**General Evacuation Checklist**

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| ✓ | Action Item | **Assigned** |
|  | **PLANNING:** |  |
|  | 1. Determine evacuation area(s) at risk:  * Use readily identifiable boundaries * Determine population of risk area(s) * Identify any special needs facilities and populations in risk area(s) |  |
|  | 1. Determine evacuation routes for risk area(s) & check the status of these routes. |  |
|  | 1. Estimate public transportation requirements & determine pickup points. |  |
|  | 1. Determine temporary shelter requirements. \*\**Identify number of people***.** |  |
|  | **ADVANCE WARNING:** |  |
|  | 1. Provide advance warning to special needs facilities and advise them to activate evacuation, transportation & reception arrangements. |  |
|  | 1. Coordinate with special needs facilities regarding precautionary evacuation. Identify and alert special needs populations. |  |
|  | 1. Ready temporary shelters for use. |  |
|  | 1. Coordinate with transportation providers to ensure vehicles & drivers will be available when and where needed. |  |
|  | 1. Coordinate with school districts regarding closure of schools. |  |
|  | 1. Advise neighboring jurisdictions if evacuation to their community is expected. |  |
|  | **EVACUATION:** |  |
|  | 1. Advise neighboring jurisdictions that evacuation recommendation or order will be issued. \*\**Identify number of people to be evacuated*. |  |
|  | 1. Disseminate evacuation recommendation or order to special needs facilities and populations. Provide assistance in evacuating, if needed. |  |
|  | 1. Disseminate evacuation recommendation or order to the public through available warning systems, clearly identifying evacuating areas, and shelter locations. |  |
|  | 1. Provide amplifying information to the public through the media. Emergency public information should address:  * What should be done to secure buildings being evacuated * What evacuees should take with them * Where evacuees should go and how they should get there * Provisions for special needs population and those without transportation |  |
|  | 1. Staff and open temporary shelters.  * Track all individuals (families) placed in the local shelter. * If leaving the community track all individuals and location they will be sheltered. |  |
|  | 1. Provide Situation Reports on evacuation to the local Disaster District (and SECC). |  |
|  | **PRIOR TO THE RETURN OF EVACUEES** |  |
|  | 1. If evacuated areas have been damaged, reopen roads, eliminate significant health and safety hazards, and conduct damage assessments. |  |
|  | 1. Determine requirements and coordinate provision for evacuee return transportation. |  |
|  | 1. Advise neighboring jurisdictions (and SECC) that return of evacuees will begin. |  |
|  | **RETURN OF EVACUEES** |  |
|  | 1. Advise evacuees through the media that they can return to their homes. |  |
|  | 1. Coordinate with special needs facilities to return those evacuees back. |  |
|  | 1. If evacuated areas have sustained damage, provide the public information that addresses:  * Documenting damage & making expedient repairs * Caution in reactivating utilities and damaged appliances * Cleanup and removal/disposal of debris |  |
|  | 1. Terminate temporary shelter and mass care operations. |  |
|  | 1. Maintain control for areas that cannot be safely reoccupied. |  |