



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
*Aging and Long-Term Support Administration*  
*PO Box 45600, Olympia, WA 98504-5600*

July 20, 2016

**ALTSA: ICF/IID #2016-005**  
**EMERGENCY EVACUATIONS**

Dear ICF/IID Superintendent:

As we are entering into the time of year with increased threat of wildfires and the risks they pose, I am writing to remind you of your responsibility to be prepared for emergencies that may require evacuation of your residents/clients.

We know that during an evacuation, your staff are busy responding to multiple agencies including emergency response authorities for your area. To reduce the number of agencies contacting you, we are asking you to inform the department immediately when you are evacuating your facility. If we do not hear from you when an evacuation notice is issued, we will be contacting you for a report on your plan and the information we need about the movement of your residents.

In the event of an emergency, the Sheriff or other authority for your area assigns an evacuation level:

**Level 1: READY** - Current & projected threats from approaching fire(s) are severe.

**Level 2: SET** – Significant risk exists. You should either voluntarily relocate to a shelter or go with family/friends outside the area, **or be ready to leave at a moment's notice.**

**Level 3: GO!** – Imminent danger exists and threatens your life and safety. You should leave immediately!

The following information must be reported to ALTSA in the event of an evacuation:

- Date/time of evacuation (When?)
- Method of evacuation (Who? How? What?)
- Number of resident(s) (Who?)
- Residence physical address (Where?)
- Physical address of location to which residents were evacuated (Where?)
- Date/time of estimated return to primary residence (When?)
- Plan to ensure the continuity of care (How?)
- Any other pertinent information

If your facility needs assistance in locating alternate placements for evacuation residents please contact your local Home and Community Services (HCS) office. HCS Contacts by county are available online at <https://www.dshs.wa.gov/ALTSA/resources>

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If you need support or additional emergency information, contact your local emergency management services. A list of coordinators and contact, by county, is available online at <https://www.dshs.wa.gov/sites/default/files/AL TSA/rcs/documents/DEM%20All.pdf>.

This also serves as a timely reminder to review your existing disaster plan, including partnership with first responders, continuity of operations, planned evacuation sites, supplies, and recovery. Emergency planning resources are available on the AL TSA website at <https://www.dshs.wa.gov/altsa/residential-care-services/resources-long-term-care-facilities-emergency-planning>

In the event of a major disaster, our highest priority will remain the health and safety of Washington's long-term care residents. Thank you for your continued commitment.

Sincerely,



Candace Goehring, Director  
Residential Care Services

*"Transforming Lives"*