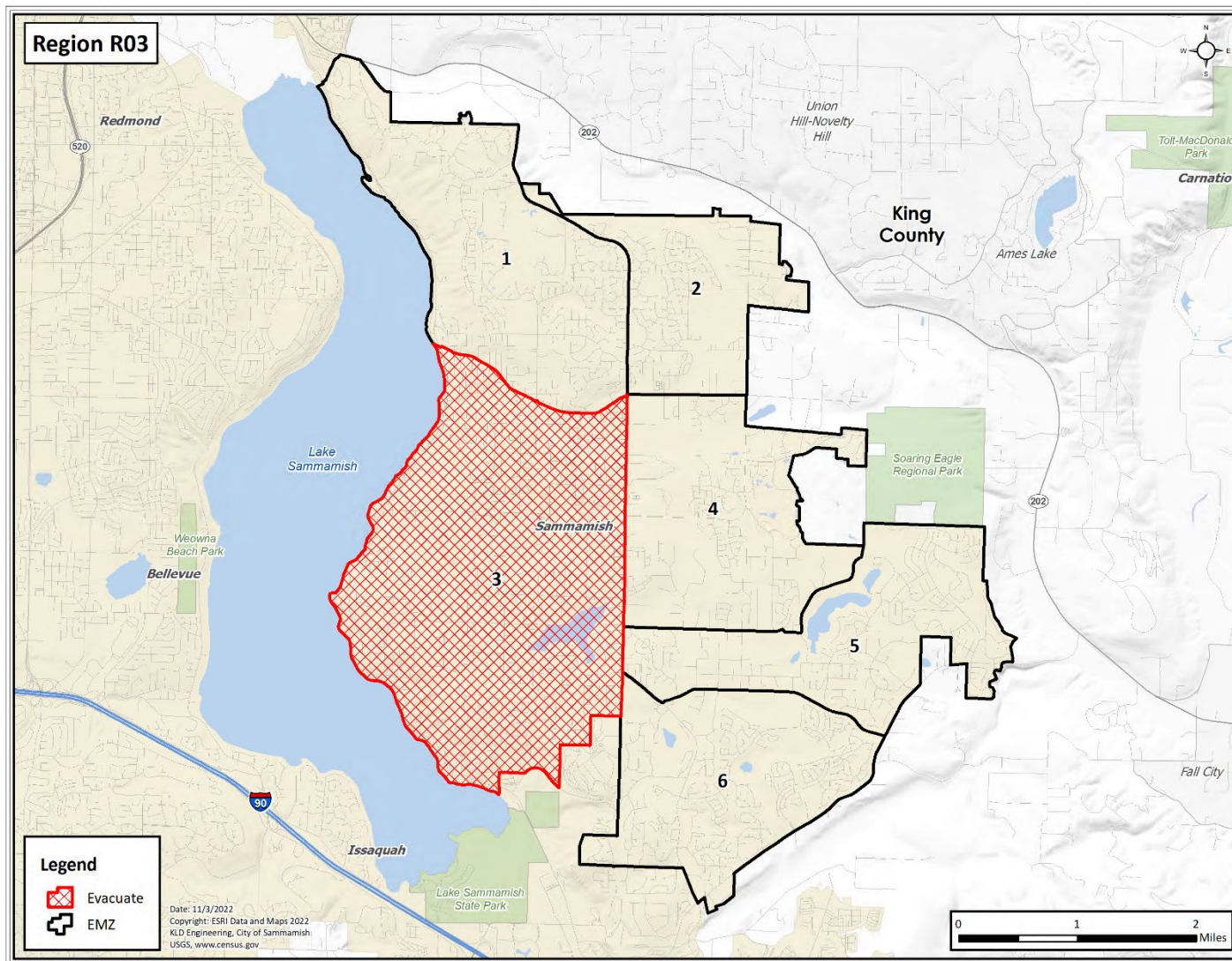
Appendix 9. Evacuation Regions



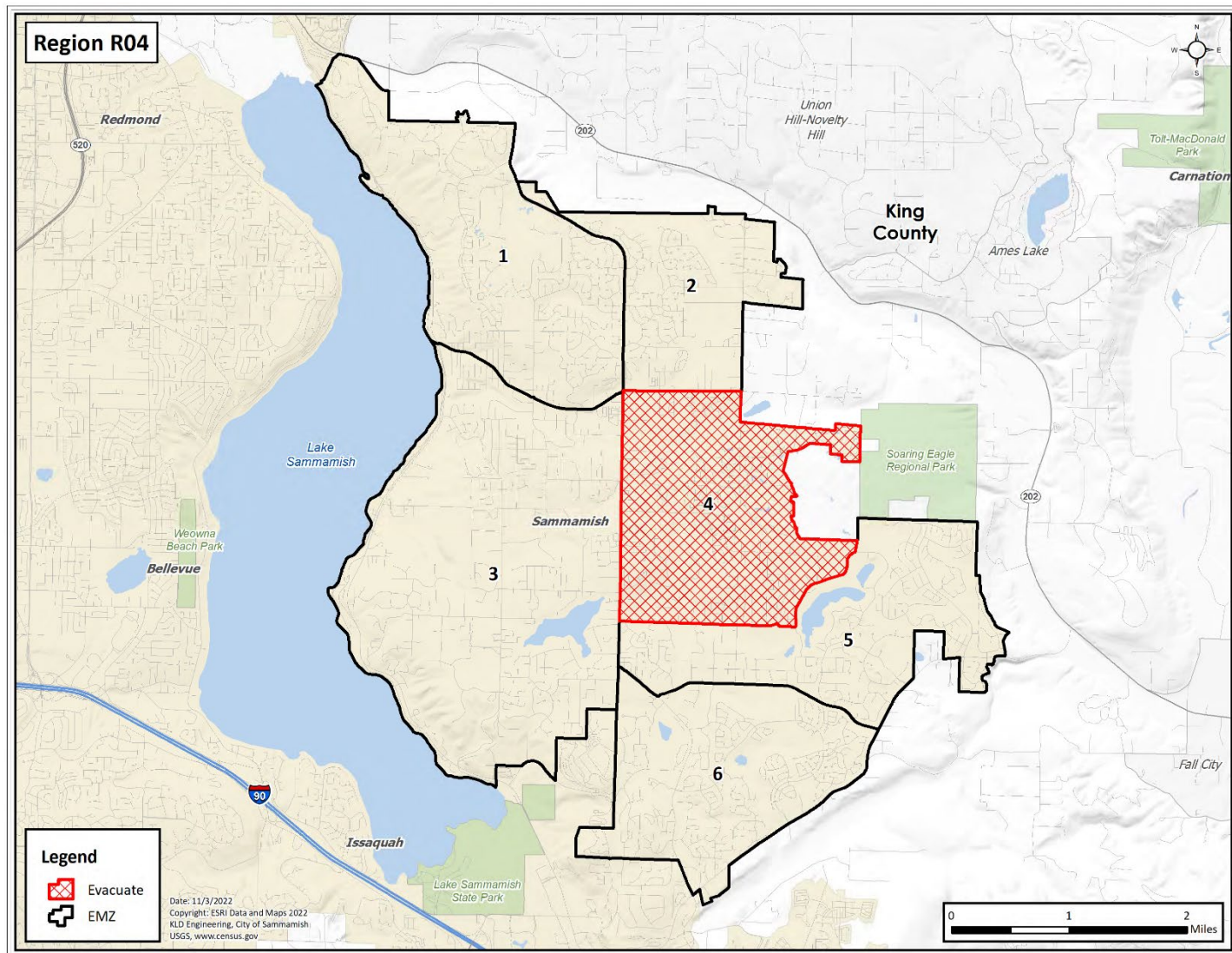
Region R01



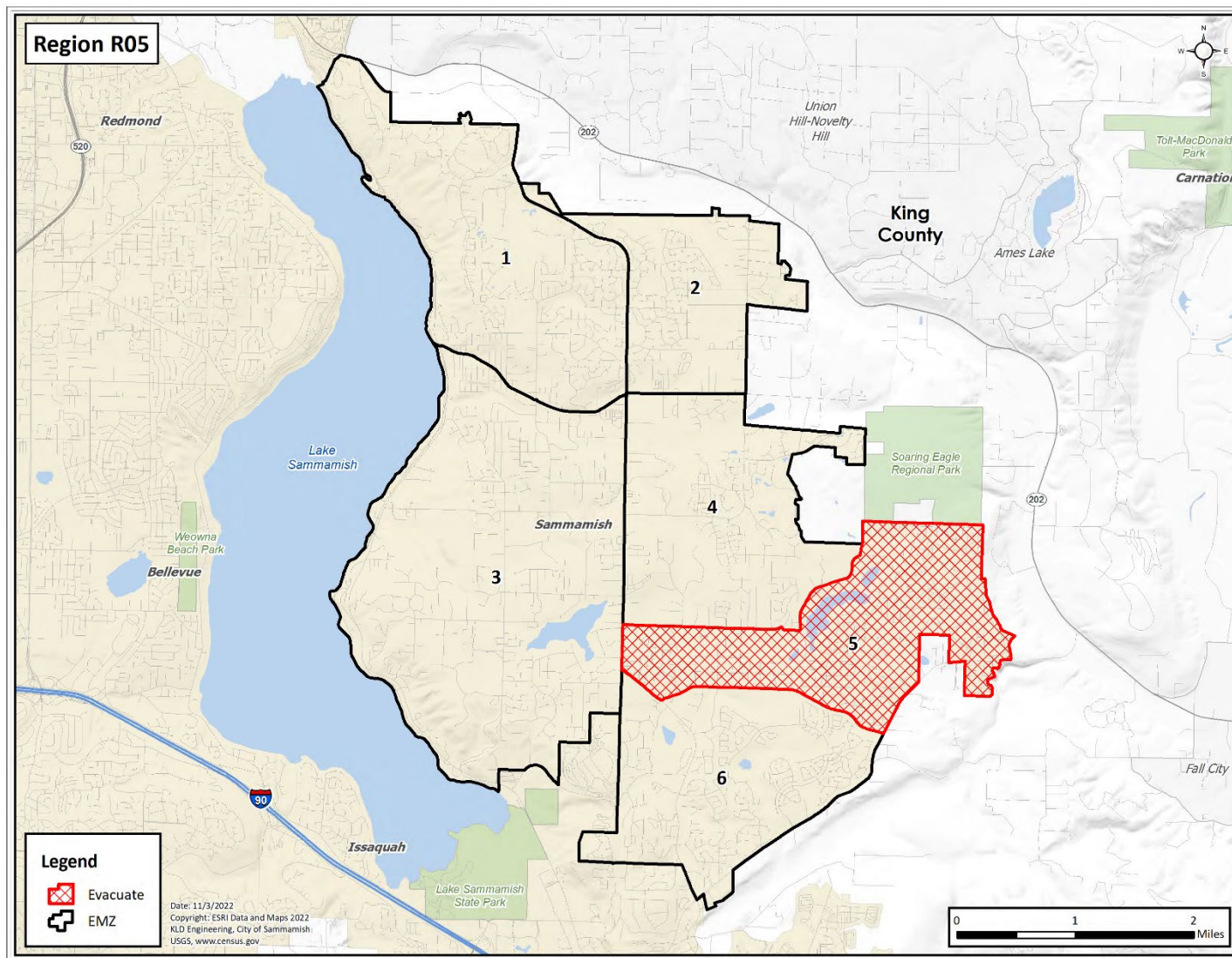
Region 02



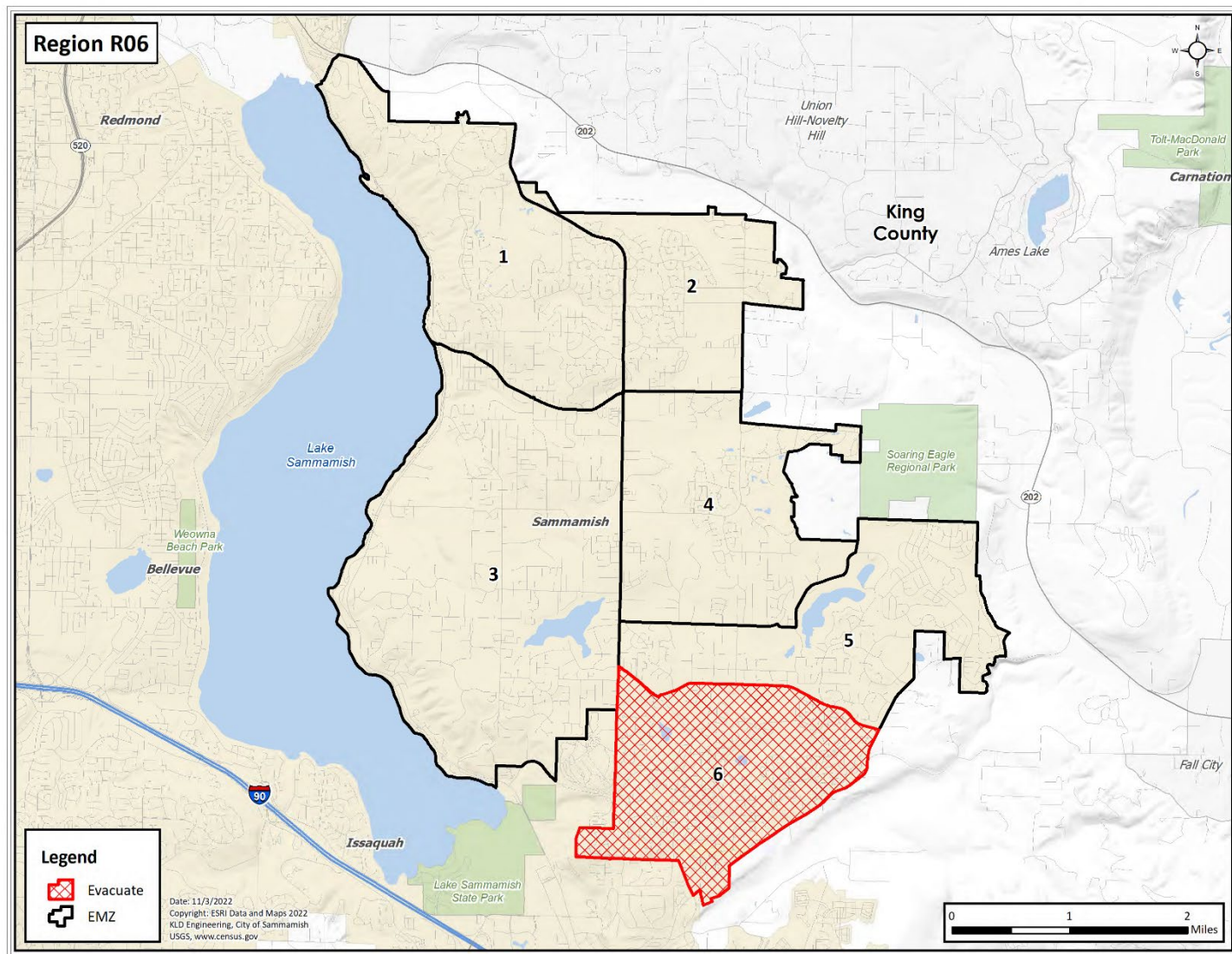
Region 03



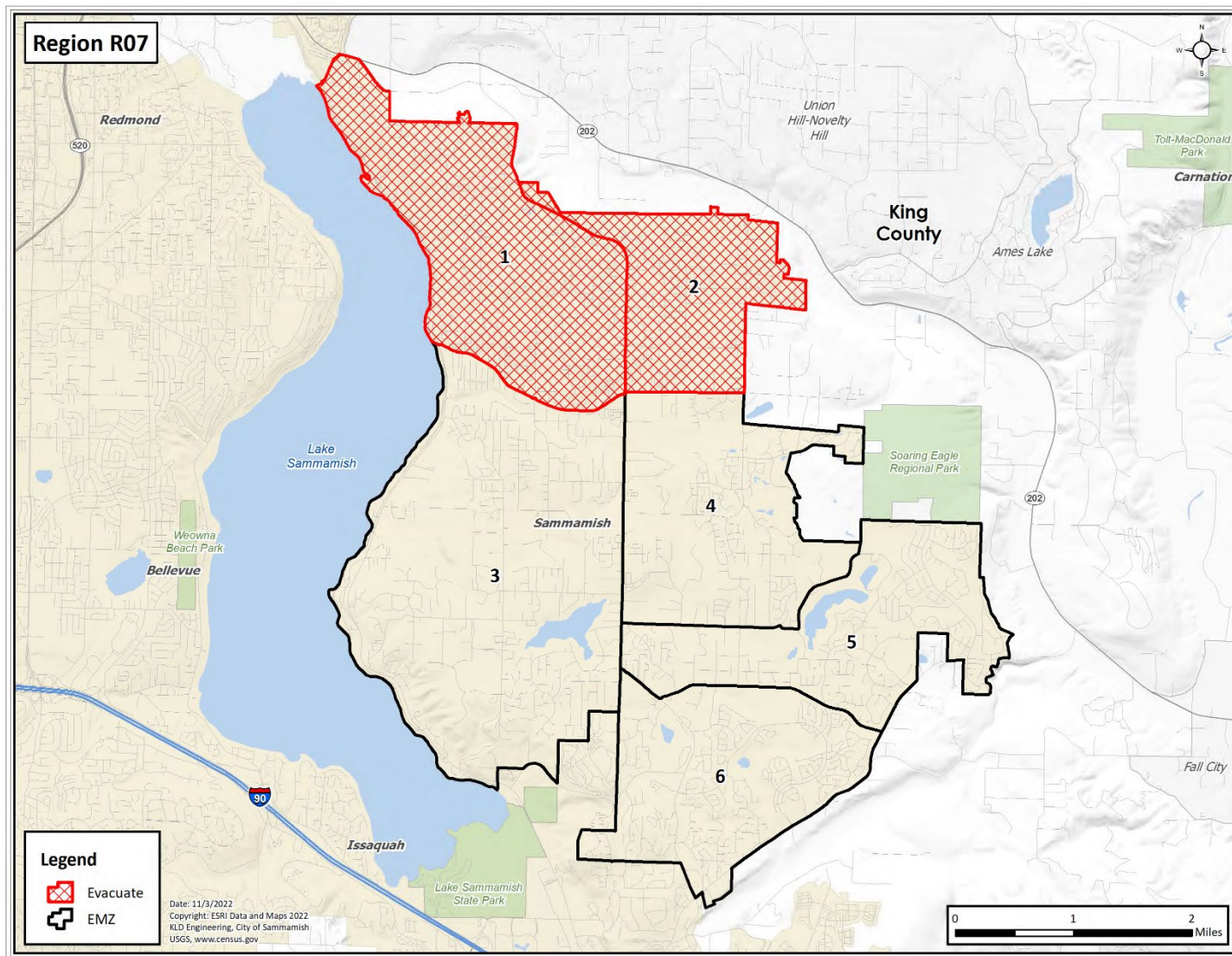
