EVACUATION COORDINATION TEAM

DESCRIPTION	The Evacuation Coordination Team supports impacted, pass-through, and host communities by organizing protective actions related to evacuation, shelter-in-place, and re-entry. Actions include providing coordination for self-evacuees with personal vehicles and facilitating point-to-point and hub-and-spoke evacuation procedures for people with critical transportation needs (CTN). This team typically works out of an Emergency Operations Center (EOC) or a Multi-Agency Coordination (MAC) system.
RESOURCE CATEGORY	Incident Management
RESOURCE KIND	Team
OVERALL FUNCTION	The Evacuation Coordination Team: 1. Supports evacuation and re-entry operations as technical specialists in an EOC 2. Provides strategic guidance to decision makers on evacuation or shelter-in-place operations 3. Conducts analysis of evacuation zones and routes, and determines route viability 4. Provides recommendations on public evacuation orders and other messaging related to protective actions 5. Provides guidance for transportation coordination, traffic control, and individuals with CTN 6. Coordinates with supporting teams, including animal evacuation teams, sheltering teams, and animal sheltering teams, as necessary
COMPOSITION AND ORDERING SPECIFICATIONS	1. Discuss logistics for deploying this team, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment 2. Requestor should order this team with significant lead time, ideally 2 to 6 days in advance of an expected incident 3. Requestor orders a Geographic Information Systems Specialist separately, if necessary, to augment the team

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
MINIMUM PERSONNEL PER TEAM	6	Not Specified
MANAGEMENT AND OVERSIGHT PERSONNEL PER TEAM	1 - National Incident Management System (NIMS) Type 1 Evacuation Team Leader	Not Specified
SUPPORT PERSONNEL PER TEAM	1 - NIMS Type 1 Public Information Officer 1 - NIMS Type 1 Transportation Specialist 1 - NIMS Type 1 Traffic Control Specialist 1 - NIMS Type 1 Mass Care Specialist 1 -Information technology specialist	1. The PIO should understand evacuation-related concepts and principles, as well as the hazards the Authority Having Jurisdiction (AHJ) faces. 2. The PIO serves as a liaison between the Joint Information System and the Evacuation Coordination Team. 3. The information technology specialist is not a NIMS typed position.
ELECTRONICS EQUIPMENT PER TEAM	5 - Laptop computer 1 - Geographic Information Systems (GIS) enabled laptop computer	Not Specified
COMMUNICATIONS EQUIPMENT PER TEAM	6 - Cell phone	Not Specified

NOTES

1. Nationally typed resources represent the minimum criteria for the associated component and capability.
2. Team needs access to available evacuation and traffic control plans.
3. Team needs access to online mapping technology or GIS basemap layers for the affected region, including evacuation zones, major roadways, and public transportation networks.
4. For effective mass care coordination, team needs access to population demographics and updated shelter locations and capacities.

REFERENCES

1. FEMA, NIMS 509: Evacuation Coordination Team Leader
2. FEMA, NIMS 509: Public Information Officer
3. FEMA, NIMS 509: Transportation Specialist
4. FEMA, NIMS 509: Traffic Control Specialist
5. FEMA, NIMS 509: Mass Care Specialist
6. FEMA, NIMS 509: Geographic Information Systems Specialist
7. FEMA, National Incident Management System (NIMS), October 2017