Alaska Maritime Mass Rescue Operations

Job Aid

for

Landing Site Operations

Understand the scope of the problem.

Design and layout the site

Establish Support Facilities

Provide the Service

A Unified Command Reference Document

Forward:

This document provides guidance for the establishment, staffing and management of landing sites to support maritime mass rescue operations. This is the initial version of this document. Comments and recommendations for improvements are encouraged and welcomed.

Maritime mass rescue operations are low probability high consequence activities. Prior response planning and coordination is required for success. The efficient operation of landing sites is a critical operation, but real life experience in the management of landing sites is limited. Several agencies may find themselves working together for the first time and the potential for confusion and competing priorities can result.

Port communities are encouraged to coordinate with industry, state, and federal response partners to pre-identify potential landing sites, catalog site capabilities and limitations, and develop plans for the design and operation of the sites. Local exercises to evaluate the plans will be required.

Thank you in advance for support of mass rescue operations planning. Please call, mail, or email your recommendations to:

Rick Janelle
USCGD17 (dpi)
PO Box 25517
Juneau, Alaska 998002

Tele: 907-463-2808
Email: rick.n.janelle@uscg.mil

Landing Site Job Aid

Table of Contents

Section 1.0:	**General**	**Page**
Section 1.1:	Definition and Purpose	4
Section 1.2:	Landing Site Functions	4
Section 1.3:	Landing Site Locations	4
Section 1.4:	Landing Site Partner Agencies	5
Section 1.5:	Agency Coordination	5
Section 1.6:	Reporting Requirements	5
Section 2.0:	**Personnel, Equipment, and Operational Planning Considerations**	
Section 2.1:	Personnel	6
Section 2.2:	Equipment	7
Section 2.3:	Operational	8
Section 3.0:	**Operations Checklist**	
Section 3.1:	Identify Site / Establish Organization	10
Section 3.2:	Landing Site Priorities	10
Section 3.3:	Prepare the Landing Site	11
Section 3.4:	Manage the Landing Site	13
Section 4.0:	**Community Landing Site Plan Template**	
	To be developed.	

Section 1.0: General

1.1: Definition and Purpose. A "designated" landing site is a secure location where rescue craft disembark evacuated passengers and crew ashore and where emergency services and documentation procedures are initiated. Landing sites will be managed by a supervisor appointed by the unified command. Landing sites are critical to ensure limited shore side support resources are consolidated at specified locations to meet the anticipated demands of the incident. If landing sites are not designated or are not properly managed, evacuees may land at several un-manned locations complicating the accountability and support processes.

1.2: Landing Site Functions. Landing sites must be prepared and managed to provide more than just a place to offload evacuees. The expectation is that each landing site will manage several "functions" simultaneously. These functions normally include the following:

Table 1: Landing Site Functions

Site Safety	Site Security
Vessel Mooring & Offloading	Evacuee Accountability
Medical Evaluation, Triage, Transport	Sheltering from weather
Special Needs Recognition and Support	Media Support
Human Needs Support (water/food/clothing/waste)	Crowd Control
Information Management	Law Enforcement
Customs Clearances	Transportation

1.3: Landing Site Locations.

1.3.1 Ideally, only a single landing site will be established for the mass rescue incident. A sole site enables all shore side support resources to be consolidated at one location reducing overhead requirements and facilitates response management. Multiple sites require more people and supplies – both of which are often in short supply during a crisis.

1.3.2 However, some mass rescue operations may require multiple landing sites due to geographic location and range, number of evacuees, dock size or arrangement, rescue vessel mooring limitations, or any number of other reasons. Each site must be established and managed to meet the functions expected.

1.3.3 Considerations for Landing site selection may include the following:

Table 2: Landing Site Location Considerations

Close to incident location	Waterside access for rescue craft
Shore side transportation access	Crowd control and foot traffic flow
Handicapped & special needs requirements	Sheltering capability
Site control & security capability	Sanitary support capability
Rescue vessel offloading configurations	Height of dock
Floating piers preferable	Space for medical services
Sufficient space for assembly of evacuees	

1.4: Landing Site Partner Agencies. Local, state, and federal agencies, maritime industries, and non-governmental organizations all have a role in the "functional" operation of the site. Pre-planning to define interagency landing site coordination is required. The following table lists organizations that may be active at the site.