Region 04



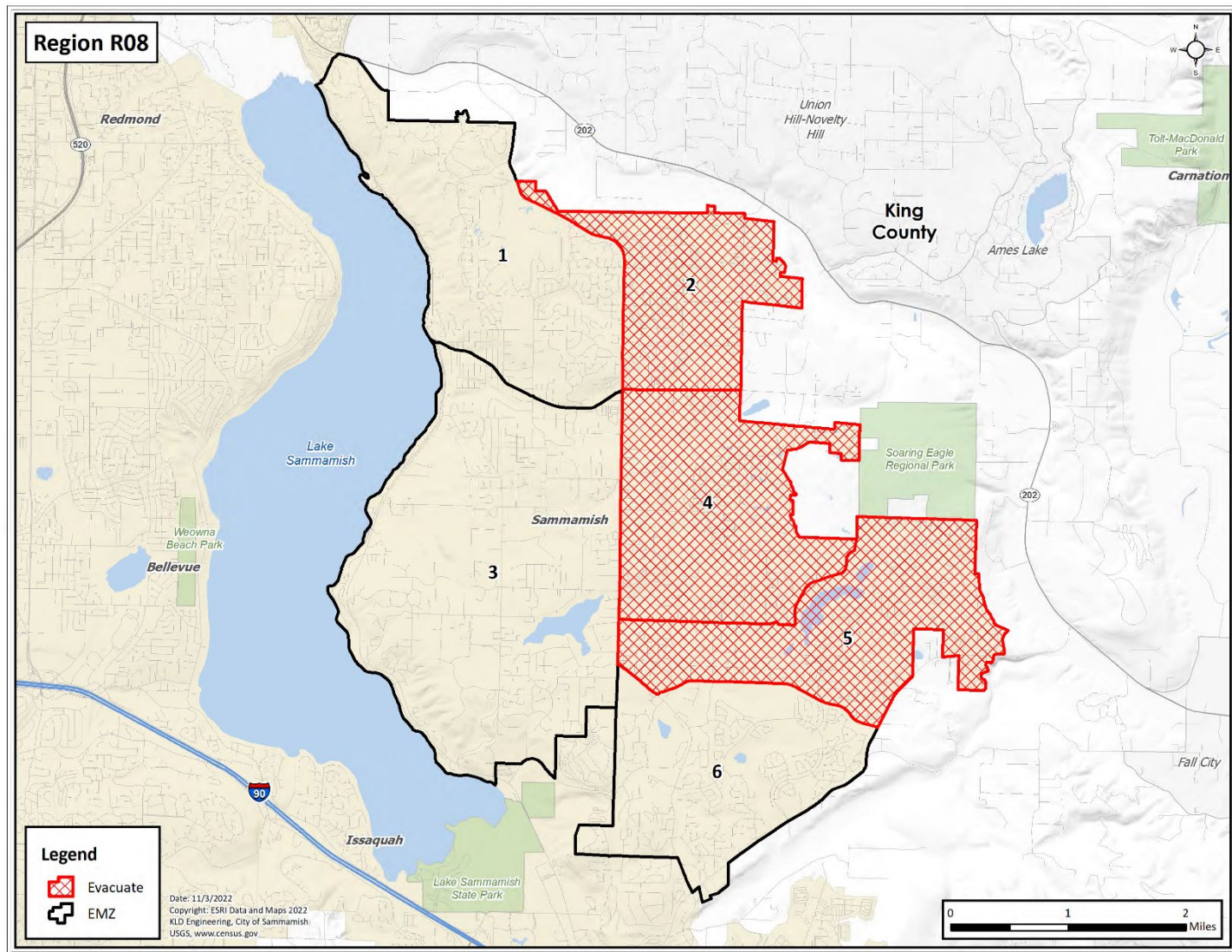
Region 05



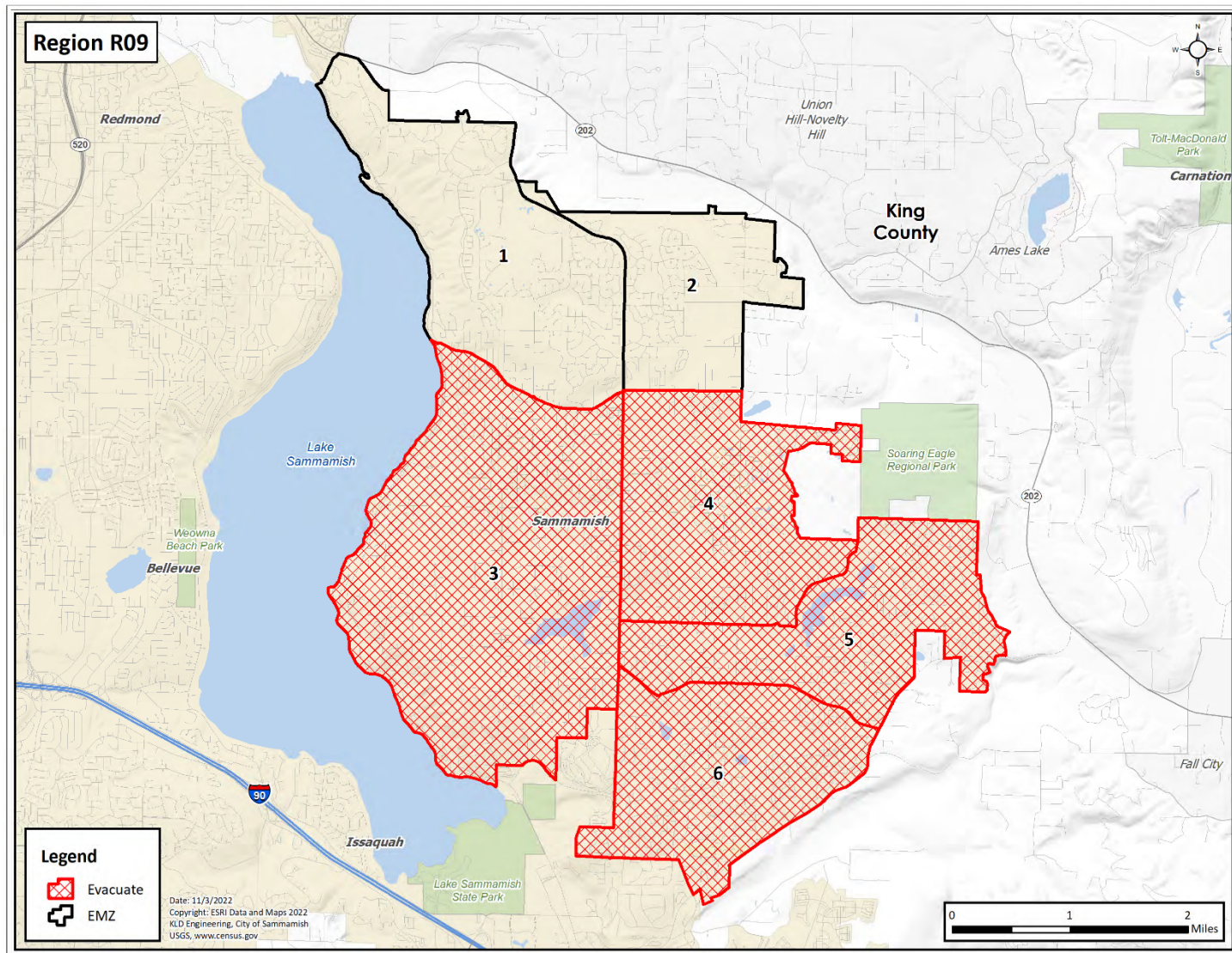
Region 06

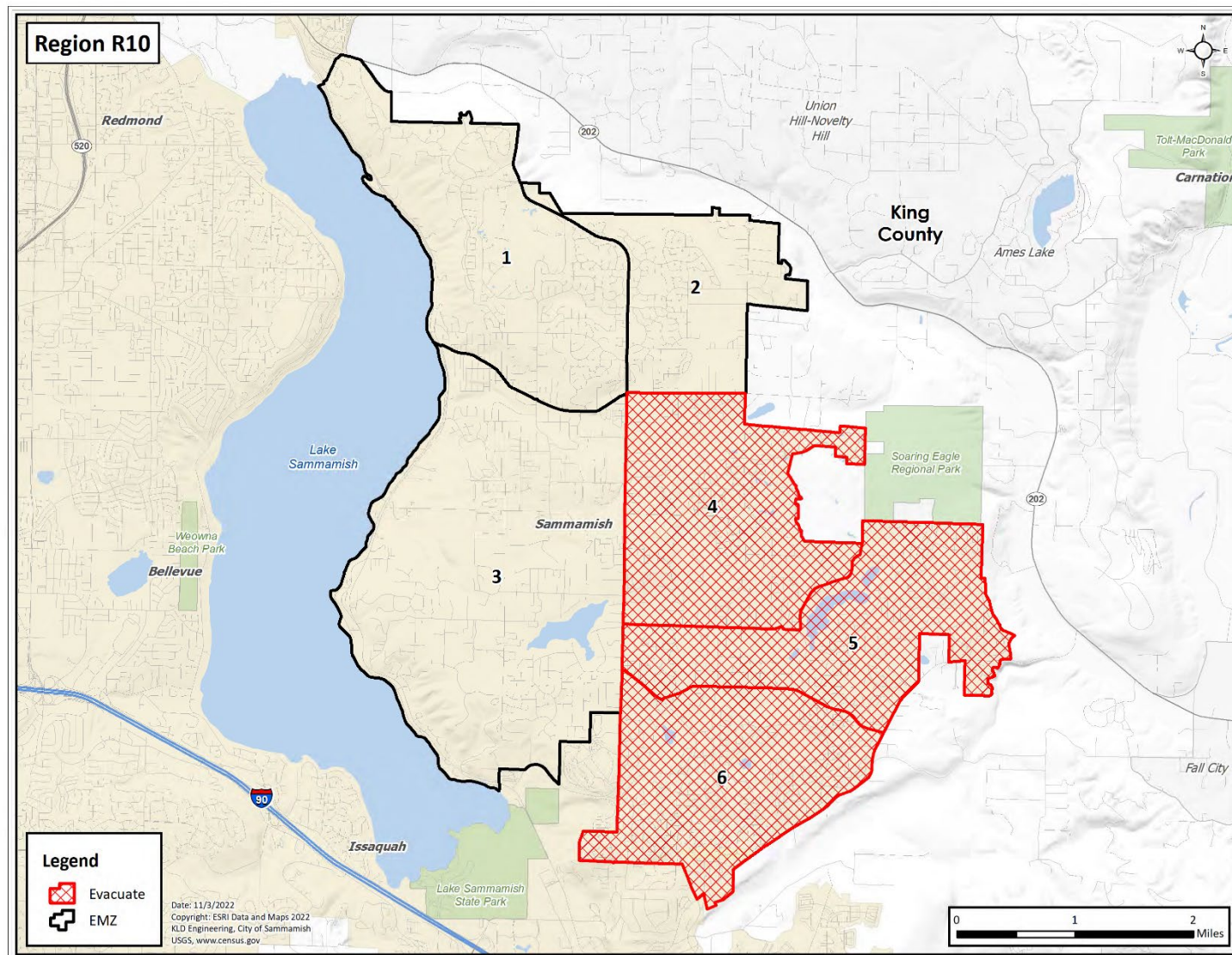


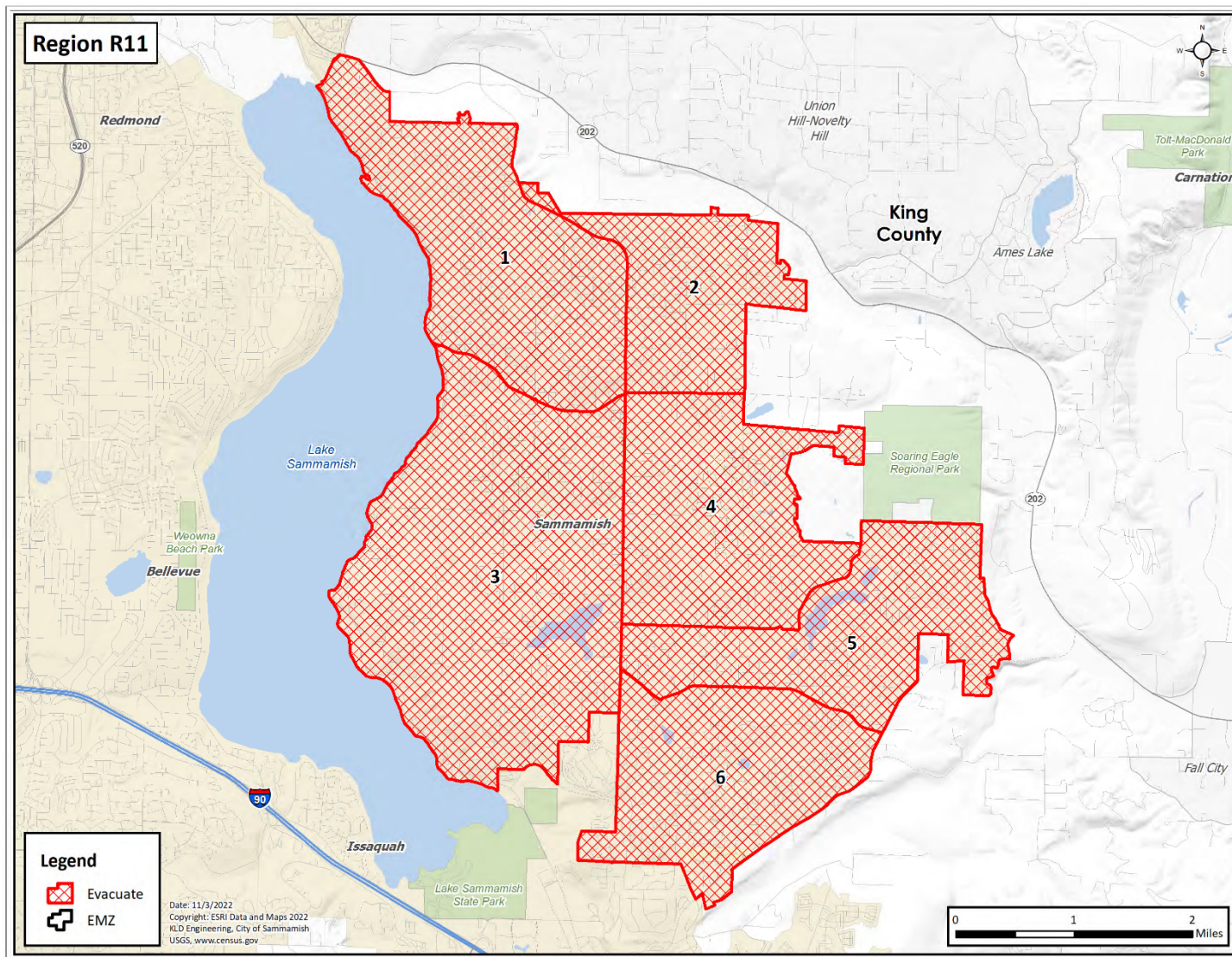
Region 07



Region 08







Region 11



Appendix 10. What If Scenario

Sensitivity Studies	Evacuation Time Estimate for the Entire City	
	90 th Percentile	100 th Percentile
Base	3:20	4:40
Trip Generation Period		
2 hours and 30 minutes	3:15	4:00
3 hours and 30 minutes	3:15	4:00
Shadow Evacuation Percent		
0	3:20	4:40
25	3:30	4:40
50	3:35	4:40
75	3:50	4:40
100	4:05	4:55
Number of Evacuating Vehicles per Household		
1.0	2:45	4:40
2.0	4:30	5:45
Wildfire Approach		
Evacuation Forced South	5:45	7:05
Evacuation Forced North	7:10	8:25
Rush Hour Traffic Conditions		
Increased External Traffic on I-90 and WA-202	3:45	4:55
Roadway Incident on Major Evacuation Routes		
Incident on I-90 and WA-202	3:35	4:40
Implementing TCP		
Refer to Table J-7 for TCP locations	3:20	4:40
Removing Barricades		
Refer to Figure J-7 for Barricade Locations	3:10	4:40
Implementing Contraflow		
I-90	3:10	4:40
WA-202	3:20	4:40

