



PASADENA



City of Pasadena Fire Department

Evacuation Plan

January 20, 2023

Flexibility, Integrity, Accountability

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Executive Summary

This City of Pasadena Evacuation Plan (“Evacuation Plan” or the “Plan”) establishes a consistent operational methodology for the city to plan for and support local evacuations. It provides a framework and operational guidance for emergency management evacuation activities coordinated at the Pasadena Emergency Operation Center (EOC). These coordination activities will involve numerous response agencies as well as timely and effective engagement with all stakeholders and the community at large. Stakeholders include representatives from Pasadena city government, city officials, city departments; local and county governments; and non-governmental organizations tasked with responsibilities to coordinate and support an evacuation.

Expected activities within this Plan include the city's efforts to support local evacuation processes and/or shelter-in-place strategies, provide public information, facilitate evacuations, coordinate city transportation corridors, assist evacuees with access and functional needs; provide accessible shelter locations; support evacuees with household pets; and return evacuees to their home areas.

While it is difficult to accurately predict the location, frequency, and scale of an emergency or disaster. It is possible, however, to plan and manage an evacuation network and establish evacuation procedures in an effort to reduce the adverse impact of a threatened or actual emergency incident. The evacuation operations described in this Plan are designed to be scalable and flexible for all hazards. The framework of the Plan mirrors the Standardized Emergency Management System (SEMS), including elements of the Incident Command System (ICS).

Evacuation Authority

The Incident Commander can order a partial or complete evacuation. Evacuation orders may be issued in the case of the following:

- Immediate threat to life or personal safety.
- Advanced notice of potential threat to life or personal safety.
- Perceived potential threat to life or personal safety.

Plan Development and Maintenance

This Plan was developed with input from city departments, neighborhood associations and stakeholders from the access and functional needs community.

It is to be corrected upon notification or observation of any operational errors or conflicts. Such corrections are to be reflected within the Record of Revisions.

Approval and Implementation

This Plan was approved by the Pasadena Public Safety Committee on January 18, 2023. Upon formal approval by the City Council this document becomes official operational guidance for the City of Pasadena.



Acknowledgements

The Plan is a result of collaborative partnerships and an ongoing commitment to excellence in emergency management. This project was initiated and led by the Pasadena Fire Department and supported by local area city departments. Input was received from numerous agencies and organizations and support was provided by Steering Committee members for this important project. Steering Committee members provided strategic guidance regarding plan development and implementation.

The City of Pasadena would like to acknowledge and thank the following members who contributed to the content of this Plan:

Alberto Felix, Pasadena Transportation Department

Ali Everett, Pasadena Accessibility Coordinator

Andrea Totten – Accessibility & Disability Commission

Art Chute, Pasadena Police Department

Chad Augustin, Pasadena Fire Department

Johanna Gorricieta, Pasadena Information Technology Department

Johnathan Robinson, Pasadena Information Technology Department

Johnny Mercado, Pasadena Police Department

Liam Matthews – Southern California Resource Services for Independent Living (SCRS-IL)

Lisa Derderian, City Manager's Office/Public Information Officer

Mandy Templeton, Pasadena Public Works Department

Mark Waterson – Convalescent Aid Society

Marvin Moon, Pasadena Water and Power

Timothy Sell, Pasadena Fire Department

Consultant:

Constant Associates served as the project consultant in development of this plan.



Record of Adoption

This section will include the date the plan is adopted.

Record of Revisions All revisions will be included in the table below.

Evacuation Plan Revisions		
<u>Date</u>	<u>Changed By</u>	<u>Summary of Changes</u>



Acronyms

ADHC	Adult Day Health Care
AFN	Access and Functional Needs
ARC	American Red Cross
ASL	American Sign Language
Cal OES	California Governor's Office of Emergency Services
Caltrans	California Transportation Authority
CBOs	Community Based Organizations
CERT	Community Emergency Response Team
CHP	California Highway Patrol
EOC	Emergency Operations Center
EOPs	Emergency Operations Plans
FEMA	Federal Emergency Management Agency
HRA	Hazard Risk Assessment
IC	Incident Commander
LHMP	Local Hazard Mitigation Plan
MOU	Memorandum of Understanding
NIMS	National Incident Management System
OA	Operational Area
OEM	Los Angeles County Office of Emergency Management
PIO	Public Information Officer
PLEAS	Pasadena Local Emergency Alert System
PUSD	Pasadena Unified School District
SCAQMD	South Coast Air Quality Management District
SEMS	State Emergency Management System
SMS	Short Message Service
SCE	Southern California Edison
WEA	Wireless Emergency Alert
VOADS	Voluntary Organizations Active in Disasters



Chapter 1: Introduction

I. Purpose and Objectives

The Federal Emergency Management Agency (FEMA) defines an evacuation as “an organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas.”

Various hazards that impact the City of Pasadena may result in, and/or require, an evacuation. The City of Pasadena Evacuation Plan will streamline the evacuation process by providing an organized framework for the activities involved in coordinating and conducting an evacuation to move people to a safe area from an area believed to be at risk when emergency situations necessitate such action. The Evacuation Plan is designed to help the city coordinate its response and collaborate with federal, state, and other municipal governments, as well as non-governmental organizations.

Important: The Plan does not replace the need for EOC procedures and associated Emergency Operation Plans (EOPs).

This Plan will assist the city in providing exemplary service to the entire community by providing a framework to:

- Expedite the movement of persons/animals from hazardous areas.
- Institute access control measures to prevent unauthorized persons from entering evacuated or partially evacuated areas.
- Provide for evacuation to appropriate Assembly Points, Evacuation Points or Reception Centers.
- Provide adequate transportation options for persons with access and functional needs (AFN).
- Provide for the procurement, allocation, and use of necessary transportation and law enforcement resources by means of mutual aid or other agreements.
- Set out the procedures for notifying the members of the Emergency Management Team and adjacent local jurisdictions, other responders, the public, the Los Angeles County Operational Area EOC, and other impacted and interested parties, of the emergency.
- Set out procedures for traffic control.
- Account for the needs of individuals with domestic pets and livestock during an evacuation due to a major disaster or emergency.
- Account for the needs of the access and functional needs community.
- Provide initial notification, ongoing communications, and re-entry instructions to the public through the EOC Public Information Officer (PIO).
- Assure the area is safe for re-entry of evacuated persons.



Evacuation plans can either be generic, or detail specific procedures for different hazards, however all such evacuation actions should have the same foundation of standard operating procedures to ensure emergency management staff are familiar and capable to fulfill the requirements.

It is therefore not necessary to develop a plan for every risk or eventuality. This all-hazards plan is based on the worst risks that could reasonably be expected to arise in the local area and is scalable to manage the range of risks identified locally. This Plan was written for the most common evacuation scenarios and does not address every possible event.

There are many dynamic factors that are required to be considered in any potential evacuation operation, including such variables as:

- The notice period before the risk occurs
- The time of day
- The merits of evacuation against shelter-in-place orders
- The number of people to be evacuated, dispersed, or sheltered
- The location of complex sites such as hospitals and education facilities
- The distance to a place of safety
- The capacity of the transportation route identified
- The duration of the incident during which support is required
- The resilience of local infrastructure
- Availability of assembly points and/or reception areas
- Existing site emergency plans
- The readiness of the public
- The understanding of the evacuation zone

II. Scope

The Evacuation Plan provides an overview of the of the principles, structures, roles, and responsibilities for a coordinated evacuation. The Plan is complementary to the City's EOP and the specific city agency arrangements, roles, and responsibilities. The plan incorporates and complies with principles and requirements found in Federal and State laws, regulations, and guidelines. It includes actions and considerations for the city to safely evacuate people from a hazardous community environment to a location where they will be safe.

III. Risk Profile

The City of Pasadena, with a population of approximately 138,669, is in Los Angeles County below the Los Angeles National Forest and next to several arroyos resulting in a high risk from Wildfire Urban Interface and flood events. The 210 and 134 freeways provide access to the east, west, and northwest and experience high volumes of truck traffic Some hazardous materials may be transported along either route, depending



on commercial regulations set forth in state code. Major arterials also include Colorado Boulevard, Del Mar Boulevard, and California Boulevard in the east-west direction, and several arterials that provide access to the south including Fair Oaks Blvd., and Marengo, Lake, and Hill Avenues.

Risk is a product of the likelihood and impact of a given hazard or threat. The impact will depend upon the exposure of people and property to the hazard and their respective vulnerability to harm. The City's Hazard Risk Assessment identifies three well known risks as "high likelihood of occurrence":

- Wildfire (especially the wildfire urban interface)
- Flooding (including wind-driven water)
- Hazardous material release

Specific procedures have been developed by the city for these categorized high risks within the emergency response plan documentation.

According to the Fourth National Climate Assessment, climate change is also increasing both the likelihood and consequences of wildfires and floods:

Climate change has driven an increase in wildfires, particularly by drying forests and making them more susceptible to burning.

Climate models project an increase in the frequency of heavy downpours, especially through atmospheric rivers, which are narrow bands of highly concentrated storms that move in from the Pacific Ocean.

Climate models also project an increase in daily extreme summer precipitation in the Southwest region, based on projected increases in the water vapor resulting from higher temperatures.

IV. Hazard profile

The Evacuation Plan, building from the City’s Hazard Risk Assessment (HRA), is an “all hazard” plan which can be utilized to coordinate an evacuation regardless of the nature of threat or the origin of the threat. While the plan is all encompassing, a summary of specific hazards is included below as illustrative examples, including hazards that have the potential for advanced notice and no notice events. Also included are likely considerations faced by the emergency management team. Firstly, a hazard may be defined as:

- A source of potential harm
- A threat or condition that may cause loss of life or initiate any failure to the natural, modified, or human systems

The initiating causes of a hazard may be either an external (e.g., earthquake, flood or human agency) or an internal (defective element of the system e.g., a hazardous chemical release) with the potential to initiate a failure mode. Hazards are also classified as either of natural origin (e.g., floods) or human caused.

For an emergency an event that provides advanced notice, the city initiates proactive measures to plan, warn and act respectively. Where an emergency provides no notice to the city, the response will be reactive. It is important to remind residents in the area that they too have a responsibility to be prepared and make efforts to protect their property and possessions from hazards. The evacuation planning team recommends that all residents have their own evacuation and preparedness plan to understand the risks around them as well as be able to safely evacuate if the situation requires such action.

The three hazards identified as “high” risk are described below.

A. Wildfire

Hazard	Risk Level	Advanced Notice (proactive) or No-Notice Event (Reactive)	Comments/Consequences
Wildfire	High	Advanced and no-notice	Potential injury or loss of life. Damage or loss of properties, major roads, access for emergency services and critical services.

Table 1: Wildfire Risk Assessment



Surrounding the area of the city, the wildfire threat rating is High. City mapping suggests that wildfires' main direction of spread and highest intensity spread is to the north and east, placing the northeastern and western areas of the city at the highest threat to landscape level wildfires.

The Fire Hazard Severity Zone (FHSZ) Maps incorporate three distinct levels VHFHSZ areas within Pasadena, as reported by CAL FIRE of wildfire threat, including Moderate, High, and Very High Zones. Very High Fire Hazard Severity Zone (VHFHSZ) areas within Pasadena, shown in red, which encompasses most of the western portions of the city, including the Lower Arroyo, Upper Arroyo and Hastings Ranch areas.

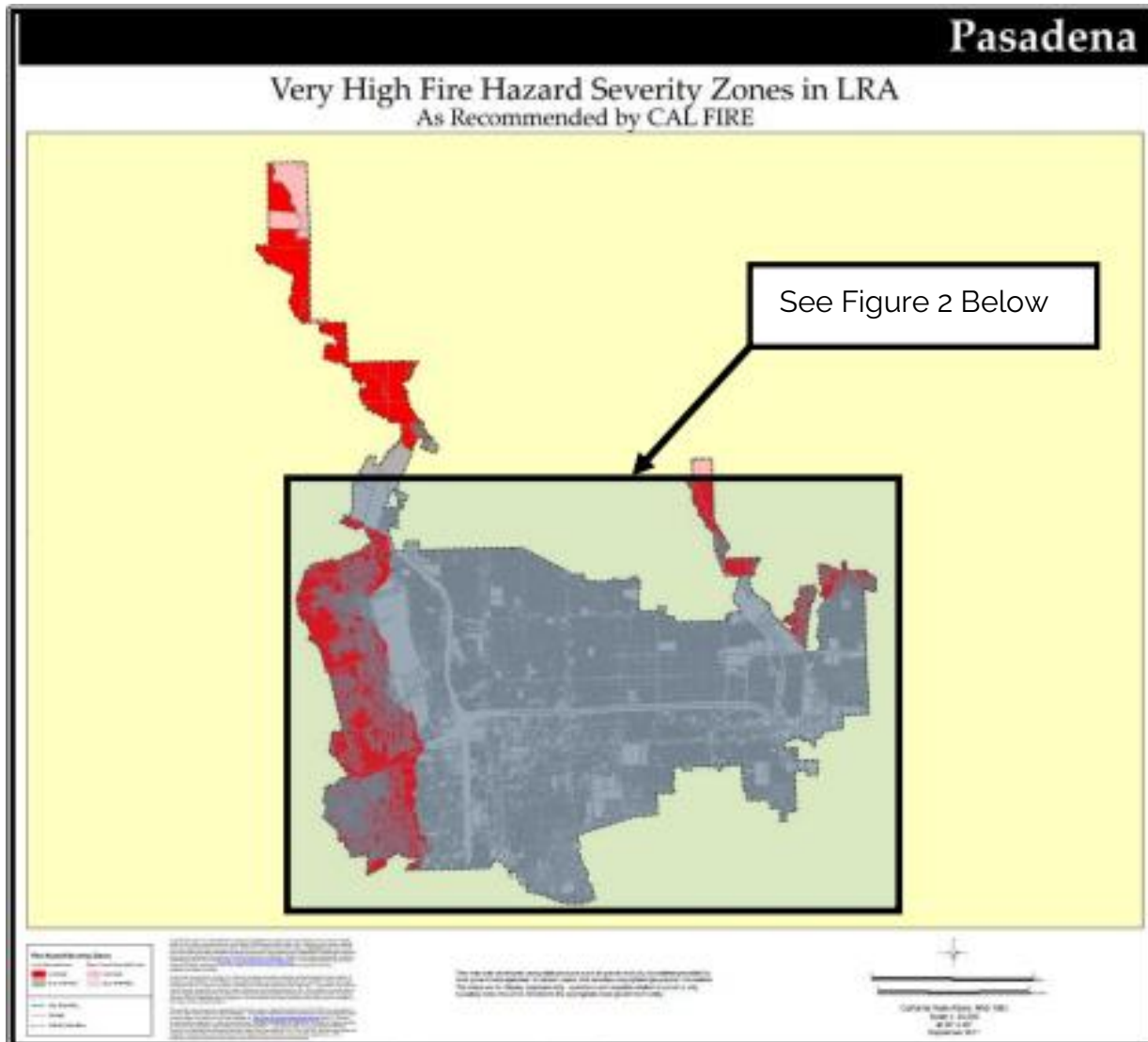


Figure 1: Very high fire hazard severity zones in the City of Pasadena's local responsibility area (LRA)



Figure 2: Street grid of the City of Pasadena's local responsibility area, overlaid with color-coded fire risk

Many dynamic factors, including fuel type, slope, weather, humidity, and suppression operations, can result in fires with the ability to spread up to 10km per hour if all the worst conditions for wildfire spread occur. The city's EOP includes existing wildfire procedures that provide the ability to monitor and act for the city.

