**2018**



State of Alaska

Evacuation Plan Template

**Table of Contents**

[Promulgation Letter 2](#_Toc522722144)

[RECORD OF CHANGES 3](#_Toc522722145)

[RECORD OF DISTRIBUTION 4](#_Toc522722146)

[How to Use This Plan 5](#_Toc522722147)

[Introduction and Purpose 5](#_Toc522722148)

[Authority 6](#_Toc522722149)

[Situation 7](#_Toc522722150)

[Assumptions 7](#_Toc522722151)

[Limitations 9](#_Toc522722152)

[Evacuation Notices and Public Messaging - “Ready, Set, Go” 10](#_Toc522722153)

[Concept of Operations 12](#_Toc522722154)

[Responsibilities 17](#_Toc522722155)

[Support Agencies 18](#_Toc522722156)

[Appendix A – Ready-Set-Go Checklist 21](#_Toc522722157)

(*Insert community specific information or revisions in highlighted areas in this template. Examples are provided that can be edited and customized to your specific community*)

# Promulgation Letter

The (Insert your Community) is faced with many hazards that are natural, technological and/or man-made that would require an area evacuation or call to shelter in place. This plan was written to assist the (Insert your Community) in executing an orderly evacuation of people from an area of risk to an area of safety.

This plan identifies local officials, agencies, and organizations that will manage and support the evacuation. It describes evacuation processes and resources that can be used during evacuation. It is an all hazard evacuation plan that uses the National Incident Management System’s (NIMS) Incident Command System for organization.

Evacuation operations under this plan can be initiated when the risk from a hazard requires people to shelter-in-place or evacuate to protect life and/or property.

The plan is intended to be a living document that is reviewed and revised on an annual basis.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mayor Date City Manager Date

**\*Community Name**

**Evacuation Plan**

This plan will be reviewed annually and revised as necessary.

# RECORD OF CHANGES

|  |  |  |  |
| --- | --- | --- | --- |
| Change Number | Date | Subject | Enter By: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**\*Community Name**

**Evacuation Plan**

This plan will be distributed to primary & secondary agencies.

# RECORD OF DISTRIBUTION

|  |  |  |  |
| --- | --- | --- | --- |
| DistributionNumber: | Date: | Agency Signatory Official: | Agency: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# How to Use This Plan

This evacuation plan, supporting the Community of Emergency Operations Plan or Small Community Emergency Response Plan, guides evacuation operations when an incident has the potential for, or requires evacuation.

# Introduction and Purpose

The purpose of this plan, is to guide the Community of evacuation operations when an incident has the potential for, or requires evacuation.

Evacuation is employed to move people to safety prior to impact of a hazard which might threaten life. One goal of evacuation is to avoid rescue, the high-risk, resource intensive removal of persons from a life-threatening impact area. Procedures and planning for rescues are not covered in this plan.

**Evacuation Options**

Shelter-in-place

The goal of shelter-in-place is to reduce the publics’ movement and outside exposure to a hazard. In shelter-in-place, the public is instructed to remain where they are until the hazard has passed or additional instructions are provided.

The decision to evacuate is made when a “shelter-in-place” option is ruled out as not providing sufficient safety from the hazard. Shelter-in-place can be used in combination with evacuation. For example, in a hazardous material release, when those in the immediate vicinity are evacuated and those more distant are instructed to shelter-in-place.

Planned or No-Notice Evacuation

Incidents requiring evacuation may allow time for preparation or be “no-notice”, immediate action events.

Evacuation Area:

Evacuation may be for an area or zone within the Community of , or evacuees may be moved outside the Community of . The Community of will evacuate within our community unless or until our community can no longer safely shelter evacuees from the hazard. If our Community evacuates outside our community to another community, notice and arrangements will be made with the destination community and the State Emergency Operations Center (907-428-7100).

Evacuation Population:

The evacuation may be for everyone in the evacuation area or only for those who are particularly vulnerable to the hazard such as the elderly, young children, or medically frail.

# Authority

Evacuation notices to the public are independent from disaster declarations and do not require a local, borough, or state disaster declaration or emergency proclamation prior to issuance.

