**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)
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|  | 1. Determine evacuation routes for risk area(s) & check the status of these routes.
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|  | 1. Estimate public transportation requirements & determine pickup points.
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|  | 1. Determine temporary shelter requirements. \*\**Identify number of people***.**
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|  | **ADVANCE WARNING:** |  |
|  | 1. Provide advance warning to special needs facilities and advise them to activate evacuation, transportation & reception arrangements.
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|  | 1. Coordinate with special needs facilities regarding precautionary evacuation. Identify and alert special needs populations.
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|  | 1. Ready temporary shelters for use.
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|  | 1. Coordinate with transportation providers to ensure vehicles & drivers will be available when and where needed.
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|  | 1. Coordinate with school districts regarding closure of schools.
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|  | 1. Advise neighboring jurisdictions if evacuation to their community is expected.
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|  | **EVACUATION:** |  |
|  | 1. Advise neighboring jurisdictions that evacuation recommendation or order will be issued. \*\**Identify number of people to be evacuated*.
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|  | 1. Disseminate evacuation recommendation or order to special needs facilities and populations. Provide assistance in evacuating, if needed.
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|  | 1. Disseminate evacuation recommendation or order to the public through available warning systems, clearly identifying evacuating areas, and shelter locations.
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|  | 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
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|  | 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.
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|  | 1. Provide Situation Reports on evacuation to the local Disaster District (and SECC).
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|  | **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.
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|  | 1. Determine requirements and coordinate provision for evacuee return transportation.
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|  | 1. Advise neighboring jurisdictions (and SECC) that return of evacuees will begin.
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|  | **RETURN OF EVACUEES** |  |
|  | 1. Advise evacuees through the media that they can return to their homes.
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|  | 1. Coordinate with special needs facilities to return those evacuees back.
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|  | 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
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|  | 1. Terminate temporary shelter and mass care operations.
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|  | 1. Maintain control for areas that cannot be safely reoccupied.
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