Industry	Federal	Local	State	NGO
Vessel Owner	USCG	Fire	Public Health	Red Cross
Crew Members	CPB	Police	State Troopers	Salvation Army
Agents	FBI	EMS / Hospital		Media
Commercial Transportation	CDC	Ports and Harbors		Volunteer Coordinator
Commercial Security	NTSB	Public Works		

1.5: Agency Coordination. National Incident Management System, Incident Command System (NIMS ICS) is the tool utilized to manage all response operations, including landing site activities. Accordingly, a landing site "group supervisor" must be appointed to establish, secure, and coordinate operations for each landing site. The Unified Command (UC) should provide the supervisor with their critical incident reporting requirements, reporting chain, and other direction. Since the establishment and operation of Mass Rescue Operation (MRO) landing sites in not a common activity, all participants must communicate their requirements and operational expectations prior to arrival of evacuees. Of special importance is the process for offloading injured and special needs evacuees and the coordination of the accountability process with other functions occurring at the site.

1.6: Reporting Requirements. The UC should provide a list of critical information that must be immediately reported, as well as their expectations and time lines for providing updates. For advance planning, a standard reporting form or format should be developed for relaying information to the command post and reception center.

Section 2.0: Personnel, Equipment and Operational Planning Considerations

2.1: Personnel. The following is a listing of response positions that may be required at each landing site. A person may fill more than one role. Response plans should identify the most appropriate source for the personnel resources required for landing site operations.

Planning Consideration: *Shore side emergency responders will be limited in numbers. Using ship crew members is vital, but the crew must be cleared by Customs and Border Protection, and screened to ensure they have not been traumatized by the events. As part of the screening, there must be a very clear briefing on what is expected of them, and instruction on how to perform their task.*

2.1.1. **Landing Site Supervisor:** Appoint early as possible. The supervisor coordinates overall landing site management. Responsible to establish, secure, and direct operations at landing sites. Liaise with leaders from industry to ensure unified response. Supervisor should be person with responsibility for the landing site, familiar with site capabilities and limits, and clear understanding of UC priorities and objectives. Source: Port Director, Fire Department representative, or facility owner.

- ☑ ***Lessons Learned:***
  - ☑ *Appointment of a Landing Site supervisor is a critical appointment to ensure landing site operations are efficient and coordinated. Designate supervisor early to ensure proper site preparations and operational coordination.*
  - ☑ *Ensure the landing site manager and workers are easily identified by use of vests/hats, name tags, or other means.*

2.1.2. **Landing Site Check-in Recorders**: Personnel to check in all emergency responders assigned to the landing site. Use of standard ICS Form 211 is recommended. Source: Industry, fire department or USCG.

2.1.3. **Dock Assistants:** Personnel to assist with the mooring of rescue craft and placement of gangways. Personal Floatation Devices (PFDs) are required for all responders working on or near the edge of pier. Source: Harbor personnel, previously landed crew, or USCG.

2.1.4. **Offloading Assistants:** Personnel positioned at each end of the gangway to support the safe offload of evacuees from vessels, including wheel chair or stretcher patients. PFDs required. Source: Previously landed vessel crew members, harbor personnel, fire department, or USCG can fill this role.

2.1.5. **Crowd Controllers**: Personnel to direct the flow of evacuees through the system. Source: Vessel crew, law enforcement (LE) officers, or agents can support this function.

2.1.6. **Special Needs Support**: Personnel to assist evacuees with special needs. Source: Previously landed crew members, other passengers, or Non-Governmental Organization (NGO) personnel can support this activity.

2.1.7. **Emergency Medical Services and Medical Evaluation**: Professional medical personnel to conduct assessment and triage of evacuees. Source: Local EMS and medical personnel and medical staff from the vessels can support.

2.1.8. **Traffic Controllers:** Personnel to direct the movement of all vehicles that enter the landing site, including emergency service vehicles, buses, and logistic vehicles. Source: Local Police or harbor officials.

2.1.9. **Security Officers:** Personnel to establish and secure the landing site perimeter. Source: Local police, harbor officials, or contract security personnel.

2.1.10. **Safety Officer**: Personnel to ensure operations conducted safely. Source: City safety officer, USCG safety officer.

2.1.11. **Water and Food Dispersal Staff**: Personnel to distribute emergency food, water and supplies to evacuees on the dock (only after clearance from on-site medical authority). Source: Red Cross or local volunteer group, previously landed crew, agents, or vessel representatives.

2.1.12. **Law Enforcement Officers**: Depending on the incident, local, state, tribal and federal law enforcement agencies may be required to contain suspects, interview witnesses, or support crowd control. Source: Local, State, FBI, Customs, USCG, National Guard, other Military and Tribal Officers.