It is also important to note that if these conditions are present, wildfire prevention and response agencies are on standby for immediate dispatch. Despite the moderate probability of this situation, it was important to understand the absolute worst-case scenario for planning purposes.



B. Flood

Hazard	Risk Level	Advanced Notice (proactive) or No-Notice Event (Reactive)	Comments/Consequences
Flood	High	Advanced notice in most cases. Flash flooding can be no-notice.	Potential injury or loss of life. Damage or loss of properties, major roads, access for emergency services and critical services.

Table 2: Flood Risk Assessment

Most of the flood hazard is located within the Arroyo Seco Wash. FEMA risk assessment maps illustrate the potential worst-case scenario for flood water inundation in this area of the convergence.

The flood impact will depend upon the exposure of people and property to the hazard and their respective vulnerability to harm i.e., where they are located during the flood. Because of climate change, both the chance and consequences of flooding are increasing. It is expected that summer precipitation will likely decrease, and winter precipitation will increase. Snowmelt from the mountains above the city can occur earlier with lower meltwater runoff due to more rain generated runoff during the winter.



C. Hazardous Materials Release

Hazard	Risk Level	Advanced Notice (proactive) or No-Notice Event (Reactive)	Comments/Consequences
Hazardous Materials Release	High	Limited and no-notice	Contamination of air, land or water with potential health effects. Potential injury or loss of life. Damage or loss of properties, major roads, access for emergency services and critical services.

Table 3: Hazardous Materials Release Risk Assessment

Within the City of Pasadena, there are several potential sources that would result with either a hazardous release and or fire/explosions. The 134 and 210 freeways are arteries where trucks carrying hazardous materials are present and chemicals are used at NASA's Jet Propulsion Laboratory. Hazardous materials are substances, which, because of their chemical, physical, or biological nature, pose a potential risk to life, health or property when released. A release may occur by spilling, leaking, emitting toxic vapors or any other process that enables the material to escape its container, enter the environment and create a potential hazard. The hazard can be explosive, flammable, combustible, corrosive, reactive, poisonous, toxic, biological agent and/or radioactive. These hazards have the potential for occurring with no notice at any time of year. Hazardous material release scenarios range from an industrial incident, a fuel leak, ammonia release or chlorine release from a recreation center. The sources, as with any city, are diverse and widespread.

The consequences of a fire/explosion are dependent on the location of the origin facility, the intensity of the fire/explosion, and the type of materials involved. An industrial fire could burn for several days resulting in widespread impact on air quality in addition to the need for immediate evacuation.

A worst-case scenario hazardous material incident could potentially release up to 40 tons into the local environment, watercourses, etc. Large quantities of firefighting media (foam) could also adversely impact the environment. Due to the nature and location of the incident, roads and access routes may become impassable for a time.



Emergency access into/out of populated areas may require specific traffic control or become difficult or impossible.

In both cases, such incidents would initiate a response from the emergency services (especially Fire) to contain and make safe the incident site. Additional responding agencies would become involved in responding such as the California Highway Patrol (CHP), the California Governor's Office of Emergency Services (Cal OES), Los Angeles County Fire Hazmat Division, and the South Coast Air Quality Management District (SCAQMD). The incident could require evacuation of the surrounding area, or depending on the harmful nature of the substance, a shelter-in-place order.

V. Planning Assumptions

The city is exposed to numerous hazards, all of which have the potential to disrupt communities, cause damage, and produce casualties. The 2018 City of Pasadena Local Hazard Mitigation Plan (LHMP) identifies the hazards of flooding and wildfire, and hazardous material release as posing the highest risk to affect the city for evacuation. All these hazards may require an evacuation of one or more communities within the city.

The following assumptions were established in development of this Plan:

- The city has adopted the National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) and will follow NIMS and SEMS principles and structures for evacuation-related activities.
- The Pasadena Police Department is the primary lead for evacuation activities with other agencies playing supporting roles.
- If activated, this Plan will complement other jurisdictional evacuation plans and the Los Angeles Operational Area (OA) Evacuation Annex.
- This plan was developed for a moderate evacuation scenario. It does not address region-wide or large-scale evacuation operations that may result from a large magnitude earthquake or other massive event affecting the whole City.
- A major event which requires large-scale regional evacuations will be coordinated by the Operational Area EOC and will involve coordination among multiple jurisdictions.
- Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20 percent of the people at risk will evacuate before being directed to do so.
- Some persons will refuse to evacuate, regardless of the threat.
- Some persons will require assistance to evacuate.
- Some animal owners will refuse to evacuate unless arrangements have been made to care for their animals.



- Roughly 20 percent of the evacuated population will require shelter in a mass care facility. Most evacuees will seek shelter with relatives, friends, or motels rather than use government-provided mass care facilities.
- The decision to evacuate will be made by the IC in coordination with the EOC Director.
- Individuals with access and functional needs (AFN), inclusive of people with disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutionalized settings, or those who are low income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant require special planning.
- Electronic communication utilizing information technology systems will be compliant with Section 508 of the Rehabilitation Act and all printed public education material produced to support this Plan will be made available in accessible formats as needed.
- There are plausible scenarios, such as sustained utility loss, which could result in the need to conduct a voluntary evacuation.
- Most people at risk will evacuate when officials recommend that they do so.
- Most evacuees will use their personal vehicles to evacuate. Others will require evacuation assistance, including individuals with disabilities and others with access and functional needs, some of whom do not have access to personal vehicles.
- In compliance with Federal law, accommodations will need to be made for the evacuation of service animals (Americans with Disabilities Act) and household pets (Pets Evacuation and Transportation Standards Act)
- Major ground transportation routes will generally be the primary means of evacuation in the city. Air evacuations may be considered depending on the incident.
- Major ground transportation infrastructure within the city will remain largely intact following most incidents, however some transportation routes may be closed due to the incident.
- Response decisions, including the decision to evacuate, will be based on maximizing the preservation of life first, then protecting, property, the environment, and the economy.
- In some situations, persons may be directed to shelter-in- place rather than evacuate.
- Evacuation may require relocating people within the city, to other local jurisdictions or outside of the county as necessary.



VI. Demographic Profile

According to the Census Bureau between 2000 and 2016, the total population of the City of Pasadena increased by 7,087 to 141,510 in 2021. During this 16-year period, the city's population growth rate of 5.3% was lower than the Los Angeles County rate of 7.6%. 1.4% of the total population of Los Angeles County is in the City of Pasadena. Between 2000 and 2016.

- The age group 55-64 experienced the largest increase in share, growing from 8 to 12.1%
- The age group that experienced the greatest decline, by share, was age group 21-34, decreasing from 24.2 to 21.3%
- The age group 55-64 added the most population, with an increase of 6,473 people between 2000 and 2016
- The share of Hispanic population in the city remained at 33.4%
- The share of Non-Hispanic White population in the city decreased from 39.1 to 38.5%
- The share of Non-Hispanic Asian population in the city increased from 9.9 to 15.7%
- The share of Non-Hispanic Black population in the city decreased from 14.0 to 8.9%
- The share of Non-Hispanic American Indian population in the city remained at about 0.2%
- The share of All Other Non-Hispanic population group in the city remained at 3.4%
- The share of the population with a disability is 5.0%

Pasadena's economic strengths come from its leading scientific and educational institutions, a large international engineering base, a regional health care cluster, and a broad retail sector. Like many other cities across the country, Pasadena has suffered from a struggling economy. Unemployment rates lag near 10% as City of Pasadena businesses delay hiring and decreased retail sales thus hurt business owners and reduced local public tax revenues. Many of these impacts are a result of the COVID-19 pandemic and may not be reflective of wider or future trends.

Between 2000 and 2021, the total number of households in the City of Pasadena increased by 3,764 units, or 7.3%. During this 16-year period, the city's household growth rate of 7.3% was higher than the county growth rate of 5.6%. 1.7% of Los Angeles County's total number of households are in the City of Pasadena.

- In 2021, the city's average household size was 2.5, lower than the county average of 3.0
- In 2021, 79.5% of all city households had 3 people or fewer
- About 34% of the households were single-person households



- Approximately 9% of all households in the city had 5 people or more
- In 2016, about 37% of households earned less than \$50,000 annually
- Approximately 36% of households earned \$100,000 or more

VII. Geographic Profile

The city is in the northwest portion of the San Gabriel Valley which is situated in the southern half of Los Angeles County. The city is at the foot of the San Gabriel Mountains, approximately 8.5 miles north-northeast of downtown Los Angeles, and encompasses approximately 14,802 acres (23 square miles). The city is bordered by the City of La Cañada-Flintridge to the northwest; the City of Glendale to the west; the Highland Park community of the City of Los Angeles to the southwest; unincorporated Los Angeles County and the cities of South Pasadena and San Marino to the south; unincorporated Los Angeles County and the cities of Arcadia and Sierra Madre to the east; and Altadena (an unincorporated area of Los Angeles County) and the San Gabriel Mountains to the north.

The Arroyo Seco spans eight (8) miles through the western portion of the City of Pasadena. Surrounded by urban development, it supports thriving natural ecosystems that include several native plant communities and provides shelter, food, and nesting sites for hundreds of wildlife species.

The average amount of precipitation for the year in Pasadena is 20.4" (518.2 mm). The month with the most precipitation on average is February with 4.6" (116.8 mm) of precipitation. The month with the least precipitation on average is July with an average of 0.0" (0 mm). There is an average of 43.0 days of precipitation, with the most precipitation occurring in January with 7.0 days and the least precipitation occurring in July with 0 days.

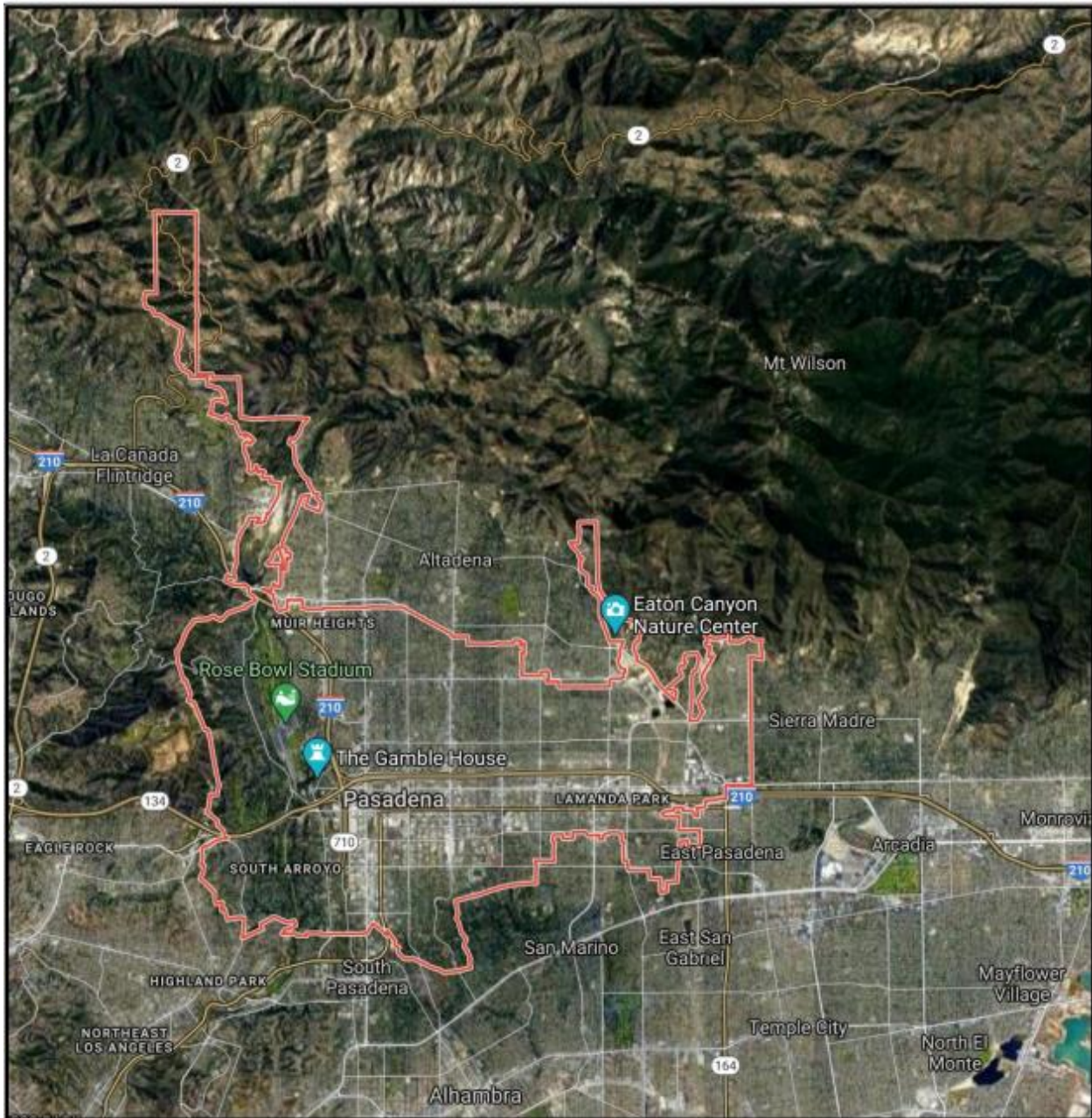


Figure 3: Pasadena City Limits



VIII. Transportation Infrastructure

The City of Pasadena is intersected by two freeways and has many roads suitable for evacuation. The 210/134 freeways bisect the city and allow traffic to flow east-west. Commuters frequent the freeway because it connects San Bernardino to the Los Angeles Metropolitan area. The 210 continues in a northwest direction to the north San Fernando Valley, providing access to central California and the Antelope Valley. The 134 freeway begins at the 210 interchanges in Pasadena and merges with the 101 freeway in the San Fernando Valley providing access to Ventura and Santa Barbara Counties and the Central Coast. It serves as a gateway to the City of Glendale and provides access to the 2 and 5 freeways. The 110 freeway starts south downtown Pasadena, travels through downtown Los Angeles and ends in San Pedro to the south serving as an economic artery for the region.

Several boulevards and avenues run through Pasadena allowing for easy travel. Colorado, Washington, and California boulevards run from the west to the east allowing access to neighboring cities. Fair Oaks, Marengo, Lake, Hill, Allen avenues run north to south through the city. North Arroyo Boulevard goes north to south by the Rose Bowl providing access to the 210 and 134 freeways.

The L.A. County Metro L (Gold) light rail line travels through Pasadena from the City of Azuza ending at Union Station in Los Angeles. The city is served by multiple Metro bus lines as well as Foothill Transit lines 187, 860 and 861. Pasadena Transit provides frequent fixed route service to many points in the city, as well as dial-a-ride services. Access Services also serves transportation disadvantaged persons in the city.



Chapter 2: Evacuation Zones and Routes

The entire city is organized into five different zones based on evacuation risk. Higher risk areas near the Arroyo and Hastings Ranch received their own zones to ensure people can evacuate safely. Zone 1 encompasses the South Arroyo area with a black boundary; Zone 2 includes downtown Pasadena and parts of the city below the 210 with a green boundary. Zone 3 includes the Hastings Ranch area and parts of Eastern Pasadena with an orange boundary. Zone 4 encompasses parts of the city that are above the 210 freeway and includes where the city boundaries head north with a gold boundary. Zone 5 contains the North Arroyo area including the Rose Bowl with a red boundary.