The authority in Alaska for ordering evacuation rests with the Governor, an official of a fire department registered with the Alaska Fire Marshall’s office [AS 18.70.075 and .090], or other officials designated by local ordinance.

(Insert local laws if they exist).

In addition, generally understood “common law”, provides for evacuation by public officials when they are acting to protect the public from harm as part of their normal duties.

Refusal to Evacuate:

Some in the public may refuse to evacuate. Generally, there are insufficient personnel and resources to compel evacuation. “Mandatory” evacuations or “evacuations by force” are not widely supported in Alaska and should only be considered in emergency cases involving unaccompanied minors, those under the influence of drugs or alcohol, or unable to make sound decisions due to mental illness or other special considerations.

In the Community of \_\_\_ the decision to evacuate resides with the following persons, offices, or titles:

List persons, offices, titles, that are authorized to implement an evacuation, including alternates who **can act when the primary is unavailable.**

# Situation

*Describe your community’s threats, risks and hazards that may require an evacuation and/or shelter-in-place.*

(Insert your community) is subject to a number of potential natural and technological hazards which might require the evacuation. These include:

|  |
| --- |
| **Triggers for an Evacuation or Shelter in Place** |
| Event | Probability of Occurrence |
| High Risk | Medium Risk | Low Risk | Unknown RiskBut Present | No Risk |
| Avalanche |  |  |  |  |  |
| Tsunami |  |  |  |  |  |
| River Erosion |  |  |  |  |  |
| Earthquake |  |  |  |  |  |
| Flooding |  |  |  |  |  |
| Winter storm |  |  |  |  |  |
| Wildfire |  |  |  |  |  |
| Technological / Infrastructure Failure |  |  |  |  |  |
| Ground Failure |  |  |  |  |  |
| Hazardous Material Release |  |  |  |  |  |
| Sea Storm |  |  |  |  |  |
| Terrorism / Criminal Act |  |  |  |  |  |
| Landslide |  |  |  |  |  |
| Volcano |  |  |  |  |  |
|  |
|  |

# Assumptions

Insert assumptions the community must make for this plan to be effective. You can use the examples below to customize for your community.

**It is assumed that:**

* In most instances there will be sufficient time to warn the public of an emergency and conduct an evacuation effort.
* Many evacuees will seek shelter with relatives and friends outside of the evacuated area instead of using public shelters.
* Some people will evacuate before an evacuation notice is issued and before evacuation operations are in place.
* Some people will refuse to evacuate even after an evacuation notice is issued. They will be advised of the risks. An informed release form may be used if there is time.
* Evacuations may cause financial, physical, psychological, and social disruption.
* Evacuation will be to a location of safety that can support the evacuated population. Therefore, the decision to evacuate will likely include the decision to implement sheltering operations for evacuees.
* Evacuation will move evacuees the minimum distance and time required to provide safety, and then support return.
* Evacuees will often want to evacuate with their pets and personal property.
* (Insert community) has publicized the public alert and warning systems they will use during an evacuation.
* (Insert community) has planned shelters.
* (Insert community), identified evacuation routes and transportation methods.
* Institutions such as health care facilities, schools, prisons, nursing homes, and mental health facilities will have their own evacuation plans that can be integrated into the (insert community) plan and on file with the (insert community).
* The (insert community) could receive evacuees from the following other communities.

(List communities and number of anticipated evacuees that may send evacuees to this community)

* (Insert community) has entered into agreements with partner agencies required to support public evacuation operations including memorandums of understanding/agreement (MOU’s/MOA’s) and they are maintained and updated as needed.

(List current MOUs/MOAs that impact evacuation, contacts, and effective dates.)

|  |  |  |  |
| --- | --- | --- | --- |
| Agency or Organization | MOU/MOA Subject | Effective Date | Contact |
|  |  |  |  |

# Limitations

Insert the limitations placed upon this plan. You can use the examples below to customize for your community.

* Weather conditions, darkness, or hazards may reduce the speed or ability to evacuate.
* There will be insufficient aircraft for use in evacuation.
* No-notice incidents, requiring immediate evacuation, will not allow executing some pre-evacuation portions of this plan.
* Some people may refuse to evacuate and then “change their mind” and want to evacuate as the risk increases.

# Evacuation Notices and Public Messaging - “Ready, Set, Go”

It is suggested that these terms be adopted by the community to provide continuity across the state.