2.1.13. **Customs and Border Protection Officers:** Agents to clear foreign nationals and support law enforcement activity. Source: Customs and Border Protection.

2.1.14. **Accountability Staff:** Personnel to manage the accountability and tracking of evacuees. Source: This role is often filled by company personnel or agents supported by previously landed crew and available USCG and UC staff.

2.1.15. **Situation Staff:** Personnel need to collect, display and track information requested by the unified command. Serves as the central collection point for landing site information. Source: Fire department or as appointed by UC.

2.1.16. **Transportation Leader**: Personnel to direct the loading of evacuees onto buses or other means for transport from the landing site to a reception center. Transportation leader may best be filled by bus company representative and ship representative.

2.1.17. **Volunteer Coordinator**: If high numbers of volunteers are expected, a volunteer coordinated should be identified. This position can support check-in efforts, identify volunteer skills and coordinate assignments.

2.2: Equipment.

2.2.1. The following is a list of equipment that may be required at each landing site. Response plans should identify the best sources for required equipment. The response organization must anticipate support requirements for evacuees with

special needs prior to their arrival. Ensure resources available to meet demand, i.e. wheelchairs, walkers, blankets, warm clothes, etc.

2.2.2. Equipment considerations include:

Table 3: Equipment Considerations

Equipment to secure site: temporary fences, barriers, traffic cones	
Caution tape for constructing traffic lanes	Busses, Handicapped Busses
Multi-jurisdictional radios	VHF marine band radios
Crowd management & directional signs	Portable toilets
Portable wash basins	Portable shelter(s)
Triage screens	Medical supplies
Extra wheelchairs / stretchers	ATVs or similar with trailers
Coolers with water	Emergency food
Chairs / benches	Check-in station table and chairs
Blankets	Accountability forms
Landing site organization chart	vests / name tags / ID tools
Garbage cans / plastic bags	"baby" wipes & adult/child diapers
Portable PA system	Spare hand held VHF radios

☑ ***Lesson Learned:*** *A standard form for accountability and collection of other critical evacuee information is recommended. This will permit the information to be easily shared between all agencies and reduce the need to re-interview evacuees.*

2.3. Operational Planning.

2.3.1. Information.

2.3.1.1. Define the scope: Request Operations or Situation Unit provide and continually update the following:

a. Number of evacuated passengers and crew
b. Number and types of injuries
c. Number and type of special needs
d. Rescue vessel names and evacuee on board totals and infomration
e. ETA for rescue craft arrivals

2.3.1.2. Determine number of transportations vehicles and estimate their turn around time. Plan to provide shelter and basic care if turn around time will result in large number of people "waiting" at the landing site for transportation. Coordinate with Logistics Section to source and order additional transportation options to reduce or eliminate wait time.

2.3.2. Rescue Craft Management.

2.3.2.1. Landing sites management must plan for the smooth in and out flow of rescue craft so as not to "tie up" moorage space. Rescue craft moor, offload, and then leave. Ideally, vessel traffic in the area of the landing site should permit both simultaneously in and out movement. If not, then ensure communications with rescue craft provides suitable information and directions.

2.3.2.2. Life Boats and Life Rafts: If evacuees arrive in life boats/life rafts, develop a plan for how these vessels will be managed. On large cruise ships, there could be 24 life boats and 60 life rafts that will take up an enormous amount of space and may need to be towed, or moved to a temporary staging area to free the landing site for incoming vessels.

2.3.2.3. On Water Management: Evaluate the value of having small response vessels deployed on scene to serve as a safety boat, and to provide an on water communications for incoming rescue craft, especially life boats with limited communications equipment or language barriers. Deployed small response vessels could also provide transportation to responders if they need to board vessels prior to mooring.

2.3.3. Landing Site Safety.

2.3.3.1. The largest concern is likely man overboard type mishaps during the offloading process or working at the edge of the piers. Ensure all responders working this area wear appropriate Personal Protective Equipment (PPE), and a stand by team for in water rescue is recommended.

2.3.3.2. HAZMAT Concerns: If evacuees are contaminated they must be funneled through a decontamination ("decon") process before entry into triage area or shore transportation. Ensure "decon" process is coordinated with triage unit. Verify the need for decontamination, type of contaminant, number of casualties to enable appropriate "decon" measures to be established.

2.3.3.3. Morgue: Determine the need to establish a morgue/coroner location at the landing site. If required, ensure the site is "shielded/enclosed" and located in close proximity to triage site with proper security.