The City of Pasadena will use main arteries to evacuate everyone from the area. Highways 210 and 134 will be used to send people to neighboring cities.

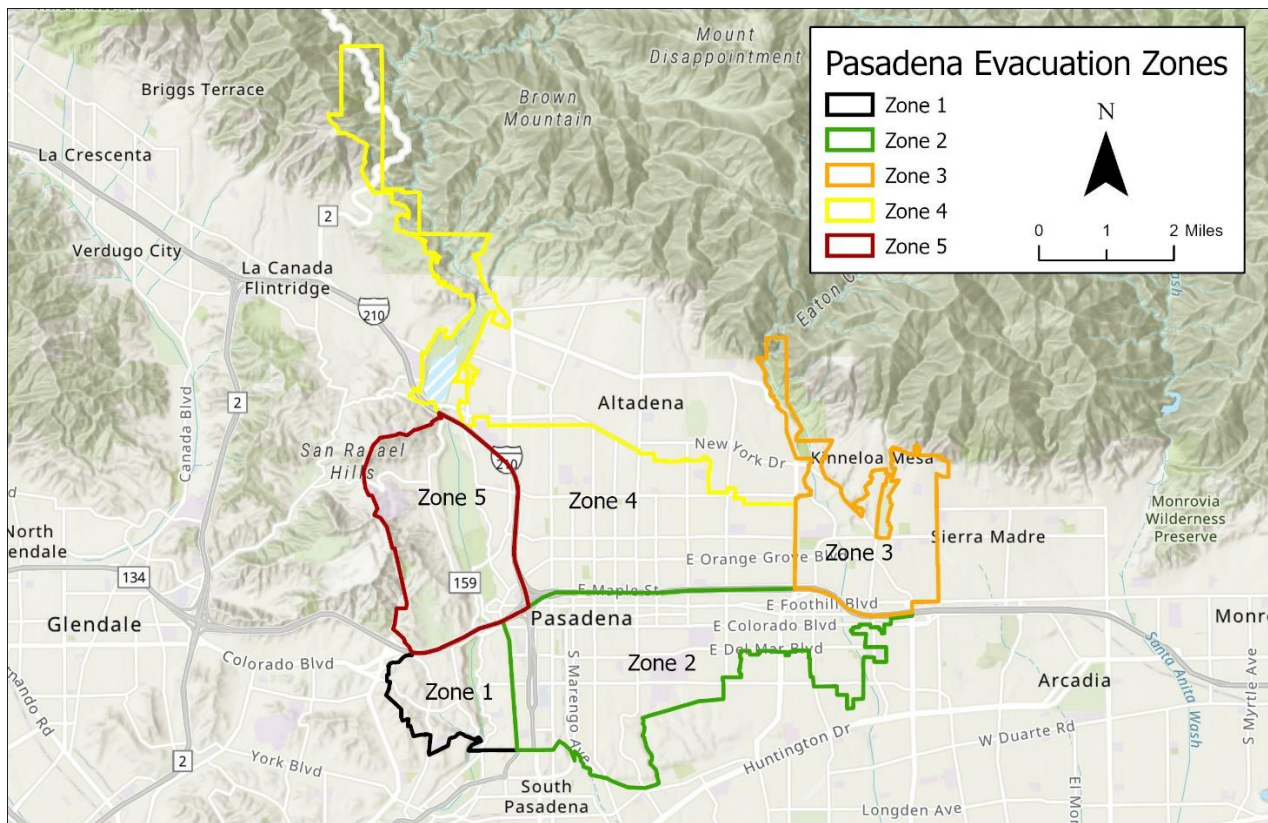


Figure 4: Evacuation Zones, City of Pasadena



I. Zone 1

Zone 1 is the black line that encompasses the South Arroyo area and follows the City's boundaries until it hits Orange Grove Boulevard. The zone goes north following Orange Grove Boulevard until it hits the 134 freeway. Once the 134 freeway is reached the zone moves West along the 134 until it hits the city limit with the cities of Highland Park and Eagle Rock.

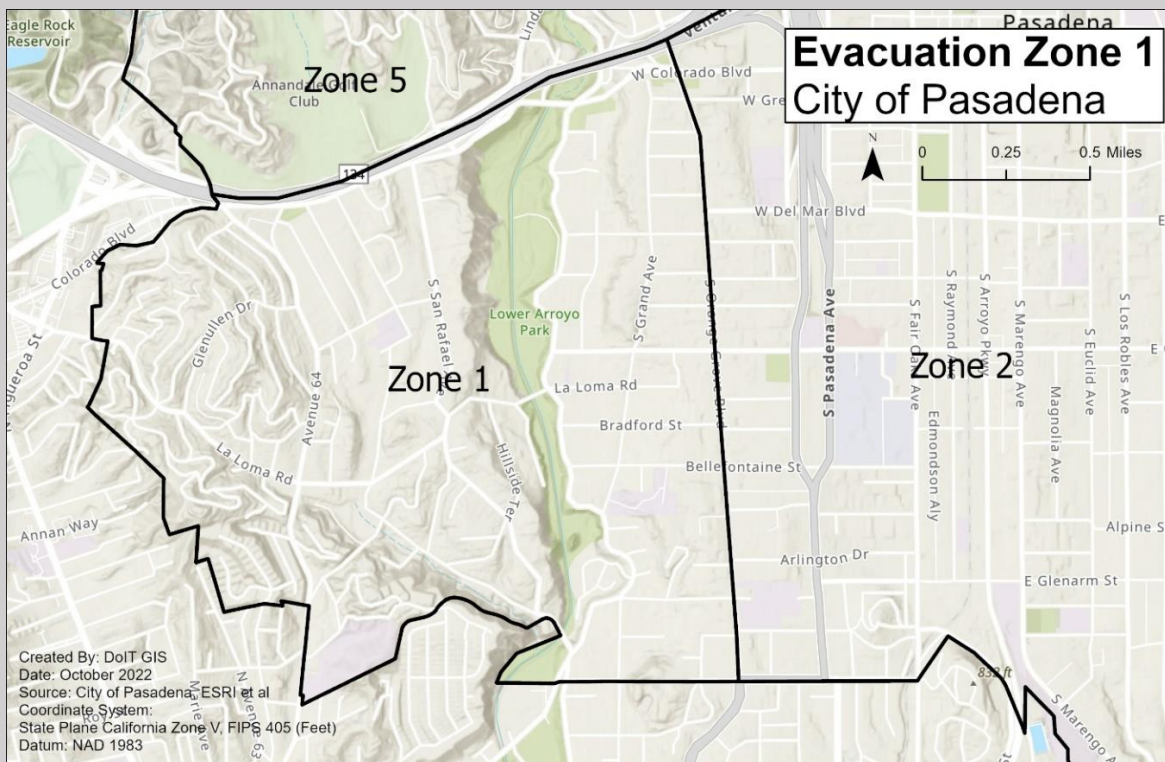


Figure 5: Map of Pasadena Evacuation Zone 1

The main transportation artery is the 134 freeway and residents will head towards the freeway and proceed east.

- Residents west of the Arroyo will use Figueroa St. or North San Rafael Ave.
- Colorado Blvd. will serve as an alternate if the 134 freeway is closed.
- Residents living near Figueroa St. and near Avenue 64 can head south towards Los Angeles
- Residents living east of the arroyo can take the 134 east towards the 210 freeway on North San Rafael Ave.
- Residents living east of the arroyo will take California and Colorado boulevards and head east. These boulevards will serve as the main alternate routes if the 134 freeway is closed.
- Residents can evacuate to the south via the 110 freeway.



II. Zone 2

Zone 2 starts on Orange Grove Boulevard follows the city boundary in the south along the City of San Marino. The zone moves up the boundary with East Pasadena until the 210 freeway and follows it until Orange Grove Boulevard is hit.

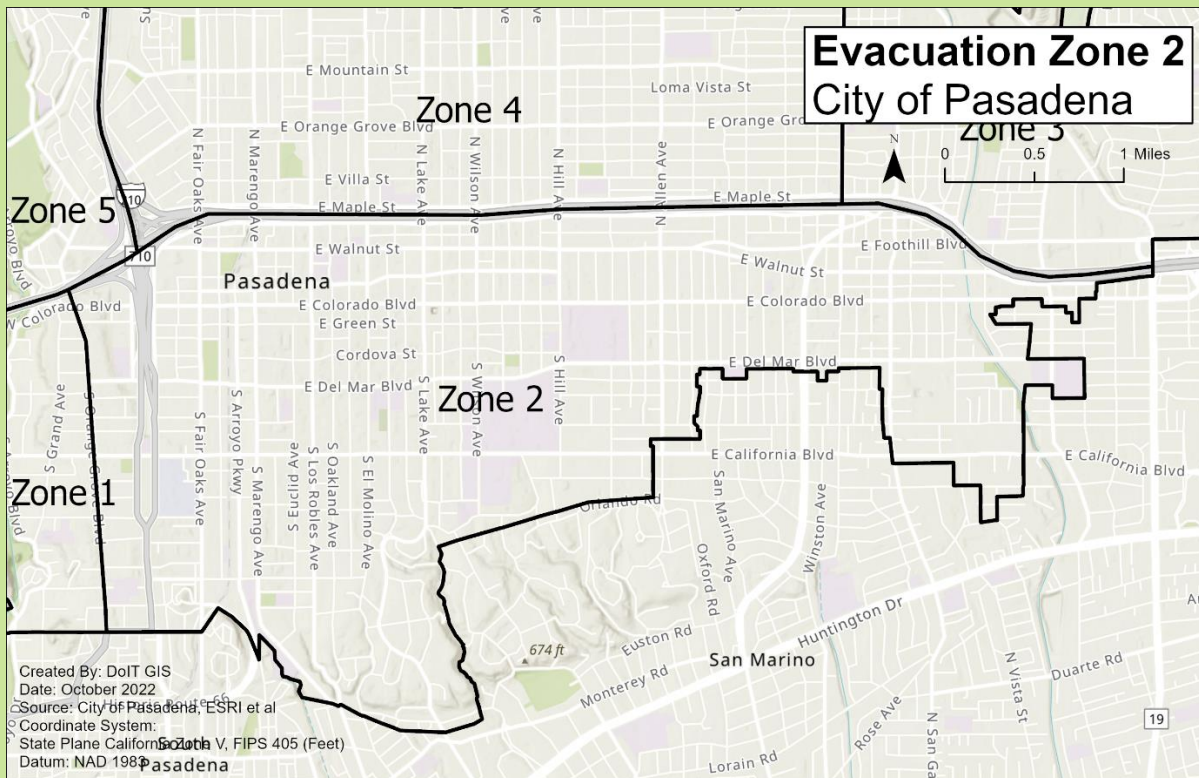


Figure 6: Map of Pasadena Evacuation Zone 2

The main evacuation routes will be the 210 freeway and the 110 freeway. Avenues and boulevards will be used to alleviate traffic.

- People north of Del Mar Blvd. will head towards the 210 freeway and evacuate east.
- Colorado and California Boulevards will be used to evacuate people east.
- Marengo Avenue, Sierra Madre Blvd. will be used with the 110 freeway to evacuate people south.



III. Zone 3

Zone 3 runs up Michillinda Avenue up to the Hastings Ranch Area. It follows the City's boundaries below the Kinneloa Mesa to North Altadena Drive. The zone runs south along North Altadena Drive to the 210 freeway and follows it until Michillinda Avenue.

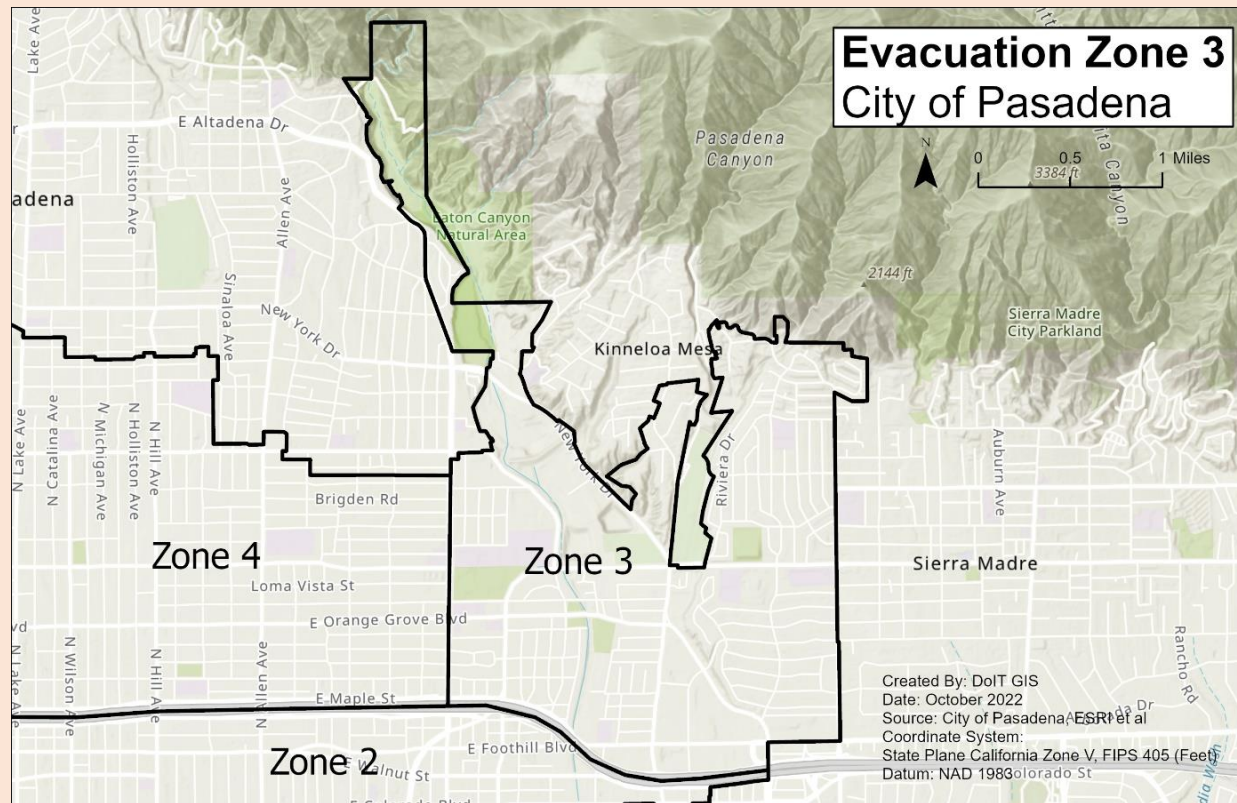


Figure 7: Map of Pasadena Evacuation Zone 3

The main evacuation routes will be the 210 freeway, Sierra Madre Boulevard and Michillinda Avenue.

- Evacuees will head south towards the 210 freeway and head east.
- Rosemead Boulevard and Michillinda Ave. will be used to evacuate people south.
- Orange Grove Boulevard and Foothill Avenue will be used to evacuate people east and will serve as the primary route if the 210 freeway is closed.



IV. Zone 4

Zone 4 starts at the 210 freeway and North Altadena Drive and heads north to the border of Altadena. A small slither of the zone goes north between the cities of Altadena and La Canada-Flintridge. This heads towards the Los Angeles County Mountains and covers portions of the 2 highways. The zone follows the 210 freeway back towards zone 3.