While the steps followed during an evacuation will stay the same, the actions necessary for the public will vary depending on the hazard and amount of warning. In order to be easily understood by the public, the evacuation steps “**Ready, Set, Go**” are recommended. No-notice incidents, requiring immediate evacuation, will move immediately to the “***Go***” step and some pre-evacuation portions of this plan will not be implemented.

***Ready* - General preparedness *– in a potential hazard area, therefore prepared.***

For the public, ***Ready*** means they know what hazards they face and what they need to do during an evacuation. They have a personal and/or family evacuation plan. This includes knowing how an evacuation notice will be delivered by authorized officials, evacuation routes and means, and what they will be required to take with them.

For pet and livestock owners ***Ready*** this means that they have a plan for evacuating their animals and are aware the priority in evacuation will be human life and that not all shelters will be able to receive pets.

For the Access and Functional Needs population, ***Ready*** means the (insert community) has coordinated with local groups supporting these communities and identified the following locations which may need Access and Functional Needs assistance in an evacuation.

List of Organizations and Agencies assisting and supporting with Access and Functional Needs Evacuations

|  |  |  |
| --- | --- | --- |
| **Organization/Facility Name** | **Number** | **Contact** |
|  |  |  |
|  |  |  |
|  |  |  |

If the community has established a public registration where people needing evacuation assistance can register ahead of time, the agency or location where registry information is held must be identified and readily available.

|  |
| --- |
| **Insert Community Population Information** |
| **Description** (Approximate) | **Total** | **Access and Functional Needs** |
| **Adult** (65 and older) |  | **Ex. Geriatric folks, home bound elders, dialysis patients** |
| **Adult** (18 - 65) |  |  |
| **Youth** (4-17) |  |  |
| **Toddler** (0-4) |  |  |
| **TOTAL** (approximate) |  |  |

***Set* – Heightened Situational Awareness *– specific threat in my area, evacuation possible.***

For the public, ***Set*** means they know what specific, current hazard could trigger an evacuation, they are paying special attention to the media and public alert warnings, and they are ***Set***  with evacuation supplies (transportation, ID, keys, medication, pets, etc.) arranged.

For the community leadership, ***Set*** means public alert and warning systems are tested and operational, evacuee shelters are pre-staged with required supplies, transportation systems and routes are ***Set***, and staffing is identified and on standby.

Examples are areas under a severe storm warning or near an active, uncontrolled wildland fire.

***Go* – Evacuation required *– immediate threat to life that requires movement to a safe location.***

For the public, ***Go*** means they evacuate according to instructions from local officials.

For the community leadership, ***Go*** means the evacuation notice is issued to the public, traffic control and/or transportation is provided, shelters are opened, and security in the evacuated area is provided.

Examples are areas under a tsunami warning or within immediate danger from a wildland fire.

***Go,*** as the message to the public to evacuate now***,*** may also be issued in a no-notice incident without the “ready” and “set” steps.

Examples include earthquakes, hazardous materials incident volcano eruptions, or transportation accident which occurs without warning.

For the community leadership, in a no-notice incident *the* ***Go*** step components, including public notice, evacuation routes/means, and traffic control/transportation; shelters are required but executed without any lead time.

# Concept of Operations

1. Notification of hazard, risk, or threat which may require evacuation. This will most often be received in Police and Fire Dispatch, but if not, will be relayed to them.
2. Dispatch will notify: (insert contact numbers and procedures)
3. Police Chief
4. Fire Chief
5. Emergency Management Director
6. City Manager
7. Community Incident Management Team (IMT) will be recalled, Emergency Operations Center (EOC) will be activated, and Borough/State notified.
8. Insert EOC and IMT activation contact references and procedures
9. Insert organizational chart (ICS 203 and ICS 207)
10. Notification to Borough (if community is in one, or this not a Borough plan)
11. Notification to Alaska State Emergency Operations Center (907-428-7100)
12. The hazard and risk will be assessed and extent of shelter-in-place and/or evacuation determined. Pre-identified decision/trigger points and hazard maps may inform this decision.
13. Pre-identified hazard map references
14. Pre-identified Decision/Trigger Points:
15. Geographical/location triggers: (i.e. if the fire crosses F street we will begin evacuation of the downtown district)
16. Hazard triggers (i.e. if the oil refinery distiller releases fumes, we will evacuate the surrounding neighborhood for one mile)
17. Time triggers: (i.e. it will take us three hours to evacuate 1st through 3rd street on the coast, therefore we will execute evacuation at 1500 hrs.).
18. Evacuation areas may be designated by pre-identified or incident specific community or geographical zone or division. Known community references such as school district boundaries can be used.