2.3.4. Crowd Control.

2.3.4.1. Security Barriers. Barriers need to be substantial and patrolled, especially in way of the press area. If not, media and curious people will ignore the perimeter and invade the area and complicate the accountability process.

2.3.4.2. Evacuee Flow. Remember, the passengers and crew have been through a stressful situation, and may be coming out of a cramped rescue boat. Some will be injured, many may have been seasick, and some can be expected to have soiled cloths. Attempting to delay vessel moorings or the offloading once at the dock will not be welcomed. The movement and flow of people at all stages needs to be steady and organized or people will become frustrated and "break out".

2.3.4.3. Bus Loading. The loading of people onto transportation needs to be well organized and proceed with minimal delay. If accountability will occur on the bus, then the recommended process is to load the bus, and move it to a staging area for accounting purposes or complete the process while enroute to the reception center.

2.3.4.4. Sufficient Responders: Make sure there are sufficient responders to meet the need and provide directions.

2.3.5 Volunteer Management.

2.3.5.1. Expect volunteers or others with no pre-planned role to arrive at the landing site and receptions centers to offer assistance. Volunteers can be a significant source of manpower and skills, and can quickly serve as interpreters, crowd control support, litter bearers or other needed roles. Volunteers can assist emergency staff with basic skills and support allowing responders to focus on specialized work.

2.3.5.2. The challenge is how to utilize the volunteers while at the same time ensuring safety and improving response operations. In general, there is limited guidance on volunteer management. Coordinate efforts with the Planning Section of the UC. To help manage volunteers, determine what functions are best supported by volunteers and what strategies can be implemented to quickly organize and assign tasks to volunteers.

2.3.5.3. Use signage to direct volunteers to the check-in location. All volunteers must sign in and receive identification. The check in location may be the best location to identify skills and assign tasks for volunteers.

2.3.5.4. Too many volunteers will strain the response system. Rather than just turn volunteers away and creating potentially ill-will, coordinate with the UC to establish a volunteer registration process that can identify shortfalls and assign volunteers to other locations.

Section 3.0. Operations Check List _____

3.1. Identify Landing Site(s) and Appoint Supervisor(s)

- ❑ 3.1.1. Unified Command (UC) and local port officials designate best landing site(s) at earliest stage for proper planning and set up prior to arrival of 1st rescue craft.
- ❑ 3.1.2. As required, the UC identifies alternate landing sites to meet moorage space requirements, number of evacuees, characteristics of certain rescue boats or other concerns.
- ❑ 3.1.3. SAR Mission Coordinator, On Scene Coordinator, and rescue craft informed of landing site designations.
- ❑ 3.1.4. Landing Site Supervisor appointed for each designated location.
- ❑ 3.1.5. UC provides landing site supervisor with critical incident reporting requirements, reporting chain, and other direction.
- ❑ 3.1.6. Landing Site Supervisor orders staff and equipment and initiates site preparation.

☑ ***Lesson Learned:*** *Shore side emergency responders will be limited. Ship crew members should be utilized to support the mission, especially medical staff.*

3.2. Determine Landing Site Priorities. Priorities for operations at the landing site should be determined and communicated to all response agencies involved. Priorities are an important tool for the site supervisor to allocate limited resources and resolve conflicts between responders.

- ❑ 3.2.1. Sample landing site priorities:

  - Safety of evacuees and responders. Do no further harm.
  - Assess and mitigate medical needs of evacuees.
  - Implement security and law enforcement procedures required.
  - Assess and provide for immediate non-medical needs of evacuees. Food/water/shelter/sanitary.
  - Accountability of evacuees.

3.3. Prepare the Landing Site.

- ❑ 3.3.1. **Secure the Site:** *If the scenario is a security incident, all landing sites should be surveyed and cleared by law enforcement.* Ensure the landing site perimeter secured and monitored. If site not fenced, use of temporary barriers recommended. Perimeter security personnel will be required to monitor and ensure evacuees are accounted for prior to departure. Attempt to keep evacuees contained until accounted. If evacuees insist on departure from a non-security event, provide security personnel a means to record accountability information.

- 3.3.2**. Prepare Rescue Vessel Moorage Area**: Ensure ease of approach and departure for rescue craft. Clear mooring area of all vessels and un-necessary gear and equipment. Ensure rescue craft have clear access to offloading points and that sufficient gangways, stairs or other means are available to aid disembarkation from multiple rescue vessels. Evaluate the area smooth flow of evacuee traffic. Provide directional signs and traffic flow patterns are required.

