

General Evacuation Checklist

PLANNING

Action Item	Assigned To	Notes
Define evacuation areas at risk using recognizable boundaries		
Determine population within evacuation zones		
Identify special needs populations and facilities (e.g., hospitals, long-term care)		
Establish and validate evacuation routes		
Estimate transportation needs and identify public pickup points		
Determine temporary shelter requirements and estimated occupancy		

ADVANCE WARNING

Action Item	Assigned To	Notes
Alert special needs facilities and initiate their evacuation procedures		
Coordinate with special needs facilities for precautionary movement and tracking		
Prepare shelters for activation and supply needs		
Confirm vehicle and driver availability with transportation providers		
Coordinate with school districts on closures and transportation of students		
Notify neighboring jurisdictions if cross-boundary evacuation is expected		

EVACUATION OPERATIONS

Action Item	Assigned To	Notes
Officially notify neighboring jurisdictions of evacuation order and estimated numbers		
Disseminate evacuation orders to special needs populations; provide assistance		
Broadcast evacuation orders to public with zone-specific guidance and shelter info		
Use media to communicate the following: <ul style="list-style-type: none">• How to secure homes• What to bring• Where to go and how• Info for those with special needs or no transportation		
Open and staff shelters; track all evacuees by location (local and non-local)		
Submit Situation Reports to the Disaster District and SECC		

BEFORE RETURN OF EVACUEES

Action Item	Assigned To	Notes
Clear roads and eliminate safety hazards in affected areas		
Conduct damage and safety assessments		
Plan and coordinate return transportation		
Notify SECC and neighboring jurisdictions of reentry plans		

RETURN OF EVACUEES cont.*

Action Item		Assigned To	Notes
Publicly announce reentry authorization and guidance through media			
Coordinate return of special needs evacuees with appropriate facilities			
If damage occurred, issue public messaging on: <ul style="list-style-type: none">• Damage documentation• Safety when restoring utilities• Debris removal procedures			
Close shelters and terminate mass care operations			
Restrict access to any areas deemed unsafe for reentry			