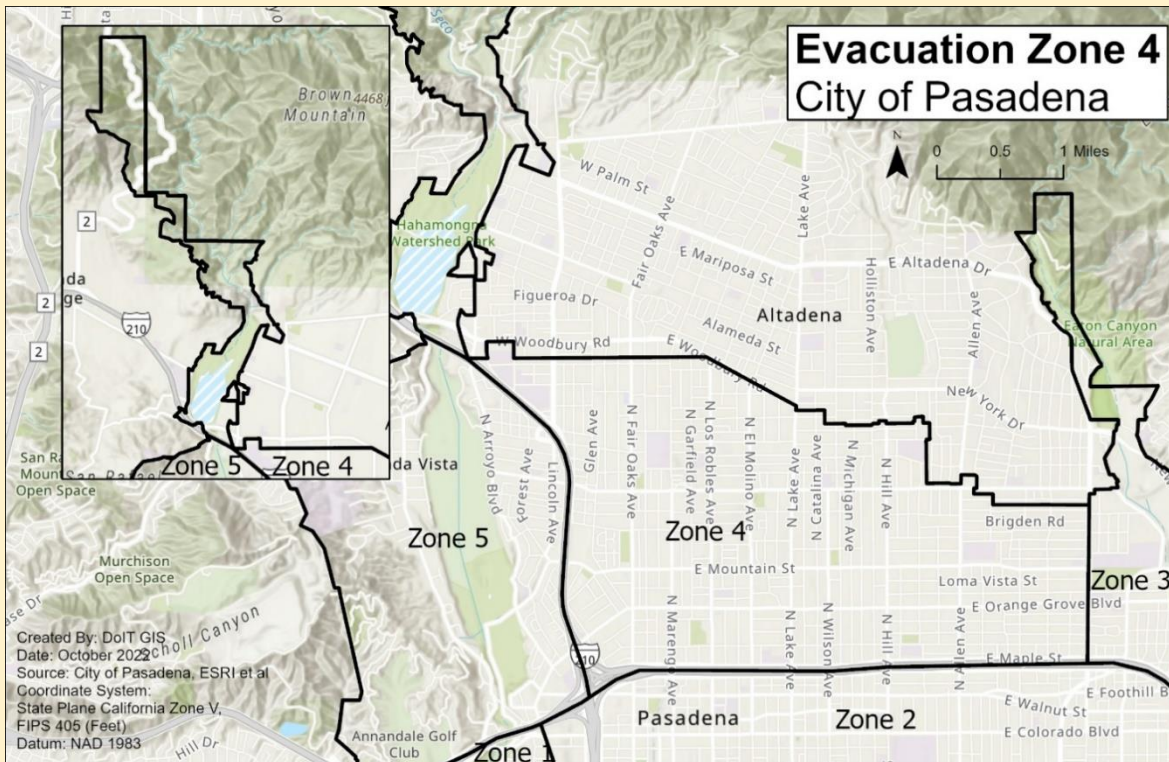


Figure 8: Pasadena Evacuation Zone 4

The main evacuation routes will be the 210 freeway and avenues heading towards the south.

- Evacuees will head south and take the 210 freeway to the east.
- Orange Grove Boulevard and East Villa Street will be used to send evacuees east.
- Lincoln, Lake, Hill, Allen and Los Robles Avenues will be used to send evacuees south.



V. Zone 5

Zone 5 covers the North Arroyo and starts with the portion of the city west of the 210 freeway. The zone follows the city boundaries north and to the west with Glendale. The 134 freeway serves as the boundary between zone 5 and zone 1. This section includes the Rose Bowl.

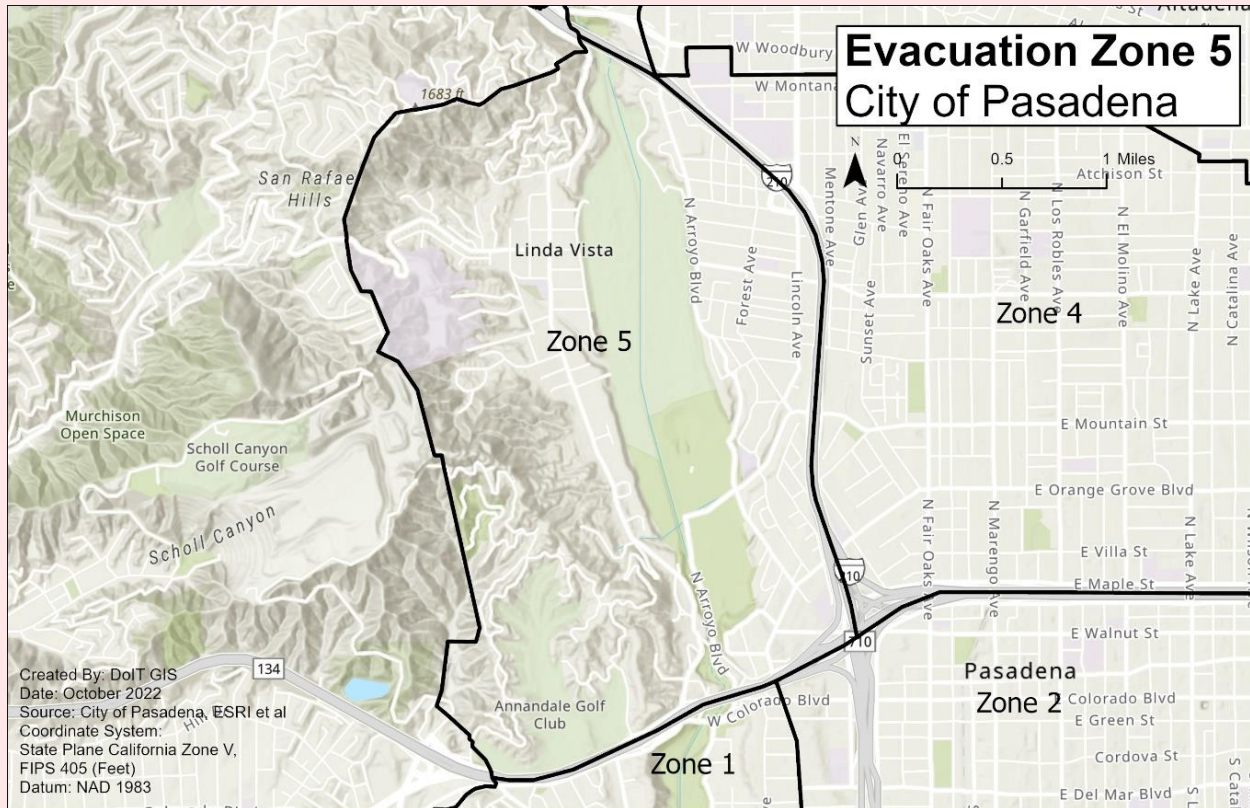


Figure 9: Pasadena Evacuation Zone 5

The main evacuation routes will be the 210 and 134 freeways.

- Evacuees will head on south on West Drive and North Arroyo Boulevard.



VI. Evacuation Zone Assembly Points

Ambulatory people without access to personal vehicles will need to access transportation at designated assembly “pick-up” points. The use of assembly points will be different depending on the urgency of the evacuation and congestion on the roads, and will be determined by the EOC, once the evacuation details are confirmed.

In advance notice evacuation scenarios, ambulatory evacuees requiring transportation will be directed to walk or otherwise transport themselves to their nearest assembly point if they have no other alternative. It is worth noting that all scheduled transit services may be suspended during an evacuation, as transit resources are diverted to the evacuation of people. In no-notice evacuation scenarios, when very limited time exists for evacuation, people will be directed to walk, cycle, or otherwise transport themselves to one of the pre-determined assembly points for further transportation via bus, van or shuttle out of the community.

Specific considerations for transportation of individuals with access and functional needs are outlined in **Chapter 4: Concept of Operations**.

In a no-notice evacuation scenario, in which transportation demands exceeds supply, people may be asked to limit their luggage to only what they can fit on their laps.

People will be notified on the evacuation alert and order and in public messaging by the EOC detailing shelters, reception centers and evacuation centers with their required actions. According to Cal OES:

- A Shelter is a disaster relief location that provides a roof overhead, food, water, sanitation, and support to residents to maintain their basic living needs until they can return home. Shelters do not duplicate residents' usual standards of living. Survival and basic health maintenance is the goal of disaster sheltering.
- A Reception Center is a temporary place that accommodates people in need of shelter. This includes displaced people, refugees, or disaster survivors until more permanent accommodations are found.
- An Evacuation Center is an expedient temporary facility when quick evacuation is required (a law enforcement incident or sudden-onset disaster, and when it is not known whether overnight sheltering is needed). An evacuation center provides a safe refuge, information, and limited refreshments and does not necessarily have the resources of a shelter. If overnight sheltering is needed, the residents may be moved to a different shelter-compatible facility or other temporary housing (i.e., hotel, etc.).



Priority	Shelters	Address
1	John Muir High School	1905 Lincoln Ave, Pasadena, CA 91103
2	Pasadena High School	2925 E Sierra Madre Blvd, Pasadena, CA 91107
3	Mayfield High School	500 Bellefontaine St, Pasadena, CA 91105
4	Pasadena City College	1570 E. Colorado Boulevard, Pasadena, CA

Table 4: Shelter Locations by Priority

Priority	Reception Centers	Address
1	San Rafael Elementary School	1090 Nithsdale Rd, Pasadena, CA 91105
2	Jackson Elementary School	593 W Woodbury Rd, Altadena, CA 91001
3	Field (Eugene) Elementary School	3600 E Sierra Madre Blvd, Pasadena, CA 91107
4	Pasadena City College	1570 E. Colorado Boulevard, Pasadena, CA

Table 5: Reception Center Locations by Priority

Priority	Evacuation Center	Address
1	John Muir High School	1905 Lincoln Ave, Pasadena, CA 91103
2	Pasadena High School	2925 E Sierra Madre Blvd, Pasadena, CA 91107
3	Mayfield High School	500 Bellefontaine St, Pasadena, CA 91105
4	Pasadena City College	1570 E. Colorado Boulevard, Pasadena, CA

Table 6: Evacuation Center Locations by Priority



Chapter 3: Evacuation Authority, Alerts and Warnings

I. Authority to Order an Evacuation

The on-site Incident Commander (IC) will have the authority to order an evacuation if required for the immediate safety of persons at or near the incident. The EOC will be alerted and immediately activated. The EOC Director can assist with an evacuation during an activation.

A. Stage 1: Evacuation Alert

The Evacuation Alert is the first stage of the evacuation process when the “population at risk” is warned of the potential need for evacuation. This alert highlights the nature of the danger and that one should be prepared to evacuate their home and area immediately or with little or no notice.

During the alert stage, priority will be given to the movement of people with access and functional needs.

Possible methods of warning the population at risk include:

- Pasadena Local Emergency Alert System (PLEAS)
- Door-to-door notification with pamphlets
- Government staff, Community Emergency Response Team (CERT) or civilian volunteers directed by the EOC
- Radio and/or television broadcasts
- Vehicle sirens and mobile/aerial public address system announcements
- City of Pasadena Municipality website
- Social media posts
- Digital outdoor billboards/message signs
- Community/Church bells
- Navigational apps such as Google Maps, Waze and Apple Maps that may add emergency notification to their systems to warn users of a threat
- Short Message Service (SMS) text system Email notifications utilizing partner systems:
 - School districts
 - University systems
 - Chambers of Commerce

Emergency alert information should be provided through various formats (audio, text, infographics, etc.) and in all appropriate languages to ensure the emergency alert



information is communicated effectively to the whole community, including people with access and functional needs.

To ensure the evacuation-related information jurisdictions put out is accessible to the whole community, the following accessibility considerations should be included into messaging, when appropriate:

- Clear and concise plain-language messaging
- American Sign Language (ASL) interpretation
- Distribution in multiple languages
- Text and graphics that are Section-508 compliant (use of screen readers)
- Alt Text, color contrast, font size, reading order, and headings
- Use of attachments (video)
- Video relay as an option
- TTY/TTD

Moreover, during communication with the public, the city will establish standard processes to secure consistent emergency evacuation resources. Standard processes include establishing a standard emergency evacuation phone number, creating a website for resource attainment and location, or setting up a crisis text line. Such information will be provided through public messaging.

The Emergency Evacuee Information Handout should be attached to each copy of the Evacuation Alert delivered to each affected residence or premise within the area at risk. Copies shall also be posted on the City of Pasadena website as exemplified in Appendix A.

The Evacuation Alert should include:

- Risk area perimeter and evacuation routes.
- Reception Center or assembly point(s) locations, including addresses

B. Stage 2: Evacuation Order

The Evacuation Order should include:

- The time the order is in effect
- A description of the hazard
- A description of the risk area with boundaries
- The name and address of Reception Center and/or assembly point(s), and
- The direction that all persons in the affected area are to be told the following statement: *"In the interest of your own safety and the safety of emergency response personnel and considering the risk, you are NOW ORDERED to leave the area."*

There is no discretion allowed in the Evacuation Order, which clearly indicates immediate evacuation and relocation.



C. Stage 3: Evacuation Rescinded

When the emergency, which necessitated the evacuation, is under control and the risk area is declared safe, an Evacuation Rescind notice will be issued. The Evacuation Rescind notice should advise the population at risk that although the evacuation order is lifted, the danger may reoccur, and an Evacuation Alert or Evacuation Order may be reinstated as needed. If this happens, the process recommences from Stage 1: Evacuation Alert.

If an evacuation alert or order can be lifted for only a portion of the area under evacuation, it is recommended that the original evacuation order be lifted, and a new evacuation order be issued with the new boundaries. Pasadena will communicate with the community evacuation status updates.

II. Unplanned Evacuations

An emergency responder such as the Fire Chief, or the IC may initiate the evacuation process, while soliciting additional support from the Emergency Management Coordinator. (The City EOC may be activated.) When an Emergency Proclamation for an unplanned evacuation is needed, based on the scale of the emergency event, the EOC Director will handle the documentation pertaining to the Emergency Proclamation.

Frequently people elect to spontaneously self-evacuate. Evacuating people can overwhelm the transportation infrastructure and slow down emergency vehicles. If spontaneous evacuations occur, the city will alert residents on the best routes to evacuate from their respective zones.

III. Shelter-in-Place

Shelter-in-place orders direct civilians to remain in their current location and should only be used as necessary. Sheltering in place must be weighed against the advantages and disadvantages of evacuating civilians from the threatened area to a community safe refuge area or shelter. The IC has the authority to issue a shelter-in-place order in coordination with the city EOC.

Once a shelter-in-place order is called, residents are expected to immediately go indoors, bring all children and animals with them, and close and lock windows and doors. In the event of an airborne hazard, it may be necessary to eliminate pathways for outside materials to enter the shelter area, including closing fireplace dampers, shutting off ventilation or climate control systems, and preparing an area for pets to eliminate waste that does not require allowing them outside. If told to do so via television or radio, those sheltering should seal their rooms with duct tape and plastic

The risk of exposing civilians to the effects of the incident or the potential for traffic accidents may preclude an evacuation.

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Chapter 4: Concept of Operations

I. Evacuation Assessment

The initial stage of an evacuation is the confirmation of the incident. Incidents may be detected by an alarm or early warning system or reported by a 911 call from a member of the public or third party. In most scenarios the first response agency with jurisdictional authority of the incident will respond to the incident site and establish an Incident Command Post (ICP), the physical location of the tactical-level, on-scene incident command and management organization.