Summary of “What-If” Scenarios



Appendix 11. Estimated Transportation Needs

Transportation Resource	Buses	Vans	Wheelchair Buses	Ambulances
Resources Available				
Issaquah School District	126	-	18	-
Plateau Base	32	-	2	-
Additional Resources	-	-	-	2
La Petite Academy of Sammamish	-	3	-	-
TOTAL:	158	3	20	2
Resources Needed				
School Transportation Needs (Table 3-9):	236	3	-	-
Medical Facility Transportation Needs (Table 3-7):	6	-	7	9
Transit-Dependent Transportation Needs (Section 3.6):	48	-	-	-
TOTAL TRANSPORTATION NEEDS:	290	3	7	9

Summary of Transportation Needs and Resources*

**Have backup resources in case Issaquah school cannot provide buses*



Bus Route Number	Description	Nodes Traversed from Route Start to the City Boundary
1	King County Route North	409, 762, 408, 407, 406, 413, 476, 414, 415, 416, 417, 902, 418, 419, 420, 421, 422, 423, 424
2	King County Route South & Park & Ride	476, 413, 406, 407, 408, 762, 409, 490, 488, 486, 410, 411, 412, 15, 14, 12, 11, 10, 9, 8, 7, 551, 6, 5, 4, 3, 2, 375, 572
3	Beaver Lake Middle School & Ana's Adult Family Home	965, 556, 555, 13, 12, 11, 10, 9, 8, 7, 551, 6, 5, 4, 3, 2, 375
4	Cascade Ridge Elementary School	749, 750, 751, 752, 753, 754, 755, 756, 757, 49, 48, 47, 46, 45, 44, 43, 42, 41, 499
5	Cedar Trails Elementary School	6, 5, 4, 3, 2, 375, 374
6	Challenger Elementary School & Family to Family Senior Care Inc.	568, 567, 566, 565, 564, 563, 540, 538, 539, 542, 543, 544, 376, 545, 546, 375
7	Christa McAuliffe Elementary School	945, 777, 944, 943, 866, 867, 416, 417, 902, 418, 419, 420, 421, 422, 423
8	Creekside Elementary School	759, 462, 461, 460, 459, 458, 457, 456, 455, 454, 453, 452, 451, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76
9	Discovery Elementary School	412, 15, 30, 31, 32, 33, 34, 35, 36, 37, 38
10	Eastlake High School	407, 406, 413, 476, 414, 415, 416, 417, 902, 418, 419, 420, 421, 422, 423
11	Elizabeth Blackwell Elementary School	530, 531, 532, 479, 421, 422, 423
12	Inglewood Middle School & Rachel Carson Elementary School	673, 669, 666, 668, 667, 679, 676, 677, 678, 534
13	Margaret Mead Elementary School	512, 508, 511, 430, 431, 433, 434, 435, 436, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76
14	Pine Lake Middle School, Lucas Adult Family Home & Pine Lake Adult Family Home Inc.	15, 14, 12, 11, 10, 9, 8, 7, 551, 6, 5, 4, 3, 2, 375
15	Samantha Smith Elementary School & Angelic Care Adult Family Home	476, 414, 415, 416, 417, 902, 418, 419, 420, 421, 422, 423
16	Skyline High School	490, 488, 486, 410, 411, 412, 15, 14, 12, 11, 10, 9, 8, 7, 551, 6, 5, 4, 3, 2, 375
17	Sunny Hills Elementary School	10, 9, 8, 7, 551, 6, 5, 4, 3, 2, 375
18	The Rainbow School	565, 564, 563, 540, 538, 539, 542, 543, 544, 376, 545, 546, 375
19	Sahalee Senior Care LLC	774, 775, 776, 418, 419, 420, 421, 422, 423
20	Sammamish Woods AFH Inc.	6, 5, 4, 3, 2, 375, 374
21	Tiberon Estate	431, 433, 434, 435, 436, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76

Bus Route Description



EMZ	School Name	Enrollment	Buses Required ⁵
6	Beaver Lake Middle School	840	17
6	Brightmont Academy	20	-
5	Cascade Ridge Elementary School	406	6
6	Cedar Trails Elementary School	392	6
4	Central Washington University - Sammamish ⁶	75	-
6	Challenger Elementary School	440	7
2	Christa McAuliffe Elementary School	590	9
3	Creekside Elementary School	645	10
4	Discovery Elementary School	558	8
4	Eastlake High School	2,173	44
4	Eastside Catholic School ⁷	850	-
1	Elizabeth Blackwell Elementary School	530	8
2	Inglewood Middle School	1,287	26
6	Lakeside Montessori School	180	-
1	Margaret Mead Elementary School	664	10
5	Pacific Learning Academy	-	-
6	Pine Lake Middle School	877	18
2	Rachel Carson Elementary School	437	7
4	Renaissance School of Art and Reasoning ⁸	-	-
2	Samantha Smith Elementary School	671	10
4	Sammamish Chinese School	10	-
4	Skyline High School	2,044	41
5	Sunny Hills Elementary School	551	8
SCHOOL TOTAL:		14,240	235
EMZ	Preschool/Daycare/Day Camp Name	Enrollment	Buses Required
1	Bishar Daycare	12	-
1	Glory Days Pre-School	12	-
2	Good Samaritan School	60	-
2	Joyful Notes	12	-
3	Arbor Montessori Schools	150	-
3	Crimson Clover Montessori	12	-
3	Sammamish Children's School	300	-
4	Bright Horizons at Sammamish	40	-
4	Eastside Catholic School	100	-
4	Gokool Day care	3	-
4	La Petite Academy of Sammamish	110	3 ⁹

⁵ Schools and preschools/daycares with no "buses required" evacuate in personal vehicles or the students are picked up by parents.

⁶ Evacuates in private vehicles.

⁷ Based on the information provided and assumptions made, 50% of student drive to school (425 vehicles), 58% of the student without a vehicle would rideshare with a friend. The remaining 179 students (425 x (1-0.58) = 179) would be pick-up by parents.

⁸ School population and buses are included with Eastlake High School.