Insert pre-identified community areas, geographical divisions, or zones.

1. Evacuation may be for everyone or only for those who are particularly vulnerable to the hazard such as the elderly, young children, or medically frail.
2. A decision to initiate an evacuation is made by one of the following: (insert contact numbers and procedures)
3. Mayor
4. City Manger
5. Police Chief
6. Fire Chief
7. Emergency Operation Center
8. Village Public Safety Officer (VPSO), Senior Law Enforcement, Health Officer at the scene

1. Evacuation routes, assembly areas, and shelters are activated from pre-identified lists or identified for incident specific use by EOC and/or Police/Fire:
2. Appropriate method of evacuation is determined:
	1. Evacuation from communities along Alaska’s road system may use walking, privately owned vehicles and public ground transportation.
	2. Evacuation from communities off Alaska’s road system may use walking, all-terrain vehicles, boats, and aircraft.
	3. Access and Functional needs populations are included in evacuation.
3. Evacuation routes are established provide safe egress through evacuation areas to safe shelter(s) which are able to receive evacuees.

Insert pre-identified evacuation routes.

1. Assembly areas, either pre-determined or incident specific are established if transportation will be provided to evacuees.

Insert pre-identified assembly areas.

1. Evacuation Communications Plan is implemented (*ICS 205 if IAP created for incident*)
2. Evacuation notice is provided to the public using pre-scripted evacuation message templates through:

Insert reference to pre-scripted evacuation messages that can be revised for specific incident.

Message should include:

1. What should be done to secure buildings being evacuated
2. What evacuees should take with them
3. Where evacuees should go and how they should get there
4. Provisions for special needs population and those without transportation

 (List community notification methods to be used, i.e. siren, door-to-door, Emergency Alert System, Reverse 911, etc.)

An example table is:

|  |  |  |
| --- | --- | --- |
| **Evacuation Notice Method** | **Activating Agency** | **Contacts for Activation** |
| Public Sirens |  |  |
| Reverse 911 |  |  |
| Emergency Alert System |  |  |
| Radio |  |  |
| Door-to-door |  |  |
| Social Media |  |  |
| Web Site |  |  |

Access and Functional Needs populations are included in the notification through:

Detail any special methods used to notify those with Access and Functional Needs such as hearing or vision impaired, non-English speakers, etc.

1. Immediate evacuation operations are managed on-scene by the Police and Fire Department and communicated to the EOC.
2. Establishing a perimeter around the impacted or to be impacted area
3. Securing evacuation routes and establishing traffic control
4. Coordinating response to those who are unable or unwilling to evacuate
5. Support (transportation, sheltering, etc.) is managed by: list supporting agencies and organizations with their support area such as transportation, sheltering, pets, Access and Functional needs, livestock, health care, mass care.

|  |  |  |
| --- | --- | --- |
| **Evacuation Support Function** | **Supporting Agency** | **Contacts** |
|  |  |  |
| Transportation – General population |  |  |
| Transportation of those with Access and Functional Needs* Describe specific methods or means the community has to transport those with Access and Functional Needs
 |  |  |
| Transport of medical device dependent |  |  |
| Traffic Control |  |  |
| Assembly Areas |  |  |
| Registration and Accountability |  |  |
| Sheltering |  |  |
| Pets |  |  |
| Access and Functional Needs support |  |  |
| Livestock |  |  |
| Health Care |  |  |
| Mass Care – Feeding, Hydration, Clothing, Volunteers and Donations, etc. |  |  |

|  |
| --- |
| **Transportation** |
| Transportation Type | Quantity | Capacity | Owner | Contact |
| Aircraft |  |  |  |  |
| Public Transit |  |  |  |  |
| School Buses  |  |  |  |  |
| Other  |  |  |  |  |

|  |
| --- |
| **Runway Data** |
| Length | Width | Surface | Latitude | Longitude |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Shelters** |
| Type | Location | Reg. Capacity | Contact |
| Primary Shelter |  |  |  |
| Secondary Shelter |  |  |  |
| Pet Shelter |  |  |  |