  ☑ ***Lesson Learned:*** *Identify a separate mooring area for the temporary staging of offloaded lifeboats or life rafts. Ensure response boats are available to tow rafts or lifeboats away from landing site.*

Figure 1.

Preparing the rescue craft docking area at the designated landing site during the 2009 MRO Exercise in Ketchikan, AK.

- 3.3.3. **Inspect Area For Safety Hazards**: Evaluate the site for slips, trips, and falls. Recognize that many evacuees may be elderly, handicapped, or physically exhausted. Remove or clearly identify hazards, provide safety personnel to assist evacuees and recruit other evacuees to assist special needs or handicapped personnel to avoid known hazards.

- 3.3.4. **Improve crowd control s by use barricades, signs, traffic lanes:** Ensure landing site designed for the efficient crowd control and movement of evacuees. Barricades, signs such as arrows and other access indications for the evacuees should be utilized. Yellow and black caution tape should be considered to ensure clear points of entry and route from the dock to the medical, rest rooms, and transport areas. Adequate signage, directions for evacuees, people to direct and assist handicapped or elderly.

- 3.3.5. **Establish Medical Evaluation / Triage Unit Site / Morgue Site:** Establish area to provide for emergency medical treatment. Set up temporary shelters as required. Establish temporary morgue facilities as required.

  Consider emergency vehicle access. Area should be away from the vessel landing and evacuee assembly points and offer easy access for emergency vehicles. Site should not impede traffic, and be shielded as possible. Local emergency medical services are recommended for unit leader and supported by available ship medical personnel.

***Planning Consideration**: If evacuees are expected to be contaminated with HAZMAT (fuel oil for example), establish decontamination process for affected evacuees prior to entry into triage area or shore side transportation*.

Figure 2:
Temporary Morgue at LAX
Mass Casualty Exercise 2009.

Set up near the hazmat/triage site there was an enclosed "shielded" morgue/coroner site

- 3.3.6. **Establish Site for Support Organizations:** This location distributes water, food, face wipes and other service items. This site should be set up for issue as close as possible to the vessel disembarkation point without impeding traffic. Local Red Cross, Salvation Army or similar are recommended to support these activities.

- 3.3.7. **Establish the Transportation Point:** The transportation point is the location where evacuees will be loaded onto buses or other means for transport to a reception center or other gathering location. The transportation point should be out of the weather if possible. Water, toilets, chairs, washing facilities should be made available close by. This location should permit easy access by buses or other transport vehicles. Ensure traffic safety and traffic planning adequate for the response. Consider police support traffic management on and off the site, and at key bottlenecks along route to reception center. Transportation Point leader may best be filled by bus company representative and ship representative.

- 3.3.8. **Establish Landing Site Situation Unit and Central Accountability Control Site**: Located in central location to receive, record and relay all available information on status of rescue vessels, evacuees landed, medical patients and hospital locations. Ensure procedures in place to record critical accountability information for evacuees who demanded to leave the landing site on their own.

- 3.3.9. **Establish Check-In location:** Prepare manned site for responder an volunteer check in. Use of ICS Form 211 recommended.

- 3.3.10. **Establish Vehicle Staging Area:** An area in close proximity to the landing site where transport vehicles can be staged until dispatched. Staging area should not impact emergency vehicle movement. Transportation company best positioned to provide vehicle staging leader.

Figure 3.
Example of Emergency Vehicle Staging at LAX Exercise 2009.

- ❑ 3.3.11. **Establish Media Area:** Provide controlled area close to main activity locations for media to shoot video footage, but not interfere with operations or traffic flow. Appoint media supervisor or Public Information Officer (PIO) to answer questions. Plan for media supervised access to the landing site.

- ❑ 3.3.12. **Prepare for Logistics:** Stage extra supplies, ATVs, trailers, stretchers, forklift, chairs, tables and all other anticipated supplies near by for quick mobilization. Community public works department may be best positioned to provide personnel for this activity.

  ☑ ***Lesson Learned:*** *Spare wheel chairs and stretchers will be required. Exhausted evacuees who normally do not need support may find themselves in need of support to walk up a ramp. Provide benches or chairs at appropriate locations. Consider ATVs to aid in transport of obese or injured evacuees.*

3.4. Manage the Landing Site

- ❑ 3.4.1. **Conduct Pre-Arrival Operations Brief for all Responders**. Site Supervisor reviews chain of command, priorities, work assignments, safety, communications, and coordination issues. Ensure all workers and volunteers check in and are properly identified. Clarify expectations.