The IC is the first responder responsible for overall management of the incident, will:

- Determine the location
- Assess the incident
- Determine the magnitude (or the potential magnitude)
- Identify the number of people at risk
- Notify additional first response agencies required at the site
- Take any immediate measures required to protect life and property

In life-threatening situations, the IC may execute a no-notice evacuation to clear people immediately from the risk area or people may have already fled the area.

A. Decision to Evacuate

Ordering an evacuation too far in advance can expose the evacuees to unnecessary hardship and/or create a risk of complacency for future evacuations. Waiting too long may force the community to evacuate under higher risk conditions.

Some of the considerations that need to be addressed when determining whether to evacuate include, but are not limited to:

- Areas/facilities that are at risk
- Population size and demographics
- Where the impacted population can be evacuated to
- Evacuation route availability and capacity
- Availability of transportation resources
- Time required to mobilize evacuation resources and physically conduct an evacuation
- Time of year, day of week, time of day
- Current and forecasted weather
- Advice received from the IC and/or available hazard specific subject matter technical specialists.



Once the decision to evacuate has been made and the timeline established there are various departments and agencies that will need to be notified. These may include, but are not limited to the agencies, organizations, and communities outlined in the figure below.

City Entities	External Entities	Neighboring Communities
<ul style="list-style-type: none"> ▪ City Council ▪ City Departments <ul style="list-style-type: none"> → Pasadena Fire Department → Pasadena Police Department → Pasadena Public Health Department → Pasadena Public Works Department → Pasadena Transportation Department → Pasadena Water and Power Department → Pasadena City Manager ▪ Pasadena School District 	<ul style="list-style-type: none"> ▪ Los Angeles County EOC ▪ CalOES ▪ Pasadena Charter Schools <ul style="list-style-type: none"> → Odyssey Charter School → Aveson School of Leaders → Friends Western School → Alma Fuerte → Learning Works ▪ Pasadena City College ▪ Access Services (LA County Paratransit) ▪ LA Metro ▪ Foothill Transit ▪ CHP ▪ CalTrans 	<ul style="list-style-type: none"> ▪ City of Glendale ▪ City of South Pasadena ▪ City of La Canada-Flintridge ▪ City of Los Angeles ▪ City of Montclair ▪ City of San Marino ▪ City of Sierra Madre ▪ City of South Pasadena

Figure 10: Agencies, organizations, and communities that may need to be notified in the event of a decision to evacuate

B. Evacuation Group

The Evacuation Group consists of city subject-matter experts from different departments who review changes in the area. New development will require the City to update the Evacuation Plan. The Evacuation Group will meet annually to incorporate local changes and after-action items from disaster activations. Members of the Evacuation Group consist of the following:

- Pasadena Police Department
- Pasadena Fire Department
- Pasadena Emergency Management Coordinator
- Pasadena Public Works

- Pasadena Information Technology
- Pasadena Water and Power
- Pasadena Accessibility Coordinator
- Pasadena Transit

C. Protective Measures

The IC in coordination with the EOC Director (or delegate) and in consultation with the Evacuation Group, must choose a course of action to protect the public. Complex issues need to be considered in making this decision, often with only limited information and time available. There are five protective measures available to decision-makers below:

Number	Initial Actions
1	Monitor & Re-Assess – Scenario does not pose an immediate threat but has the potential to escalate. The emergency is closely observed, and the risk re-assessed at consistent intervals determined by the IC or EOC Director. Since emergencies can evolve and change quickly, advanced planning should begin for any incident that may require a mass evacuation.
2	No-Notice Evacuation – Immediate evacuation by the IC of the area at risk. No-notice evacuations are implemented when there is no time to coordinate a planned evacuation because the emergency is imminent or has already occurred.
3	Phased or Staged Evacuations – Progressive system of evacuation in which different parts of the building or city are evacuated in a controlled sequence rather than all at once.
4	Advanced Notice - When the emergency services personnel have the time to evacuate a threatened population pre-event.
5	Evacuation Alert – Alert is issued to warn the public of a potential threat and advises that they may be told to evacuate at a moment's notice and should prepare to evacuate.
6	Evacuation Order – Order notifies the public that they are legally required to immediately evacuate the area under Order.
7	Shelter-in-Place Order - Shelter-in-place is an alternative protective measure to evacuation where people are asked to stay inside and close windows and doors. Shelter-in-place may be used as a protective measure during a hazardous materials release, severe weather event or a threat of criminal violence.

Table 7: Protective Measures

At any time, the IC has the authority to issue a no-notice evacuation, if people are at immediate risk.



Hazard Assessment: If there is enough time a hazard assessment can be completed considering the following:

- Probability of serious harm (both physical and psychological) to people within the geographic area if threat/ incident occurs and they remain
- Amount of time until the threat impacts the neighborhood/community
- Population size and density of the threat/incident area
- Potential for impact sooner and/or more severely than anticipated
- Potential to cut-off Highway 210 to the North or South the size of the area to be evacuated
- Probability that hazardous conditions will be present for an extended period of time
- The degree of confidence will vary according to the quality and relevance of information available, the agreement of agencies consulted, and the time available to decide

II. Evacuation Strategies

Each evacuation event will present unique issues that require management. These can range from traffic control, breakdowns, time of day, lack of resources to manage the evacuation and so on. Each evacuated zone (neighborhood) will behave in different ways due to the landscape and the amount of road junctions and merging traffic. The type of hazard is also a factor creating stress and emotion for people evacuating. Evacuation management is dependent on the following factors:

- Ease of zone evacuation
- The decision time for the official authority to evacuate
- Preparation time to notify the public at large to evacuate
- Status of evacuation routes

Progressive zone evacuation is when the zones closest to the hazard, where the most risk is, are evacuated first. This progressive evacuation method maximizes efficient utilization of road lane capacity, the ability for emergency services to navigate roads more effectively and reduces congestion on known intersections. In the case of City of Pasadena, progressive evacuation will only occur if the time parameters of the hazard and the level of risk are acceptable. A simple example would be for a hazard to the west of Pasadena which would result in evacuation of Zone 1 and possibly Zone 5.

Progressive evacuations usually will take longer but will provide a better controlled condition with lower highway volumes that avoid backups and reduce driver travel times out of the community. However, the practicality of compliance with phasing may be difficult if people perceive a serious threat.



There are different strategies for implementing progressive evacuations, and the specific incident will dictate if, and in what capacity, the evacuation is implemented. These strategies include:

- Issuing sequential evacuation orders that begin evacuations in areas closest to the hazard first, and then working away from the hazard. This ensures that people most at risk are moved out of the hazard area first.
- Issuing evacuation orders to evacuation zones closest to the outbound end of the community first and working backwards across the community. This strategy moves the outbound neighborhoods out of the way, so inbound traffic can move through.
- Evacuating the neighborhoods with the densest population areas first, as this will take the longest.
- Asking non-resident populations to leave during the evacuation alert stage to reduce the number of people that need to evacuate once the need for evacuation is confirmed, and an evacuation order is issued.
- Encouraging people, who will take more time to evacuate (e.g., people with access and functional needs), to leave first to ensure they have the time they need to evacuate safely.

It must be noted that progressive evacuation is more difficult to enforce and is dependent on the evacuation hazard and the information residents receive - wrong zones evacuating at wrong times will lead to unnecessary road congestion. However, progressive evacuation allows for the emergency services to undertake any necessary mop up of the first zone(s) evacuated if resources allow.

III. Evacuation Timeline

The amount of time available prior to an emergency taking place will determine whether an immediate evacuation is required or if a progressive evacuation is a more suitable option. The exact nature of the timeline will vary based on the speed and intensity of the hazard, the current population, the times of day involved, and the scale of the evacuation. Evacuations for wildfires require less time to evacuate than floods that necessitate proper planning.

A. Hazard/Threat Arrival

The projected arrival of the hazard or threat is an estimate of the time before an emergency takes place. This may have been provided to the EOC Director at the time of the initial situation report from the IC or may have to be estimated by the Evacuation Group. The Evacuation Group may have to evaluate weather forecasts or confer with a technical specialist. In a wildfire scenario, the Pasadena Fire Department would typically provide a projected arrival of the threat and a recommendation on when an alert or order should be issued. For flooding, the local government may have to



assess river levels and forecasts and advise with the National Weather Service to develop an estimate of when flood waters are projected to overtop the riverbank.

Some hazards may be detected early and won't pose an immediate threat to the City of Pasadena and won't require an Evacuation Alert or Order. However, these hazards may have potential to escalate or spread and should be closely monitored and, in some cases, contingency planning for an evacuation alert or order should begin.

The EOC Director will determine if, and how much, monitoring of the situation is needed. Monitoring may include tracking weather forecasts, daily check-ins with a lead external agency, monitoring air quality reports.

B. Estimated Clearance Time

The estimated clearance time is the approximate total time required to move all evacuees through the road network and transit—the length of time between the first and the last car or transit vehicle leaving the area. Clearance times do not reflect how long it takes for an individual vehicle to go from a residence to any specific destination. Knowing the approximate clearance time allows decision makers to issue an evacuation order early enough to be organized and effective but not so early that the hazard is unlikely to occur. To estimate the clearance time, you must estimate:

- The number of evacuees
- The number of vehicles that will use the designated evacuation routes
- The number of people that require transit
- The potential number of people who may need specialized transportation

Additional information to assist the EOC is provided section 2 of the City's Emergency Operations Plan. As a guideline the following bullet points outline evacuation timeline and considerations the EOC staff will need to account for:

- The time required to acquire the resources needed to implement the plan (a buffer of time for error should be considered).
- It normally takes people at least 2-3 hours to ready themselves to evacuate after a definitive Evacuation Order is issued if they have been on Alert, and longer if they have not.
- Ideally, people are on Evacuation Alert for at least 24 hours (48 is preferred) before an Evacuation Order is issued so they can prepare to go, coordinate family, and organize transportation. And after that, evacuees may need many hours of daylight to travel before the threat arrives.
- Time of day. If possible, evacuation orders should be issued as early in the day as possible, so people are not travelling at night.



IV. Coordination with External jurisdictions

In a large-scale incident requiring a mass evacuation, it is anticipated that a transition will be made from a local incident command to a unified command operation. In a unified command arrangement, leaders of all participating response forces agree on general objectives, priorities, and strategies for resolving the emergency.

If evacuees are being directed or transported to specific external jurisdictions, a Unified Command (UC) from the evacuating jurisdiction and the receiving and assisting jurisdictions should be established. The UC should communicate with LA County OEM to ensure proper resource support and policy direction to the mass evacuation. The Unified Command PIO must coordinate all press and information releases with the local EOC PIOs as well as the Joint Information Center (JIC) if established.

If existing resources are insufficient or inappropriate to respond to the emergency situation, a request will be made for assistance from other jurisdictions to support the surge capacity. All response agencies are expected to fulfill mission assignments directed by the Incident Commander or the EOC and could operate as a(n): Evacuating Jurisdiction and Receiving Jurisdiction.

A sample of roles and responsibilities for evacuating/receiving jurisdictions can be found in Table 8. The responding agencies of the assisting jurisdiction(s) must effectively communicate with their respective EOCs, in accordance with local emergency plans and procedures. This will ensure proper coordination between jurisdictions; particularly, for obtaining and deploying non-Public Safety Mutual Aid.

Evacuating Jurisdiction	Receiving Jurisdiction
Properly identifying evacuation routes into the receiving jurisdiction.	Managing traffic flow into the Jurisdiction.
Identifying the number and nature of the evacuating population.	Distributing evacuees to reception and care areas or other appropriate facilities.
Identifying known medical conditions.	Redistribution of evacuees to shelters or other appropriate facilities.
Providing information regarding evacuees with disabilities and access and functional needs.	Providing mass care and identifying how to accommodate those with access and functional needs.
Providing the method of transportation of the evacuees.	Ensuring that traffic and reception do not negatively impact existing traffic, homes, and businesses.



Evacuating Jurisdiction	Receiving Jurisdiction
Should provide estimated time of arrival to reception and care areas.	Preparing for the arrival of evacuees.
Coordinating the transfer of evacuees with the receiving jurisdiction(s) and, if appropriate, the Assisting Jurisdictions to the Receiving Jurisdictions. Confirm the number of evacuees that arrive to receiving jurisdictions.	Preparing for the arrival of evacuees.
PIOs will coordinate their messages through the JIC.	Should coordinate with evacuating jurisdiction PIO and JIC.

Table 8: Neighboring Jurisdictions

V. Evacuation Procedures

A. Preparation to Evacuate

Once the decision to issue an evacuation order has been confirmed and the timeline has been established, the evacuation plan must be confirmed and implemented by the City. Details of the specific evacuation scenario will be confirmed, including viable no cost transportation modes, evacuation phasing, selection, and confirmation of receiving communities. This will also include the identification and location of shelters. Staff and resources will be confirmed and deployed to implement evacuation strategies and in route services. Receiving communities will be contacted and confirmed.

B. Evacuation Sequence

Following the decision to approve an evacuation order to evacuate comes the movement phase, which is also known as the withdrawal phase. This is the organized movement of people from the evacuation area to a safe area. Of concern during this phase are the control of traffic flow, evacuation routes, safety of evacuees, and access to and security of the evacuation zone.

C. Reception

Once people are moved, people who don't have family or friends who can receive them or without out the means to stay in hotels or motels, must be provided with shelter. In a mass evacuation, people will need to be provided with shelter in another community or several other communities outside of the hazard area. Shelters will be selected based on capacity, availability, traffic considerations, accessibility for those with access and functional needs and other factors. The local government should have local liaisons at each shelter to share information and updates.



D. Evacuation Alert Procedure

Issuing an Evacuation Alert Actions	Check
1. The EOC, in consultation with the Incident Commander and, if appropriate, hazard specific subject matter expert(s) decides that an Evacuation Alert (Alert) is required	
2. Notify first responder agencies	
3. Request assistance to perform Evacuation Alert notification: <ul style="list-style-type: none"> • Primarily this will be via social media, City Noticeboards, media release, see step 7. • Secondary and only if required via first responders or other identified groups such as LA County Search and Rescue 	
4. Based on advice, map the geographic boundaries for the Alert. Identify the Alert area using civic addresses, street names, or locally known names. Ensure the mapped area includes whole parcels with the primary objective to warn residents	
5. Complete an Evacuation Alert template (operational plan), including the following information: <ul style="list-style-type: none"> ▪ The issuing authority - City of Pasadena. ▪ The reason for the Alert with a description of the hazard ▪ The areas under Alert with as much detail as possible, including a map of the Alert area, the use of street and highway names with geographic references e.g., "all residents located south of Shepherd Avenue and north of Barlow Avenue, between Front Street and Lake Ave" and/or provide a listing of all address points 	
6. A general listing of important personal supplies that should be prepared for a potential evacuation (e.g., identification, medication, insurance papers, etc.) and where to get additional information	
7. Notify the impacted area of the Alert, through social and traditional media, City Notice boards (digital and non-digital). Most circumstances do not require the Alert to be delivered door to door, however consideration should be made by the Planning Section Chief within the EOC	
8. Email a copy of the Alert to LA County Watch Center	
9. Email a copy of the alert to those identified as disabled and having an access and functional needs	
10. Once the Alert is in place, initiate evacuating vulnerable populations, service animals and livestock	

Table 9: Evacuation Alert Procedure



E. Evacuation of Individuals with Access and Functional Needs

There may be times when individuals with access and functional needs believe it is in their best interest to evacuate from their community even though there is no formal Evacuation Alert or Order in effect. There are various reasons why an individual may seek evacuation, including:

- They know it will take them longer to evacuate and for their health and safety determine it is necessary to evacuate early.
- They wish to accompany and care for a vulnerable person who is being evacuated during an Evacuation Alert.