1. Evacuee tracking/registration/accountability will be initiated through: (List the personnel, method, and reference to procedures used for evacuee tracking/registration/accountability.)
2. Facilities, schools, and institutions with evacuation plans on file are contacted by the EOC and engage in coordinated operations with the EOC. (List organizations with evacuation plans on file or integrated with Community evacuation plan)

|  |  |
| --- | --- |
| **Facility or Institution** | **Evacuation Plan Contact** |
|  |  |
|  |  |
|  |  |

1. All Public Information is coordinated through the EOC and Public Information Officers are deployed to assembly areas or shelters as needed.
2. When the hazard has passed, an assessment is done, and evacuees are allowed to return to their property once it is safe to do so.
3. EOC will coordinate damage assessment and evacuee return with: (List agencies involved in damage assessment and evacuee return Police, Fire, Village Public Safety Officer (VPSO), Troopers, etc.).
4. Re-Entry options:
5. Temporary Re-entry.
6. While the evacuation is still in place, if the incident allows, officials may choose to allow the public to return to their property on a temporary basis for essential items or to assess their property.
7. Temporary Re-entry can be established with a specific limited timeframe (2, 4, 6 hours) for evacuees to be in the evacuated area and then depart.
8. Temporary Re-Entry traffic control and checkpoint operations will be conducted by:

(List agencies involved in Re-Entry Police, Fire, Village Public Safety Officer (VPSO), Troopers, etc.).

Temporary Re-Entry public information will be disseminated by: \_\_\_\_\_\_\_\_\_\_\_\_\_.

1. (List methods for distributing public information on temporary re-entry and include the following information:
* What the public is to expect in the Temporary re-entry
* Length of re-entry (timeframe for public to be in the evacuated area)
* What identification is necessary to gain access to the Re-Entry area
* Traffic plan and checkpoint locations
1. Evacuation Lifted and Return.

Hazard has passed, and the area is evaluated as safe, therefore the evacuation is lifted and the public returns to their property.

1. Information to the public will be provided by: (List methods for distributing public information) and include:
* What the public is to expect in the area
* Any remaining hazards, cautions or traffic restrictions
* Procedures for reporting damage
* Contacts for recovery support – *Recovery operations are covered in other plans*

# Responsibilities

**Primary Agencies**

**Police Department/VPSO/ Law Enforcement**

1. Direct initial on-scene evacuation and coordinates overall incident response with EOC.
2. Assist with dissemination of evacuation instructions and information to the public.
3. Verify evacuation routes are open and provide any closure information to EOC.
4. Manage traffic and crowd control for evacuations, including removal of stalled vehicles and equipment from evacuation routes.
5. Provide security at assembly areas and shelters.
6. Secure evacuation area.
7. Assist with accountability, access and functional needs, those refusing to evacuate, and conduct welfare checks.
8. Assists with initial damage assessment, and report information to EOC.

**Fire Department**

1. Order evacuations whenever necessary to protect lives and property.
2. Direct initial on-scene evacuation and coordinates overall incident response through EOC.
3. Assist with dissemination of evacuation instructions and information to the public.
4. Perform standard emergency lifesaving functions.
5. Assist with evacuation of critically ill and/or medical device dependent.
6. Assist with initial damage assessment, reporting information to EOC.
7. Support Fire and Emergency Medical Services (EMS) in shelters.
8. Support Fire and EMS during evacuee return.

**Emergency Operations Center/Incident Management Team**

1. Recall EOC/IMT personnel and activate to coordinate evacuation operations
2. Assess hazard, risk, and threats and, in coordination with field commands, issue “shelter-in-place” or evacuation notices when necessary.
3. Coordinate evacuation operations in coordination with field commands.
4. Receive resource requests and acquire additional resources through local/regional mutual aid, state, and federal agencies as needed.
5. Verify clearance of evacuation routes and determine alternate routes as needed.
6. Verify readiness and operations of assembly areas and shelters and establish new ones as needed.
7. Disseminate emergency evacuation information to the public and deploy public information officers as needed.
8. Coordinate evacuation operations with other impacted jurisdictions and the State.
9. Coordinate reentry operations.