- ❑ 3.4.2. **Communications Planning**.

  - Develop, distribute, and utilize landing site communications plan.
  - Ensure SAR Mission Coordinator has provided rescue vessels with pre-arrival reporting requirements and instructions for direct contact with landing site supervisor or designee.
  - Ensure all response agencies can "talk" to each other. Exchange radios as required. As needed, establish working channels for separate functions, i.e. medical, accountability, traffic control.
  - Conduct communications system check.

  ☑ ***Lesson Learned:*** *Do not pass sensitive information, including patient sensitive medical information, over open radio channels.*

- ❑ 3.4.3. **Rescue Vessel Management.**

  - Assign rescue vessel management leader.

- Develop process to identify rescue craft for priority offloading. Type of rescue craft, number of evacuees, condition of evacuees, injured, etc should all be considered.
- If space is available, develop process for landing and offloading multiple rescue craft. It is not reasonable to expect rescue craft full of tired, sick or injured evacuees to wait if dock space is available.
- Provide personnel pier side to assist vessel with docking, placement of gangways.

❑ 3.4.4. **Evacuee Offloading.**

- Assign offloading team leader.
- Clarify evacuee offloading priorities with response partners. Develop process to prioritize (injured / non injured) and efficiently off-load and direct evacuees through the landing site.
- If security related incident, incorporate law enforcement requirements.
- Assign staff to board / greet each rescue craft, evaluate situation, and provide direction. Collect information from master.
- Coordinate with medical specialist for on board triage requirements.
- Identify and direct evacuees in need of DECON through the process.
- Ensure landing site provides for safe and efficient offloading of evacuees. (dock height, dock surface).
- Ensure safe procedures implemented for dis-embarking handicapped or special needs evacuees.
- Provide sufficient staff to serve as crowd control, direct evacuees and keep flow of traffic.
- As required, identify crew members or healthy passengers to assist sick or weakened evacuees through the process.
- Coordinate with accountability staff to confirm numbers as evacuees depart the rescue craft.

☑ ***Lesson Learned:*** *Controlling the arrival of people at the landing area by holding them on board a rescue craft is fine if the vessel provides for basic services for food, water and sanitary needs. But if evacuees are crammed into a lifeboat or life raft, get them to the dock and unload them quickly. Once offloaded, get evacuees to medical or reception centers as rapidly as possible. Unloading evacuees from a cramped life boat just to have them stand around in the weather at the landing site for half an hour or more will not acceptable.*

❑ 3.4.5. **Medical Support.**

- Identify medical team leader.
- Local medical capabilities will be limited. To extent available, utilize medical staff from vessel or request assistance from medically qualified passengers.
- Coordinate with accountability unit to recording all evacuees transported off site.

❑ 3.4.6. **Accountability Support.**

- Assign accountability team leader.

- Explain accountability procedure to be employed and determine best process to integrate with critical functions of offloading rescue craft, medical triage, and transport of evacuees to reception center.
- Ensure accountability information is captured for evacuees insisting to depart scene on their own.
- Utilize a standard accountability form.
- Provided just in time training for personnel recruited to support the accountability function.
- Recruit crew members from ship to support accountability functions.

☑ ***Lesson Learned:*** *If majority of accountability will be conducted after evacuees are loaded onto buses, do not hold buses at the transportation loading site until all accounting process is complete. Once a bus is loaded, move it to a secure "marshalling area" away from the landing site or complete accountability while underway to reception center. Holding the bus at the landing site will cause a "bottle neck" that prevents the steady flow of evacuees onto buses and results in evacuees being forced to stand around.*

❑ 3.4.7. **Transportation and Traffic Safety:**

- Appoint traffic controllers to direct traffic at the landing site.
- Ensure buses do not interfere with emergency medical vehicle access.
- Enlist local police to control street traffic for ease of movement on and off the site.
- Establish portable barriers to prevent foot traffic from entering traffic lanes.
- Supervise (marshall) all vehicles while backing up.

❑ 3.4.8. **Media Support:**

- Ensure UC media specialist(s) (PIO) is on site to manage media, answer questions, and ensure media safety.
- Do not permit media to disrupt of slow the flow of traffic.

❑ 3.4.9. **Safety**

- The safety officer should develop and brief a landing site specific safety plan.

Section 4.0. Community Landing Site Plan Template

To be developed.