Meeting the transportation needs of individuals with access and functional considerations during large-scale evacuations requires significant advance planning. Not everyone in the community will have access to reliable transportation and many people will require accessible transportation resources or assets to get to safety. Pasadena is committed to providing no cost transportation support to individuals with access and functional needs that require transportation from homes, apartments, schools, neighborhoods, and medical or nursing facilities.

To ensure emergency transportation services are provided in a timely manner, the city will work to establish memoranda of understandings and evaluate continued expansion and partnerships with local transportation service providers such as paratransit agencies, Metro Micro, Call the Care, On the Go (OTG), Access Transportation Services, and Facilitating Access to Coordinated Transportation (FACT). Community

During large-scale disasters, it is likely that there will be more people requiring emergency evacuation assistance than there are transportation assets within a given area. Pasadena should also explore memoranda of understandings with transportation providers in surrounding areas to use their resources as surge capacity, when needed.

Non-profits, Community-Based Organizations, and Voluntary Organizations Active in Disasters can greatly assist in identifying and determining where the accessible transportation resources are throughout a given jurisdiction (e.g., paratransit, Adult Day Health Care, taxis, shuttles).

As for all members of the community, it is important that individuals with access and functional needs prepare and exercise their own advanced personal planning given, in a large-scale event, local resources may be significantly limited. Best practices are included in [Appendix B](#).



F. Evacuation Mapping - Alerts and Orders

Clear and consistent mapping of evacuation boundaries is critical for showing residents what properties are and are not on Alert or Order. Some recommendations for mapping standards include:

- Map title matches that of the Evacuation Alert or Order
- Include date, time, and legend
- Only show current Alert and Order boundaries, using only two colors (one for Alerts, and one for Orders)
- Include minimal data in map to make certain a wide range of people can quickly understand content
- If possible, identify evacuation routes
- If possible, identify address points
- Photocopy map in color for easy viewing
- Map must be accompanied by a written description of the information being conveyed visually

G. Domestic Animals

Depending on the situation and availability of facilities, one or more of the following approaches should be used to handle evacuees leaving with pets or hobby farm animals not registered as livestock:

- Providing information pertaining to domestic animals through public messaging will enhance any evacuation effort including information on nearby kennels, animal shelters, veterinarians, or emergency animal support groups improving emergency preparedness.
- Directing pet owners to the designated reception facility that will accommodate pets (those with a covered exterior and adjacent room or building where pets on leash and in carriers can be temporarily housed), and/or setting up separate pet shelter/s to house pets.
- Advising animal owners to evacuate with their animals if it does not create a safety risk. Animal owners should bring food, water, leashes, medication, and bowls for their pet.
- Avoid unnecessary exposure of persons with animal allergies. For this reason and food hygiene and other public health concerns, animals (unless a service animal) must not be permitted into a mass care shelter.



H. Livestock

Depending on the situation and availability of facilities, one or more of the following approaches should be used to handle livestock relocation:

- Providing information pertaining to relocation of livestock through public messaging including current evacuations or alerts, and farms, ranchers ready to receive emergency livestock.
- Advising the public to evacuate with their animals in coordination with Emergency Services on scene if it does not create a safety risk.

Even though it is the responsibility of livestock owners to ensure that they have an evacuation plan in place, the EOC must recognize the need to potentially assist livestock owners in the planning and response phases of an evacuation.

I. Host Communities

When it is not possible to keep evacuees in the impacted community, it is common to ask neighboring communities to help by providing shelter and care to the evacuees as needed. It is important for the city to reach out to potential host communities in advance of an evacuation to pre-establish relationships and communication channels. There is no obligation for another community to act as a host community; fostering proactive, strong relationships with other communities will encourage mutual assistance in times of need.

If possible, evacuees should be hosted in a community that is similar to the one they are evacuating from.

Note: Do not send evacuees to another community without first confirming the host community is able, willing, and ready to receive and support evacuees.

J. Checkpoint Security

During a large event, first responder resources may quickly reach capacity. It is important to communicate with the police representative to determine when it may be necessary to use non-police resources (e.g., experienced security contractors, City employees, caregivers, medical staff) to assist where appropriate, particularly in the staffing of checkpoints. This approach can allow police resources to conduct roving patrols of the checkpoints and focus on other response activities rather than having them assigned to a static location. It is the responsibility of the City to establish mutual aid with regional partners.

Several considerations guide when (or whether) it may be reasonable to employ non-police personnel at checkpoints:

- Checkpoints generally experience most of the activity during the first few days of an evacuation, with little to no activity for a long period of time thereafter.



- Temporary access into the evacuated area should be facilitated through strategically selected checkpoints, making it easier to resource those checkpoints with police personnel.
- The Pasadena Police Department may take the lead in managing the day-to-day activities of the contracted personnel to ensure consistency and open communications. They will also be responsible for maintaining contact with the contracted checkpoint personnel for issues management.

K. Public Information

The notification of an evacuation in a timely and effective manner is one of the most important communication considerations the city must do during an emergency event. Timely notification is essential to make certain residents are aware of the emergency and have all the information needed to evacuate safely. Those participating in door-to-door notification will also bring pictograms for effective communication.

There are several ways in which the city can notify their community of an evacuation, including:

- Emergency Alert Systems (PLEAS, Alert LA County)
- Broadcast media - local radio and television
- Social media
- Vehicle sirens

Send a copy of all evacuation notices to the appropriate county and state stakeholders who can then share and amplify the information on Emergency Information their website, Twitter, and Facebook feeds.

Generally, upon notification of the Order and through request, the following agencies will coordinate the door-to-door notification process for the impacted area(s):

- Pasadena Police Department
- Pasadena Fire Department
- City staff (Disaster Service Workers)
- LA County Search and Rescue

Door-to-door notifications are an effective method for reaching out to the community, especially ahead of life-threatening situations. If the capacity to provide door-to-door notifications is beyond what the city can provide, a resource request can be submitted for mutual aid to LA County OEM to source additional resources.



Door to Door Notification Procedure	Check
1. Request local police of jurisdiction or another agency as applicable to assist in the door-to-door notification.	
2. Provide: evacuation clipboard with evacuation recording procedures, pictograms, pamphlets, and evacuation logs.	
3. Provide: color-coded flagging tape rolls.	
4. Provide: waterproof pens.	
5. Provide: Copies of the Evacuation Order with a map of the	
6. geographic boundaries of the affected area for all properties.	
7. Ensure each notification team has a method of communication (i.e., phone or radio).	

Table 10: Door to Door Notification Procedure

It is important to consider the protection of first responders delivering evacuation notifications from the hazard (e.g., fire/smoke), and from critical incident stress and/or post-traumatic stress disorder (PTSD). At no time should those involved in delivering notifications work alone or be placed in a position of risk. First responders should be trained not to attempt to resolve conflict during an evacuation, but to simply report the situation to the City EOC for resolution and to continue with the evacuation notification. Color-coded flagging tape is the common method used by the city.

The following code notices will be used by the city:

Color- Meaning	Actions
Green – Not home	Needs a second visit if safe to do so. Tape the Evacuation Order to the door of the property with a note explaining the meaning of the tape, and instruction to call phone number on the Order for more information or instruction.
Pink - Evacuated	Ready to evacuate when ordered. Provide occupant with yellow ribbon to exchange with pink ribbon when leaving.
Yellow - Notified	Explain to residents to replace pink ribbon with yellow ribbon when they leave the premises
Orange - Refused	Advise that responders will not be put at risk to rescue them. Note address, report, and record the refusal. Explain the purpose of the orange tape: so, First Responders will not visit property again for evacuation notification or be alarmed at occupied residence during patrols. Provide Order and highlight EOC contact information.
Red – Needs Assistance	Try to delegate assistance to neighbors. Notify the EOC the resident needs assistance. Explain the meaning of the tape: it is a flag for First Responders to come back to aid in evacuating. Note status and actions taken and continue with evacuation notification

Table 11: Color Coding



Chapter 5: Roles and Responsibilities of Agencies

This section outlines the general roles and responsibilities of local, state, federal, private, and not-for-profit agencies during an evacuation of the City of Pasadena.

When preparing for or executing an evacuation there are roles and responsibilities common to all agencies which include:

- Participate in evacuation planning and exercises
- Activate agency EOC when notified of a mass evacuation
- Provide a representative to the Pasadena EOC. If this is not possible provide a 24/7 direct point of contact to the Pasadena EOC
- Coordinate public information related to the evacuation with the Pasadena City PIO
- Provide situational updates to the Pasadena EOC

This section includes agencies with major jurisdictional or operational roles during the execution of a mass evacuation.

I. Lead Agency

The Pasadena Police Department will serve as the lead agencies for evacuations.



II. Agency Roles and Responsibilities

Agency Roles and Responsibilities	
City of Pasadena	<p>Preplanning Stage: Ensure that plans and procedures for evacuation are maintained and current. Schedule and conduct trainings and exercises for city staff and external agencies likely to be involved in an evacuation.</p> <p>Response Alert Stage: Liaise with other agencies and prioritize response and resources. Facilitate and manage an Emergency Operation Center. Implement, emergency measures, reception centers. Give priority to incidents involving a risk of life, public utilities and food storage, heritage sites. Initiate Evacuation Alerts and Orders.</p> <p>Response Order Stage: Provide Emergency Operations Center staff and resources to coordinate and manage the response.</p> <p>Recovery/Rescind Stage: Leads recovery efforts. Assist other agencies to minimize the impact on the community</p>
Los Angeles County Office of Emergency Management (OEM)	<p>LA County OEM coordinates the OA's response to emergencies and provides specialized resources to support local government emergency response activities, including evacuations. On a day-to-day basis, LA County is available to respond to local government and agency calls.</p>
Pasadena Unified School District (PUSD) and Pasadena College	<p>PUSD and Pasadena College will provide for the safety of students, faculty, and staff. School districts are responsible for developing school emergency plans and ensuring that staff and students have been trained and exercised in the details of the plans. PUSD will activate a centralized EOC to coordinate all activities and response needs of the various schools impacted by an emergency. Communication routes will be set up with the City of Pasadena regarding their status and identify what emergency assistance they require. PUSD will use their transportation resources to move children, teachers, and staff to areas of safety. The School District will make buses available for use for municipal evacuation activities when school is not in session or after ensuring the safety and evacuation of students, teachers, and staff. Note: A specific liaison will be required to implement insurance during non-school periods.</p>



Agency Roles and Responsibilities	
California Transportation Authority (Caltrans)	Caltrans has the authority over freeways and numbered state highways in the City. In an emergency Caltrans may deploy crews and install informational and traffic control devices to facilitate the evacuation. To effectively prepare for emergencies the City and Caltrans will coordinate pre-planning for emergency evacuations.
California Highway Patrol (CHP)	In the event of an emergency the CHP plays an important role to ensure the public is safe and transportation routes are available. If requested, CHP will send Agency Representative(s) to the City of Pasadena EOC if CHP coordination is required. CHP representatives will work with the city to effectively manage and coordinate road closures, as appropriate. CHP will also potentially close highways if public safety risk under a local emergency.
California Governor's Office of Emergency Services (Cal OES)	Cal OES coordinates the state's response to emergencies and provides specialized resources to support local government emergency response activities as needed upon request, including evacuations.
Pasadena Transportation	Pasadena Transportation may be called upon to provide transportation for persons who do not have access to personal transportation.
Southern California Edison (SCE)	SCE shares information on the disabled and access and functional needs population. SCE has a list of people who need power for their medical equipment. Requests for list information from SCE must go through LA County OEM.
Pasadena Public Health	Pasadena Public Health will conduct environmental health inspections and provide nursing staff at shelters
American Red Cross (ARC)	ARC may assist in standing up and operating shelters or providing other assistance to evacuees.

Table 12: Agency Roles and Responsibilities

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Chapter 6: Re-Entry and Reunification

The re-entry review is a situation assessment, including damage assessment by ground reconnaissance (windshield survey) and/or aerial reconnaissance to determine the conditions of structures that may be damaged, and the conditions of roads/utilities/other infrastructure. Geographic information system (GIS) personnel may be called upon to create maps and other illustrations to help decision-makers. Aerial reconnaissance is invaluable for photographing a large area of damage and rapidly determining the extent and locations of damaged/destroyed structures.

A key consideration regarding re-entry is a possible criminal investigation(s) to determine if the disaster was human caused. Evidence may need to be discovered and properly documented before people are allowed in.

Emergency managers and other community officials determine what resources are needed and are available to devote to the re-entry operation.

The following conditions should prevail in the evacuated area before persons are authorized to return:

1. The threat prompting the evacuation has been resolved or subsided.
2. Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
3. Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated. However, utility services may not be fully restored.
4. Structures have been inspected and deemed safe for occupancy.
5. Adequate water is available for firefighting.

Traffic Control Points and Cordons: Law enforcement presence at the traffic control points as well as walking the perimeter may be necessary to ensure the area is kept secure and safe. Ingress/egress should be monitored initially to be sure everyone who goes into the area leaves the area. Looting is a concern and should be addressed in a security plan.

Preparation of the area for re-entry: The damaged area may need to be prepared for safe re-entry by residents and business owners. Each evacuation will create a different set of re-entry requirements. A successful Re-Entry Plan must be flexible enough to consider post-disaster conditions, size and population of the evacuated area, and availability of resources. The following factors should be considered during the re-entry phase:

- Initially some resources may have to be devoted to completing a more detailed damage assessment.



- Some cleanup and repairs may have to be made before it is even possible for residents and business owners to get to their property.
- Adequate numbers of emergency response personnel, vehicles and equipment must be available to respond to accidents.
- Traffic control may require substantial manpower resources if transportation routes are damaged and/or detoured.
- Ongoing security of the evacuated area will require additional law enforcement resources.
- Checkpoints will need to be established and monitored with roadblocks set up as necessary.
- Curfews should be enforced, if required.
- Road conditions will be monitored, and traffic flows and counts reported.
- Mutual aid will be requested for municipal law enforcement through the County/Municipal EOC.
- Removal of debris will be conducted from the rights of way.
- Perimeter control around hazardous locations should be established and patrolled.
- Utilities may likely already be disconnected, but the area should be checked before re-entry is allowed.
- Comfort stations with potable water, port-a-potties, shaded places to sit, parking locations, and grief support counselors at the disaster sites may be necessary. Comfort stations must meet disabled and access and functional needs requirements.
- Roll-on/roll-off dumpsters may be provided so residents can dispose of food and personal items that are no longer usable.
- Large, heavy-duty trash bags to assist with debris disposal shall be provided as needed.
- A separate location for the disposal of "white debris" (e.g., washers, dryers, refrigerators, freezers) may be provided.
- Re-entry registration cards for vehicles may be needed and handed out at the Disaster Assistance Center. This is to ensure that people who are entering the area are residents of the area.
- Pasadena Utilities guidance should be followed on the activation of gas appliances.