School and Preschool/Daycare/ Day Camp Population Demand Estimates



Appendix 12. Evacuation Time Estimate Support Documents

School	Driver Mobilization Time (min)	Loading Time (min)	Dist. To Safety (mi)	Average Speed (mph)	Travel Time to Safety (min)	ETE (hr:min)
Beaver Lake Middle School	90	15	2.3	1.8	77	3:05
Cascade Ridge Elementary School	90	15	1.0	12.7	5	1:50
Cedar Trails Elementary School	90	15	1.2	5.0	15	2:00
Challenger Elementary School	90	15	2.2	14.7	9	1:55
Christa McAuliffe Elementary School	90	15	2.2	2.8	48	2:35
Creekside Elementary School	90	15	2.6	12.5	13	2:00
Discovery Elementary School	90	15	2.5	2.3	66	2:55
Eastlake High School	90	15	3.6	4.1	53	2:40
Elizabeth Blackwell Elementary School	90	15	1.6	13.4	8	1:55
Inglewood Middle School	90	15	2.0	11.5	11	2:00
Margaret Mead Elementary School	90	15	2.8	12.4	14	2:00
Pine Lake Middle School	90	15	2.5	2.1	72	3:00
Rachel Carson Elementary School	90	15	1.6	10.4	10	1:55
Samantha Smith Elementary School	90	15	3.2	3.3	59	2:45
Skyline High School	90	15	3.4	2.4	85	3:10
Sunny Hills Elementary School	90	15	2.1	2.3	55	2:40
The Rainbow School	90	15	2.0	12.4	10	1:55
Maximum ETE:						3:10
Average ETEZ:						2:25

School Evacuation Time Estimates



Bus Number	Servicing	Number of Buses	One-Wave					
			Mobilization (min)	Route Length (miles)	Speed (mph)	Route Travel Time (min)	Pickup Time (min)	ETE (hr:min)
216 & 269	EMZ 1 & EMZ 2	14	130	3.5	5.8	36	30	3:20
216 & 269	EMZ 3 & EMZ 4	17	130	4.7	4.2	67	30	3:50
216, 269 & P&R	EMZ 5 & EMZ 6	17	130	2.7	3.2	51	30	3:35
Maximum ETE:								3:50
Average ETE:								3:35

Transit Dependent Evacuation Time Estimates

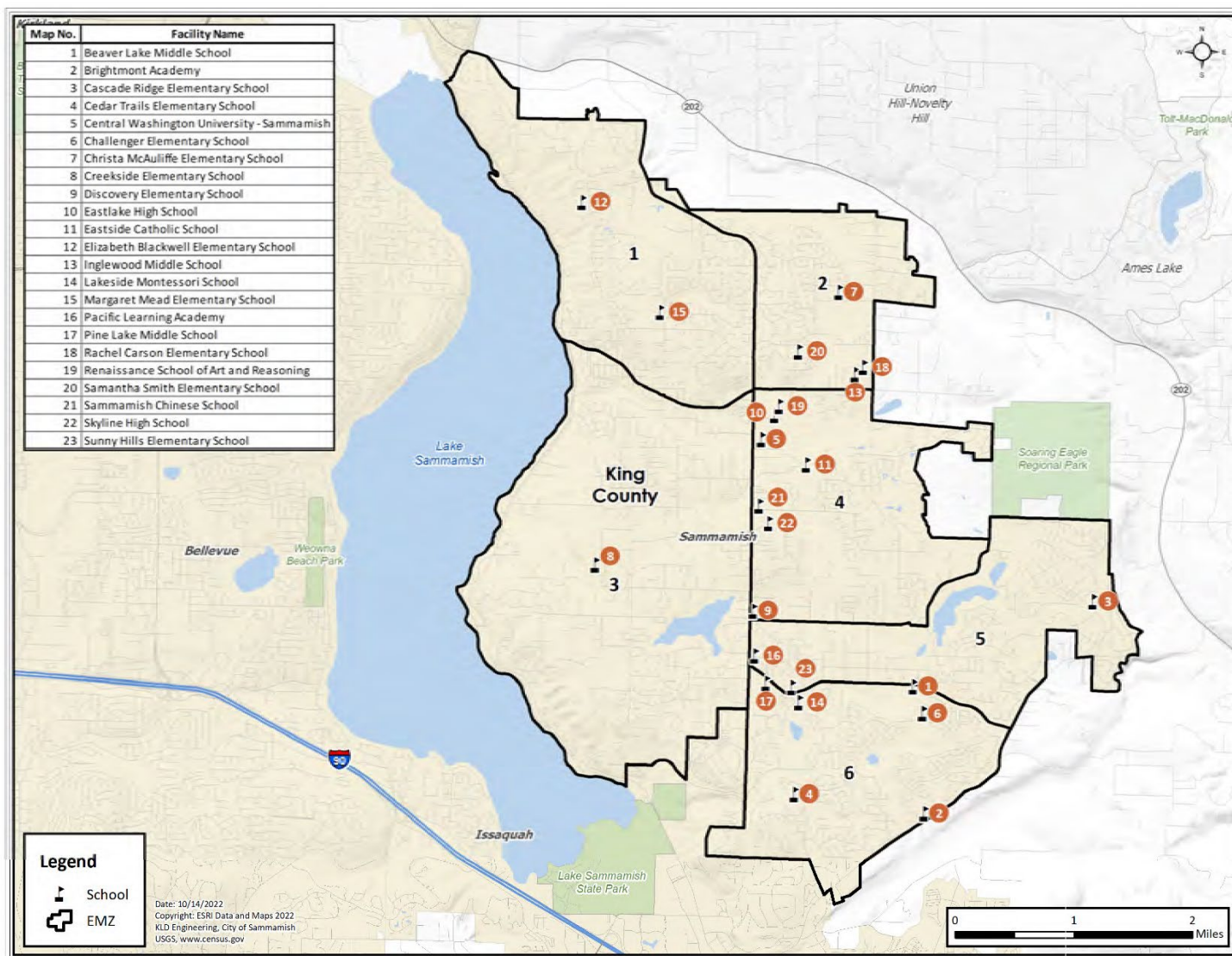


Medical Facility	Patient	Mobilization (min)	Loading Rate (min per person)	People	Max Loading Time (min)	Dist. To Safety (mi)	Speed (mph)	Travel Time to Safety (min)	ETE (hr:min)
Ana's Adult Family Home	Ambulatory	90	1	3	3	2.8	1.9	88	3:05
	Wheelchair bound	90	5	2	10	2.8	2.0	84	3:05
	Bedridden	90	30	1	30	2.8	2.3	73	3:15
Angelic Care Adult Family Home	Ambulatory	90	1	3	3	3.3	3.3	60	2:35
	Wheelchair bound	90	5	2	10	3.3	3.2	62	2:45
	Bedridden	90	30	1	30	3.3	4.1	48	2:50
Family to Family Senior Care Inc.	Ambulatory	90	1	6	6	2.9	14.1	12	1:50
	Wheelchair bound	90	5	4	20	2.9	16.0	11	2:05
	Bedridden	90	30	2	60	2.9	14.0	12	2:45
Lucas Adult Family Home	Ambulatory	90	1	3	3	2.0	1.8	67	2:40
	Wheelchair bound	90	5	2	10	2.0	1.8	67	2:50
	Bedridden	90	30	1	30	2.0	2.2	55	2:55
Pine Lake Adult Family Home Inc.	Ambulatory	90	1	3	3	2.0	1.8	67	2:40
	Wheelchair bound	90	5	2	10	2.0	1.8	67	2:50
	Bedridden	90	30	1	30	2.0	2.2	55	2:55
Sahalee Senior Care LLC	Wheelchair bound	90	5	4	20	2.1	2.6	48	2:40
Sammamish Woods AFH Inc.	Ambulatory	90	1	3	3	2.4	9.7	15	1:50
	Wheelchair bound	90	5	2	10	2.4	11.6	12	1:55
	Bedridden	90	30	1	30	2.4	23.7	6	2:10
Tiberon Estate	Bedridden	90	30	6	60	4.0	9.8	24	2:55
Maximum ETE:									3:15
Average ETE:									2:40

