

## **Emergency Evacuation Procedure.**

This is a brief explanation of the basic intent of Emergency Evacuation notification procedures but each fire or disaster is unique so there is no "one size fits all".

For any major fire or disaster, the agency responsible for managing the fire will take charge and set up an Incident Command Center (ICC) and appoint an Incident Commander (IC). All involved agencies will take direction from the IC. Depending on the disaster, the responsible agency could be FEMA, United States Forest Service, Arizona Department of Forestry and Fire Management etc.

Most Prescott Valley situations requiring evacuation would necessitate the Emergency Operations Center (EOC) to be activated and for Prescott Valley policy makers and staff to provide support to the Incident Commander (IC). Law enforcement (LE) would be providing traffic control, routing assistance to the registration/reception area, access control and security for the evacuated area, and security at the shelter areas. Personnel from a number of LE organizations as well as YCSO Auxiliary Patrol Volunteers can be utilized for this purpose.

Once evacuation becomes a reality, residents will be notified. Prescott Valley does not have the resources for physically notifying residents and will contact the Yavapai County Sheriff Office (YCSO) for assistance. YCSO will set up a command center at a location that will allow timely communication with the IC, easy access to areas that may need to be evacuated and a safe distance from the fire line.

The YCSO will monitor reports on fire severity and movement which they will utilize to determine if and when communities need to be notified about the level of readiness to be observed or evacuation.

The YCSO will notify the Yavapai County Jeep Posse (YCJP) and Yavapai County Search and Rescue Teams (YCSRT) via an automated call out system. They will be instructed where to meet which is usually at the YCSO command center. The YCJP will set up communications and coordinate the effort.

The YCJP Forward Communications Vehicle (FCV) is the center of activity for the teams responsible for going door to door to notify residents. Communications is the safety net for all involved in the notification process.

Teams are formed as YCJP and YCSRT personnel arrive at the base location and are assigned areas to notify after getting a debriefing of the fire intensity, direction of travel, location of Red Cross station, large animal location, primary communication channel and back up channel.

Maps of the areas to be notified are provided to the team responsible for that area. The maps are created by the YCJP and identify each home by street number. Teams are required to go door to door and contact the homeowners.

Each team has a check sheet where they must properly identify each home visited and indicate if contact was made or if no one was home. They also will indicate if there are animals or special needs or assistance required for the resident to be evacuated. They will then tag each home with a strip of orange flagging tape. It should be hung on the front of the home, and visible from the street. Residents will be advised to put a white

towel or pillow case or other white item, visible from the street, when they have left their property. In some cases, team members may leave a long strip of white flagging tape with the homeowner that can be used.

Flagging the home tells officials that the owner has been contacted or left the property, eliminating notification redundancy saving precious time and resources



The teams will also advise residents of the fire location and activity, safe evacuation routes, the location of the shelters and any other information needed for their safety. It is important that you report to the shelter and sign in even if you're not going to stay there. This will let officials know you are safe and eliminates wasting time and resources looking for you and will be a source of information for concerned family members and friends. YCSO deputies may also assume notification responsibilities and often make a final check to be sure everyone has left.

Time permitting and information available, following are the steps taken by teams responsible for resident notification. See the email attachment, "Emergency Evacuation & Hazards Guide", for detailed information.

*Be Ready* – Prepare now. Be aware of the hazards that can threaten your area.

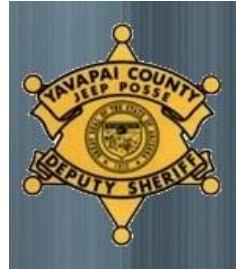
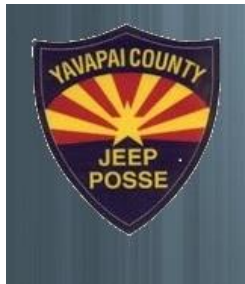
*Get Set* – Be alert. This may be the only notice you'll get before having to evacuate. There may not be enough time or personnel to alert you to the possible hazards etc.

*Go* – Evacuate!

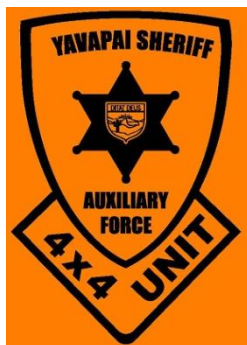
The Villages office personnel, monitors and board members are not part of the notification system. They will be notified the same as individual residents. If you are in the office or anywhere in the administration and recreation facility, it is important that you immediately go to your residence and follow any instructions you are given. As I have stressed in previous emergency preparedness Crier articles, it is important to be

ready for an emergency by having the ability to either shelter in place for a minimum of 72 hours and a have “Go Bag” prepared should you need to evacuate at a moment’s notice.

Following are the logos and insignia of the YCJP and YCSRT volunteer units that will be responsible for evacuation notification.



Yavapai County Jeep Posse



Yavapai County Search & Rescue Teams (YCSRT)

The YCSRT is made up of six different units each with a specific skill and purpose. The rocker under the shield designates the unit. The shoulder patch, above left, designates the 4x4 Unit.

The Yavapai County Sheriff's Office now utilizes CodeRED® as its Emergency Notification System. With this service, they can send messages to residents and businesses within minutes with specific information when an emergency or time-sensitive issue arises. The following link provides Yavapai County Emergency Notification System information and a link to joining "Code Red".

<http://www.ycsoaz.gov/community/Emergency-Preparedness/Emergency-Notification-System>

**Nixle** provides the platform for the delivery of Alerts, Advisories, Community type messages, and local traffic information from the Prescott Valley PD. Use the following link to join Nixle.

<https://local.nixle.com/prescott-valley-police>

Again, I cannot stress enough, to always have your essential needs ready and easily retrievable and what you need on hand to shelter in place for a minimum of 72 hours should an emergency of any type arise. Please feel free to contact me if you have any questions or would like additional information.

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