I. Decision to Allow Re-entry

Re-entry into a location that has been devastated by a disaster should be determined after deliberate review from representatives of multiple authorities. The decision will be made by the City of Pasadena in cooperation with the IC and the following stakeholders, which may include but are not limited to:

- Pasadena Fire Department
- Pasadena Police Department
- Pasadena Public Works Department
- City Manager's Office
- City Attorney's Office
- California Highway Patrol
- Caltrans

II. Emergency Re-entry

Emergency re-entry may be granted if the hazard risk is declining. The IC determines if re-entry is authorized.

III. Temporary Re-entry

Residents might leave key belongings including pets and important documentation behind. Temporary reentry may be granted if the hazard risk is declining. The IC determines if re-entry is authorized.

A. Temporary Access Procedures

There are several conditions that are recommended to be imposed on the various kinds of temporary access, as reasonable. The City recommends the use of waivers to clarify that any liability for the risks associated with temporary access lies with the individuals or agencies entering the evacuation area, and that the individuals/agencies gaining access do not have any misunderstanding respecting who is responsible for their safety. Waivers must be available in plain language, large print and read out loud.

General conditions for Temporary Access:

- Restricted to specific dates, and times, as required for safety.
- Requires a liability waiver to be understood and signed in advance of entry by all individuals gaining access.
- Must be over the age of 18.
- No permits are issued to re-enter and remain in an Evacuation Order area; access into the restricted area is only temporary and for the purpose granted on the permit.
- All individuals gaining access must be able to produce government issued photo identification.



- Permits may require an escort, as determined by hazard-specific subject-matter expert and/or EOC.

Pass-through conditions (for temporary access through an Order area to another location):

- Restricted to specific dates and times of travel.
- Restricted to predetermined route and destination.
- Restricted to designated driver and pre-identified passengers.
- Individuals under the age of 18 may be permitted to pass-through an area under Evacuation Order when accompanied by their Legal Guardian and recommended to do so from the hazard-specific subject matter expert based on safety.

Activity	Check
1. City received inquiry for access request.	
2. Requestors fill out Temporary Access Permit and includes location specifics, reasons for access, etc.	
3. Daily, at a pre-determined and agreed upon time, the EOC will communicate the Permit requests to the hazard-specific subject matter expert for recommended approval/denial based on issue of safety due to emergency event.	
4. EOC makes informed decision for the final approval/denial of the Permit	
5. EOC will then complete, sign-off on, and issue numbered, standardized Permits to the approved requestor.	
6. EOC will simultaneously create an EOC Master List of the approved Permits for each day that will be sent to the respective checkpoints.	
7. Permit holders will receive a safety briefing from the EOC at the time they receive the permit.	
8. Permit holders will have the Permit waiver explained to them and will voluntarily sign the waiver with full understanding of the terms and conditions in order to gain temporary access.	
9. Permit holders will present themselves at the checkpoint at the specified time/location.	
10. Checkpoint authorities will cross reference the permit with the EOC Master List to confirm approval and allow valid permit holders to gain temporary access to the evacuated area.	

Table 13: Temporary Access Procedural Activities

IV. Phased Re-Entry After a Full Emergency Evacuation

A. Phase 1: Initial Re-entry

During initial re-entry, no one is allowed to stay overnight in the evacuated area. Tracking who enters and leaves the area will be critical to ensure residents' safety and reduce opportunities for looting.

- Residents and business owners may be required to present a re-entry registration card to enter the area
- People may be told to stay on/near the roads, and roving police patrols (including by the Pasadena Community Services staff) may be necessary to ensure safety and compliance
- It is prudent to have roving grief support crews. This may be coordinated by the Los Angeles County Department of Mental Health
- If a curfew is established, patrols may be sent to clear the area of the remaining people and establish a secure perimeter for the evening
- A media plan may need to be created to make sure residents' privacy is honored and the media is able to observe the situation.

B. Phase 2: Homeowner/Business Owner Damage Assessment

In this phase, the property owners may be able to take their insurance adjuster to the property to perform an assessment. No one is allowed to stay overnight in the evacuated area to ensure residents' safety.

C. Phase 3: Removal of Entry Restrictions – Limited Re-entry

The property owners whose properties were either not damaged or received minor damage and the property is livable can return without being required to leave at the end of the day. This opens the area to everyone because it may become too burdensome to require certain people to leave at the end of the day. Depending on the incident size and impact, it may be prudent to have police patrols in the area for an extended period to ensure resident safety.

V. Access Control

Only first and emergency responders, residents, caregivers and business owners will be allowed back into evacuated areas. After damage assessments are conducted previously evacuated areas will open to full public access.



VI. Public Notification

The city will work with County and local partners to let residents know they can return safely. Residents might be in other cities or counties requiring the City of Pasadena to work with external stakeholders to amplify messaging. There are several ways in which the city can notify their community of a rescinded evacuation, including:

- Broadcast media - local radio and television
- Public address systems
- Telephone network or tree
- Notice boards
- Print media
- Amateur radio
- Website
- Social media platforms, including Facebook and Twitter
- Automatic notification through the Pasadena Local Emergency Alert System (PLEAS), Alert LA County, and LA County Wireless Emergency Alerts (WEA)



Chapter 7: Demobilization

I. Return Transportation Infrastructure to Normal Configuration

After the evacuation is rescinded evacuees will return to the city. Once they return, transportation infrastructure will return to normal configuration. Some transportation networks might be damaged from the disaster and will be repaired. Damaged transportation infrastructure will be conveyed to residents to prevent traffic from forming.

II. Return Mutual Aid Resources

Once mutual aid is no longer needed equipment and resources will be returned to the owner. All mutual aid must be documented for reimbursement. Damaged mutual aid equipment or resources must be properly documented for insurance purposes.



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Chapter 8: Finance and Administration

Each department is required to have a documented internal administrative procedure in place to track financial costs related specifically to the response and/or recovery of an incident. These procedures include tracking of all expenditures specifically related to the incident, resources used and personnel time. If the incident meets the designated thresholds for a Proclamation or Declaration of a State and/or Federal emergency/disaster, the City Executive will determine the method for collecting and submitting financial documentation from departments, as needed, for submission as part of the City's reimbursement application process for State and/or Federal funding.

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Chapter 9: Plan Development and Maintenance

The Pasadena Evacuation Plan will be updated every three years to reflect changes in the community. New buildings and infrastructure may require changing evacuation planning procedures. The Plan will also be reviewed and revised as necessary after actual evacuation events or evacuation exercises. Revisions will be documented in the revision table on page 5 and distributed to all listed parties.

The City will engage the whole community in an inclusive planning process to conduct major revisions to the plan, including community-based organizations and individuals with access and functional needs. Taking the time to explain, collaborate, and solicit critical feedback throughout the entire planning process will yield better outcomes for the whole community.

Additional benefits of inclusive planning include:

- Reduced loss of life and suffering before, during, and after disasters
- Increased understanding of jurisdictional complexity and demographics
- Recognizing the community's capability to assist in the disaster cycle
- Fostering relationships and building trust between emergency managers and the community
- Empowering the community to advance and promote personal preparedness

When the plan considers and incorporates the views, perspective, and feedback of the individuals and organizations that developed it, stakeholders are more likely to accept and use the plan.



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Chapter 10: Training and Exercises

Training and exercises are essential to ensure the readiness of emergency personnel and will provide City personnel with an opportunity to become thoroughly familiar with the Evacuation Plan. The City of Pasadena will train relevant emergency response personnel regularly on evacuation procedures and considerations of people with access and functional needs. Training efforts should align with the City's goals of mitigation loss of life, property, and environmental damage to include:

- Lecture-based training which can be used at the awareness level to share information on the Plan
- Scenario-based training -to be used to engage emergency response personnel in connecting the plan to specific operational needs

Training is designed to build capabilities, while exercises test capabilities, processes, and systems. Regular tabletop exercises will be conducted to test and refine procedures, roles, and responsibilities. Full-scale exercises can be used to test the plan in an operational environment. An after-action review and improvement plan should follow each exercise and result in any relevant revisions to the response plan.

City personnel involved in training and exercise may include, at the discretion of the city:

- Law Enforcement
- Fire Rescue
- Transportation
- Public Works
- EOC Staff
- Public Information Officers

The City may also involve non-governmental organizations, including community-based organizations and voluntary organizations active in disasters. Where possible and appropriate, training and exercise shall also include individuals with access and functional needs and their support systems.

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Appendix A: Emergency Evacuation Information

EMERGENCY EVACUATION Information

TAKE ACTION NOW!

Know your evacuation zone and all of the ways out of your neighborhood. Look it up on [CityofPasadena.net](https://www.cityofpasadena.net)

KNOW ALL OF YOUR WAYS OUT



When disaster strikes, residents may be asked to evacuate their homes. The safest route out of your neighborhood may not be the typical route you would take. Know all the ways out and listen for instructions from emergency personnel on which way to go when asked to evacuate.

Learn your routes at [CityofPasadena.net](https://www.cityofpasadena.net).

COVID-19 means you need to prepare for an emergency differently. Check out the new COVID-19 tips in green.

SUBSCRIBE TO PLEAS

Register for emergency notifications at <https://www.cityofpasadena.net/fire/pleas/> to receive evacuation notices. Evacuation notices sent through PLEAS will use the following terminology:

Evacuation Order:

You must evacuate immediately due to imminent threat to life.

Evacuation Warning:

There is potential threat to life and property within a given timeframe. Begin preparing yourself, your animals, and your property for a potential evacuation order.

Shelter-In-Place:

Stay secure at your current location. This may be required when evacuation is impossible, too dangerous, or unnecessary.



HEAR THE SIREN, TIME TO GO!

Depending on the emergency, the City's ability to reach you via traditional alert and warning tools may be limited. Pasadena police and fire department vehicles are outfitted with Hi/Lo sirens. These sirens make a different sound than traditional sirens and will only be used in an emergency to alert residents within specific areas to evacuate. If you hear the siren, it's time to go.

Listen to the Hi/Lo siren by scanning this QR code (right) with the camera on your mobile device.



Play Video

PREPARE HOUSEHOLD AHEAD OF TIME

Update your "Go Bag" with COVID-19 necessities, like face coverings and sanitize supplies.

In certain emergencies, you may need to manually open your garage door, shut off your gas, or take other important actions. Prepare now at <https://www.cityofpasadena.net/fire>

KEEP EVACUATION CHECKLIST VISIBLE



You may have a few hours to prepare, other circumstances may require an immediate evacuation. If time allows, there are important steps you can take to better prepare yourself and your property before you leave.

Keep this checklist of pre-evacuation steps visible — near your front door, on the refrigerator, or next to the garage door opener — and follow the checklist (back of page) when time allows.

More questions?
View FAQs at
[cityofPasadena.net](https://www.cityofpasadena.net)

Checklist (over) →

<https://www.cityofpasadena.net/fire/pleas/>



EVACUATION CHECKLIST

Before you evacuate, follow these steps (when time allows):

Prepare Yourself & Family

- Prearrange a safe place to go, out of the local area, in lieu of a shelter. If possible, go to friends or family in a location where COVID-19 infection rates are low.
- Listen to the radio and follow local evacuation instructions including the location of the Temporary Evacuation Point (TEP). If you don't have a plan for where to go right away, TEPs provide a safe area for you to park and remain in your vehicle, socially distant from other households, while you figure out your next move or are referred to another location.
- Carry car keys, wallet, ID, cell phone, and spare battery.
- Leave a note informing others of the date you are leaving and where you are going.
- During smoky conditions, cover faces with cotton or wool bandana/scarf over an N95 respirator. Tie back long hair.
- Carry a headlamp and flashlight (even during the day).
- Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts, and a hat. Heavy cotton or wool is best, no matter how hot it is.
- Drink plenty of water, stay hydrated.
- If time allows, call or email an out-of-state contact and tell them where you are going.
- Wear full coverage goggles, leather gloves, head protection.

Prepare Your Pets & Animals

Prepare Inside the House

Prepare Outside & Around the Neighborhood



Follow this guidance once you evacuate:

→ In your car, turn on headlights, close windows, turn on inside air and AC.

→ Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.

→ Drive slowly and defensively; be observant. Proceed downhill and away from the hazard if possible. Be alert for road hazards such as washed-out roads or bridges and downed power lines. Do not drive into flooded areas.

→ If roads are impassable or you are trapped: take shelter in a building, car, or an open area; park in an outside turn if trapped on a hillside; stay far from vegetation; look for wide roads, parking lots, playing fields, etc.

→ Have temporary refuge areas pre-planned in your neighborhood if needed; this includes large parking lots, large open lush green grass areas, etc.

→ Don't abandon your car in the road if passage is impossible. If you must leave your car, park it off the road and consider other options for shelter.



For requests for accommodations or alternate formats, contact the City of Pasadena PIO

Appendix B: Advanced Personal Preparedness for Individuals with Access and Functional Needs

Individuals with access and functional needs' ability to recover from an emergency tomorrow may depend on the planning and preparation you do today. This section provides recommendations which individuals with access and functional needs, and the people who assist and support them, can take to prepare for emergencies before they happen. This section describes actions and considerations that individuals with disabilities can use to increase preparedness before, during, and after disasters.

I. Develop a Plan

A. Recognize the Types of Emergencies in Your Region/Area

It is important to know what types of emergencies are likely to affect the region. Individuals should be prepared to adapt this information to your personal circumstances and make every effort to follow instructions received from authorities on the scene. Above all, individuals should stay calm, be patient and think before they act. With these simple preparations, people can be ready for the unexpected.

B. Get Emergency Alerts

In an emergency, individuals need to know what's going on. To make the right decisions, individuals need reliable, up-to-the-minute information on disasters in your area. Individuals need to know what to do and when, know what disasters and hazards could affect their area, determine how to get emergency alerts, and where to go if they need to evacuate. Individuals should make sure they have a plan and practice it regularly.

C. Be Informed

- Sign up for free emergency alerts through PLEAS for local notifications.
- Additional regional alert notification systems can be received through Alert LA County and CalAlerts.org.
- 3-1-1 may provide important emergency information.
- Know what disasters could affect your area, which ones could require you to evacuate, and when you might need to shelter in place.
- Watch or listen to local news for reports on disasters.
- Radio and TV stations will broadcast important information through the Emergency Alert System.
- Find the name and frequency of your county's Emergency Radio
- Station at Local Radio Stations for Emergency Alerts.



- Management, fire, and law enforcement agencies on social media.

Use the following online resources to access additional alerts and safety information:

- Sign up for earthquake alerts and information using the MyShakeapp.
- Response.ca.gov has information about active wildfires, power shutoffs, shelters, and road closures.
- Ready.gov has safety information for individuals and families.

D. Create a Contact List

Think of the people you would want to stay in communication with during an emergency. They may be family, neighbors, friends, or caregivers.

- Make a contact list of friends, family members, co-workers, neighbors, or others who can help you evacuate and keep it in a waterproof container in your emergency kit.
- Discuss your disaster plans with your support network and, as appropriate, include them in your planning process.
- Choose Emergency Meeting Places
- Disasters can be chaotic, and you or someone in your network may find themselves separated or cut off from each other. Designate a place ahead of time to reunite with your support network and plan how everyone will get there.
- Ask schools about plans to reunite parents and children.
- Make sure everyone knows where your meeting places are and practice getting to them.
- Your meeting place may need to change depending on the location of the disaster so plan for multiple options.