Special Facility Evacuation Time Estimates



Appendix 13. Critical Facilities

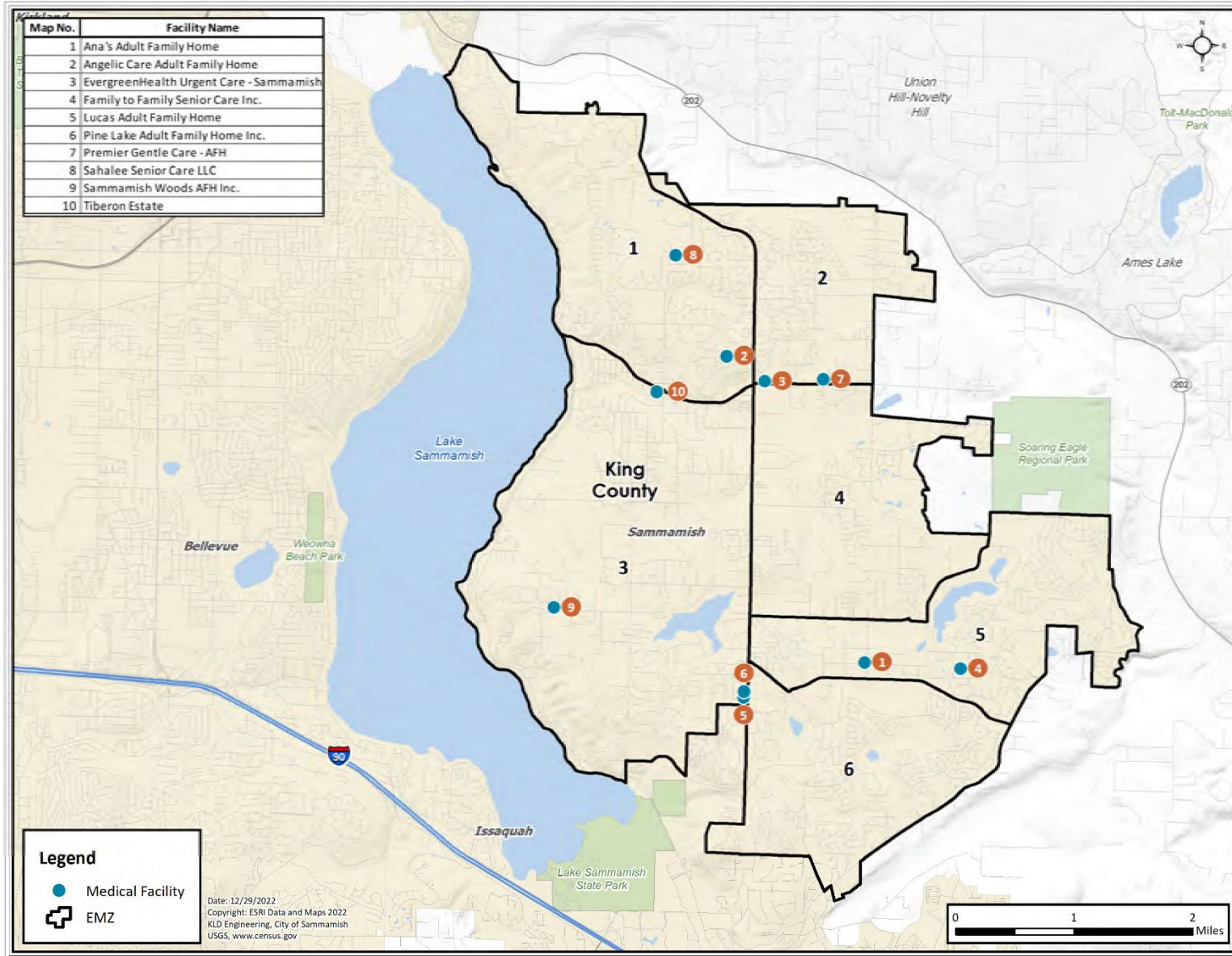


School Locations within the EMZ



EMZ	Facility Name	Street Address	Municipality	Capacity	Current Census	Ambulatory Patients	Wheel-chair Patients	Bed-ridden Patients
1	Angelic Care Adult Family Home	22454 NE 10th St	Sammamish	6	6	3	2	1
1	Sahalee Senior Care LLC	2317 Sahalee Dr E	Sammamish	6	4	0	4	0
2	EvergreenHealth Urgent Care - Sammamish ²	22850 NE 8th St Suite 103	Sammamish	Outpatient Facility				
2	Premier Gentle Care - AFH	809 238th Ave NE	Sammamish	6	6	0	6	0
3	Lucas Adult Family Home	3435 228th Ave SE	Sammamish	6	6	3	2	1
3	Pine Lake Adult Family Home Inc.	3407 228th Ave SE	Sammamish	6	6	3	2	1
3	Sammamish Woods AFH Inc.	20131 SE 23rd Pl	Sammamish	6	6	3	2	1
3	Tiberon Estate	21514 NE 6th Pl	Sammamish	6	6	0	0	6
5	Ana's Adult Family Home	24322 SE 30th St	Sammamish	6	6	3	2	1
5	Family to Family Senior Care Inc.	25633 SE 30th St	Sammamish	12	12	6	4	2
TOTAL:				60	58	21	24	13

Medical Facilities within the EMZ



Medical Facilities within the EMZ



Appendix 14. MOU information

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2017- 718**

**A RESOLUTION OF THE CITY OF SAMMAMISH,
WASHINGTON, AUTHORIZING EXECUTION OF THE
REGIONAL COORDINATION FRAMEWORK FOR DISASTERS
AND PLANNED EVENTS AGREEMENT WITH KING COUNTY.**

WHEREAS, the City of Sammamish is located in King County, Washington; and

WHEREAS, the King County Office of Emergency Management (“KCOEM”) has been tasked with coordinating countywide disaster response through many governmental organizations; and

WHEREAS, KCEOM has established the King County Regional Coordination Framework for Disasters and Planned Events (“Framework”), which enables participating jurisdictions to facilitate a systematic, coordinated and effective response to multi-agency or multi-jurisdictional disasters or planned events that occur within the geographic boundaries of King County; and

WHEREAS, the Framework is a voluntary guide to regional response and short term recovery actions, and invites participation from organizations from the public, private, tribal, and non-profit sectors in geographic King County committed to working together as partners in accordance with this Framework; and

WHEREAS, KCEOM requires that an agreement be executed to address the legal and financial obligations of partners sharing personnel, equipment materials and/or support during a disaster or major planned event under the Framework; and

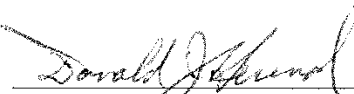
WHEREAS, the City Council finds that the value of participating in this Framework will enable pre-planning with multiple jurisdictions in preparation for manmade and natural disasters that may affect our region;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH,
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

Section 1. The City Manager is hereby authorized to execute the Regional Coordination Framework Agreement with King County in the form attached hereto as **Attachment A**.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE 7th DAY OF FEBRUARY 2017.**

CITY OF SAMMAMISH



Mayor Donald J. Gerend