E. Practice Your Plan with Your Personal Support Network

- If you undergo routine treatments at a clinic or hospital, or if you receive regular services at home such as home health care, meals, oxygen, or door-to-door transportation, talk to your service provider about their emergency plans.
- Work with them to identify back-up service providers within your area and the areas you might evacuate to.
- If you use medical equipment in your home that requires electricity to operate, talk to your health care provider about a back-up plan for its use during a power outage.



F. How To Evacuate

- Think now about the potential problems you may encounter evacuating during a disaster and plan accordingly.
- Follow the guidance of local authorities.
- Evacuate early if you need extra time or support to get out.
- Learn different evacuation routes to leave your community.
- Have a paper map in case internet and cell services are down and secure a county Evacuation Planning Area Map if one is available.
- Practice evacuating using the transportation you would take in a disaster and involve the people you would leave with.
- If you don't have a car, identify your local transit agency.
- Be ready to go to your safe place and have your Go Bag of supplies packed.

G. Consider Your Service Animal and Pets

- Whether you decide to stay put or evacuate, you will need to make plans for your service animal and pets. Keep in mind that what's best for you is typically what's best for your animals.
- If you must evacuate, take your pets with you if can.
- However, if you go to a public shelter, it is important to remember that by law only service animals must be allowed inside.
- Plan in advance with for shelter alternatives that will work for both you and your animals.

H. Additional Planning Keys

- Responders will take all measures to ensure you and your support system remain together, such as family, a service animal, personal caregivers, or your assistive technology devices and supplies.
- Work with local services, public transportation, or paratransit to identify all accessible transportation options.
- Know the evacuation routes from your home, place of business, school, neighborhood, city, or area and travel them before a disaster so they become familiar.
- Tell your support network where your emergency supplies are and consider giving someone you trust access to your residence.
- If you are dependent on dialysis or other life-sustaining treatment, know the location of more than one facility.
- If you use medical equipment in your home that requires electricity, talk to your doctor, health care provider, local disability organization, or power utility company about how you can prepare for power outages.
- Make sure your emergency information states the best way to communicate with you.



- If you use augmentative communication devices or technologies, keep model numbers, note where the equipment came from (e.g., Medicaid, private insurance, etc.), and plan for how you will communicate if the equipment stops working.

I. Identify a Shelter Location

In the event of an evacuation, use 3-1-1, the American Red Cross (ARC) shelter locator, and other local services to find emergency shelters. All government supported shelters in California are designed to be physically accessible. If you have concerns about seeking shelter, please know:

- Emergency shelters are available to the whole community.
- California law mandates all public shelters must be accessible.
- Service animals are allowed inside public shelters.

II. Pack a Go-Bag

A Go Bag should include the critical items you will need if you are ordered to evacuate. By packing a Go Bag in advance of an emergency, you'll have it ready whenever disasters strike.

- Think about survival basics such as food, water, first aid, and tools.
- Plan to make it on your own for at least three days.
- Consider two kits. In one kit put everything you will need to stay where you are and make it on your own for a period of time. The other kit should be a lightweight, smaller version you can take with you if you must leave your home. This kit should be sustainable for at least seven (7) days.
- Keep a kit in any place that is often frequented, including, but not limited to home, workplace, and/or automobile.

Include Important Documents in Your Go Bag

- Include copies of important documents in your kit, such as family records, medical records, wills, deeds, social security number, charge and bank account information, and tax records.
- Include copies of medical prescriptions, doctors' orders, and the style and serial numbers of the assistive devices you use.
- Include your important documents including copies of identification and insurance cards.
- Bring a Map and contact lists
- In case you're not able to access maps on your phone or device, you'll need your map marked with evacuation routes.
- Have your list of important contacts so you can reach out to the people you care about, and who care about you.



- It is best to keep these documents in a waterproof container. If there is any information related to operating equipment or life-saving devices that you rely on, include those in your emergency kit as well.
- Make sure that a trusted friend or family member has a copy of these documents. Include the names and numbers of everyone in your personal support network, as well as your medical and disability service providers.
- If you have a communication disability, make sure your emergency information includes instructions for the best way to communicate with you. Even if you do not use a computer yourself, consider putting important information onto a portable thumb drive for easy transport in an evacuation.

Additional items for your Go Bag might include:

- Include at least a week's supply of any medication or medical supplies you use regularly, or as much as you can keep on hand
- Medical alert tags or bracelets or written descriptions of your disability and support needs, in case you are unable to describe the situation in an emergency
- Medical insurance cards, Medicare/Medicaid cards, physician contact information, list of your allergies and health history.
- A list of the local non-profit or community-based organizations that know you or assist people with access and functional needs like yours.
- Extra eyeglasses: backup supplies for any visual aids you use
- Extra batteries for hearing aids; extra hearing aids if you have them (or if you have insurance coverage for them)
- Battery chargers for motorized wheelchairs, or other battery-operated medical/assistive technology devices
- Supplies for your service animal.
- A laminated personal communication board if you might need assistance with being understood or understanding others
- If you use a motorized wheelchair, have a lightweight manual chair available for emergencies. Know the size and weight of your wheelchair, in addition to whether or not it is collapsible, in case it has to be transported.
- If you have allergies or chemical sensitivities, be sure to include items that you are able to use for personal hygiene and for cleanup

A. Bring Some Cash (small denominations)

- If the power is out, credit and debit card readers may not work, and you could be unable to get cash from an ATM.



B. Things to Pack as You Leave

- Keys, wallet, or purse
- Phones and chargers
- Medications (including extra eyeglasses, dentures, etc.)

If you have them, it would also be good to include:

- Portable radio
- Flashlights
- First-aid supplies
- Your laptop or tablet

In addition to having your basic survival supplies, an emergency kit should contain items to meet your individual needs in various types of disasters. Consider the items you use daily and which ones you may need to add to your kit.

C. Items/Tips for People Who are Deaf or Hard of Hearing

- Have a weather radio with text display and a flashing alert.
- Keep extra batteries or a portable battery charger for hearing aids or cochlear implants.
- Pack pen and paper to communicate with someone who does not know sign language.
- Have extra charging cords and backup batteries.
- Install smoke alarms that give signals that can be both seen and heard. At least one smoke alarm should be battery operated.
- Consider carrying a pre-printed copy of key phrases, such as "I speak American Sign Language (ASL) and need an ASL interpreter" or "If you make an announcement, please write it down for me."

D. Items/Tips for People Who are Blind or Have Low Vision

- Mark emergency supplies with Braille labels or large print.
- Keep a list of your emergency information on a portable flash drive or make an audio file and keep it in a safe place.
- Keep communication devices in your emergency supply kit.
- Extra eyeglasses or magnifying devices may be needed.
- Consider your service animal or pets and plan for food, water, and supplies. Some shelters only allow service animals.
- If you use a cane, keep extras at work, home, school, etc.
- If you have low vision, place security lights in each room to light paths of travel if there is a loss of power.
- Work gloves and sturdy shoes should be included in your kit.



E. Items/Tips for People with Speech Disability

- Carry an instruction card on how to communicate with you if your equipment or assistive devices are not working. This may include laminated cards with phrases and/or pictograms.
- If you use augmentative communication devices, plan how you will evacuate with them.
- Keep model information of assistive equipment.
- Keep a pen and paper or whiteboard and marker.

F. Items/Tips for People with a Mobility Disability

- If you use a power wheelchair, have a lightweight manual chair available as a backup, if possible.
- If you use a power wheelchair or other powered device, pack your charging cords.
- Keep a patch kit or sealant for flat tires and other necessary tools like a portable air pump.
- Keep an extra mobility device, such as a cane or walker, if you use one.

G. Items/Tips for Individuals with Sensory Disabilities

- Keep an electronic device with movies or games.
- A small pop-up tent can be used to decrease visual stimulation in a busy room or to provide privacy.
- Pack headphones to decrease auditory distractions.
- Keep a pair of dark glasses to assist with visual stimulation.
- Include items to ease anxiety-like fidget toys, chewable jewelry, stress balls, or bubbles, all of which can help to distract as well.

H. Items/Tips for Individuals with Developmental Disabilities

- Keep handheld electronic devices charged and loaded with videos and activities.
- Purchase spare chargers for electronic devices and keep them charged.
- Include sheets or a small pop-up tent to decrease visual stimulation and noise in a busy environment.
- Consider a pair of noise-canceling headphones to decrease auditory stimuli.
- Identify trusted allies to rely on in a disaster.
- Practice your plan to build confidence and feel safe.

I. Items/Tips for Individuals Who Require Medications

- Try to maintain at least a week's supply of prescription medicines.
- Keep a list of all medications, dosage, and allergies.
- Keep a copy of your medical information including a list of your prescriptions and prescribers.



III. Build a Stay Box

If a disaster requires you to stay in your home, a Stay Box can help meet your needs during an emergency. Your Stay Box should include basic, cost-efficient, resources that you can set aside or store in case of an emergency.

A. Water

You want a gallon of water for each person in your home per day. Pick up water at the store every few weeks to avoid large up-front costs. Store your water in a cool, dark place.

B. Food

You know what your family likes to eat, so stock up on those foods. Think about what you could eat if there was no power and build up your food supply a little at a time.

C. Important Items

Set aside items such as extra formula, diapers, supplies for health needs, pet food, etc. for use during emergencies. Stock up on portable lights, such as flashlights, and extra batteries. If the power is out, avoid candles! They are a fire hazard and can be extremely dangerous if there has been a gas leak from the disaster. Your Stay Box is a great place to keep emergency items, such as a first aid kit or battery-powered radio.

IV. Help Friends and Neighbors Get Ready

Emergency managers, firefighters, law enforcement officers, and emergency responders do an incredible job of keeping the community safe, but they cannot get to everyone at once.

A. Connect With Your Community

Communities need to stick together to prepare for disasters.

Consider the following questions:

- Who is home at your house during the day?
- Who is at home in your neighborhoods that might be available to help you during the day, at night, or on a weekend?
- Who in your neighborhood might need help?

Speak with your neighbors, talk with them about what they might need to survive, and if they may be willing to help if needed.

B. Community Preparedness

Becoming more prepared for an emergency is easier than you might think.



Many service groups exist and may be operational in your area. Connecting with local emergency management and with groups such as Citizen Corps Councils, USA on Watch (Neighborhood Watch) teams, Community Emergency Response Teams (CERT), etc., can help you to prepare and assist others too.

Share these important messages with your communities by using the [Personal Preparedness for People with Disabilities Social Media Toolkit](#)

Contact your local emergency information management office

- Contact your city or county government's emergency information management office. Many local offices keep lists of people with access and functional needs so they can be located quickly in an emergency.

C. Get Involved

In addition to your personal preparedness, consider getting involved in neighborhood and community emergency preparedness activities.

- Assist emergency planners and others in considering the preparedness needs of the whole community, including people with disabilities and others with access and functional needs.
- Communities are stronger and more resilient when everyone joins the team. People with disabilities often have experience in adapting and problem solving that can be very useful skills in emergencies.

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Appendix C: Authorities and References

The authority for the development, implementation, and maintenance of this plan and all compatible plans in support of the City of Pasadena in its statutory responsibilities in evacuation planning is in accordance with the State's Standardized Emergency Management System (SEMS) and United States Department of Homeland Security's National Incident Management System (NIMS). This plan will serve as a reference document for the city.

Federal

- Americans with Disabilities Act of 1990 as amended (42 U.S.C. Sec. 12101 et seq.), [Americans with Disabilities Act of 1990, As Amended | ADA.gov](#)
- FEMA Comprehensive Preparedness Guide 101, [Developing and Maintaining Emergency Operations Plans Comprehensive Preparedness Guide \(fema.gov\)](#)
- FEMA Comprehensive Preparedness Guide 201, [Comprehensive Preparedness Guide \(CPG\) 201, 3rd Edition \(fema.gov\)](#)
- Planning Considerations: Evacuation and Shelter-in-Place, [Planning Considerations: Evacuation and Shelter-in-Place - Guidance for State, Local, Tribal and Territorial Partners \(fema.gov\)](#)
- FEMA Evacuation Planning, [Evacuation | Ready.gov](#)
- National Incident Management System, [National Incident Management System | FEMA.gov](#)
- Pets Evacuation and Transportation Standards (PETS) Act of 2006, [E:\PUBLAW\PUBL308.109 \(congress.gov\)](#)
- State of California Alert and Warning Guidelines, [2019-CA-Alert-Warning-Guidelines.pdf \(calalerts.org\)](#)
- U.S. Census Bureau, [Census.gov](#)

State

- AB2311/AB477 (Gov. Code Sec. 8593.3 and 8593.9), [Law section \(ca.gov\)](#)
- Standardized Emergency Management System, [Standardized Emergency Management Systems](#)

Local

- Pasadena EOP
- Pasadena Hazard Mitigation Plan, [Local Hazard Mitigation Plan](#)



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Appendix D: Evacuation Sample Messages

Below are sample messages the City of Pasadena may use as a guide to draft a specific message relevant to a local emergency. These samples are not exhaustive. Final messages should always be tailored to the specific needs of the unique event precipitating their need.

Evacuation Sample Messages:

- Long Message
 - This is the City of Pasadena with a mandatory evacuation order for [location]. Take the following protective actions and leave immediately:
1. Gather all family members. 2. Gather all pets. 3. Gather only essential items. 4. Be sure to bring essential medications with you. 5. Turn off all appliances and lights in your home 6. Lock your home. The evacuation route is: [Evacuation Route]. An Evacuation Center is open at [Name and Location of Evacuation Center]. For more information, please tune to local radio and television stations, visit [url], or call [###-###-####].
- Short Message
 - Wildfire threat-Evacuation Order for [location]-Leave now-Details on the City of Pasadena website

Shelter-in-Place Sample Messages:

- Long Messages
 - This is the City of Pasadena reporting mandatory shelter in-place for residents in [location] due to a hazardous materials release. Take self-protective actions immediately: 1. Go inside immediately and stay inside your house or building. 2. Bring pets indoors only if you can do so quickly. 3. Close all windows and doors. 4. Turn off air conditioners and heating system blowers. 5. Close fireplace dampers. 6. Gather radio, flashlight, food, water, and medicines. 7. Call 911 only if you have a true emergency. You will be advised when this dangerous condition has passed, and it is safe to go outside and resume normal activities. For more information, please tune to local radio and television stations, visit [url], or call [###-###-####].
 - The Fire Department requests everyone within a ½ mile radius of [location] to get inside and remain inside due to a hazardous materials release. Stay indoors, close your windows, turn off your air conditioner, and bring your pets indoors. More information to follow. [link]



- Short Message
 - Hazardous Release. All within ½ mi of [location]. Get Inside. Stay Inside. Stay Tuned.

Weather Awareness Sample Messages:

- Long Messages
 - This is [Agency] reporting mandatory evacuation order for [location] due to potential flooding. Take the following protective actions and leave immediately: 1. Gather all family members or other individuals. 2. Gather all pets 3. Gather only essential items. 4. Be sure to bring essential medications with you. 5. Turn off all appliances and lights in your home. 6. Lock your home. The evacuation route is: [Evacuation Route]. An Evacuation Center is open at [Name and Location of Evacuation Center]. For more information, please tune to local radio and television stations, visit [url], or call [###-###-####].
 - The National Weather Service is predicting flooding in [location] within the next 24 hours. Police are advising residents who live in this area to be prepared for potential evacuation at any time. Info on how to prepare to evacuate is here. Updates to follow.
- Short Message
 - Flood Warning for [location] Avoid area. Turn Around-Don't Drown. Stay tuned for updates