**Public Transportation**

1. Coordinate mass transit requirements to support evacuation efforts.
2. Support evacuation transportation for those with access and functional needs.

**Health Clinic/Hospital**

1. Conduct evacuation of the facility if needed according to facility evacuation/emergency operations plan and in coordination with the community EOC.
2. Support evacuation of those dependent on medical devices.
3. Support health and medical operations at shelters.
4. Conduct emergency care and treatment of the injured and ill.

**Animal Control / Pet Agency**

1. Provide support for pet transport and sheltering.
2. Coordinate with agricultural cooperatives, farmers, ranchers, etc. on livestock evacuations.

**Office of the Mayor/ City Manager’s Office/Local Government**

1. Provide decisional support and authority for shelter-in-place and evacuation notices as required.
2. Provide policy guidance to EOC.
3. Provide the public with information in coordination with EOC

# Support Agencies

**Public Works**

1. Install/adjust traffic control devices, traffic signal, flashers, signs, and barricades to direct evacuation and identify shelters in coordination with EOC, Law Enforcement, and Fire personnel.
2. Assist with the assessment and identification of evacuation routes.
3. Assist with damage assessment including roadways and bridges.
4. Provide liaison to EOC as necessary, or keep EOC updated on current road conditions.

**State Department of Transportation**

1. Coordinate with EOC and local public works on evacuation routes.
2. Install/adjust traffic control devices, traffic signal, flashers, signs, and barricades to direct evacuation and identify shelters in coordination with EOC, Law Enforcement, and Fire personnel.
3. Assist with damage assessment including roadways and bridges.
4. Keep EOC updated on current road conditions.

**American Red Cross of Alaska**

1. Support sheltering operations in coordination with EOC.
2. Support mass care and disaster assistance as required.
3. Support evacuee accountability including web based registry “Safe and Well”.

**Salvation Army-** Support Mass Care in coordination with EOC.

**School District**

1. If required, conduct evacuation of students, faculty, and staff in accordance with Emergency Operations Plan or evacuation plan and coordination with EOC
2. Provide parents with information on the safety and accountability of their children.
3. Support community evacuation operations and sheltering in coordination with EOC including busses for transportation and schools for shelters.

**Volunteer, Non-Governmental and Faith Based Organizations**

List those in the community who have been pre-identified

1. Support evacuation, sheltering and mass care operations.
2. Support Access and Functional Needs populations

**Quick Reference Organizational Responsibility Chart**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| P = Primary Functional ResponsibilityS = Support Responsibility −Entities have potential functions, but may not be activated for all incidents | Physical Evacuation | Alert, Warning, & Notification | Public Information | Public Safety | Transportation | Sheltering |  | Public Works | Health and Medical Services | Mass Casualties | Mass Care | Communications |
| Office of the Mayor |  |  |  |  |  |  |  |  |  |  |  |  |
| Village/Tribal Gov’t |  |  |  |  |  |  |  |  |  |  |  |  |
| City Manager |  |  |  |  |  |  |  |  |  |  |  |  |
| Volunteer Search and Rescue |  |  |  |  |  |  |  |  |  |  |  |  |
| Fire Department |  |  |  |  |  |  |  |  |  |  |  |  |
| Police Department |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

# Appendix A – Ready-Set-Go Checklist

(Customize with community specific information and procedures)

|  |  |
| --- | --- |
| ***Ready*:**  | **Assigned**  |
|  | 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***.**
 |  |
| ***Set*:** |  |
|  | 1. Evaluate hazard/risk/threat and determine shelter-in-place and/or evacuation need.
 |  |
|  | 1. Make notification to authorized evacuation decision makers
 |  |
|  | 1. Recall personnel and activate EOC and IMT
 |  |
|  | 1. Determine evacuation area(s)
 |  |
|  | 1. Provide advance warning to special needs facilities and advise them to ready evacuation, transportation & reception arrangements.
 |  |
|  | 1. Coordinate with special needs facilities regarding potential evacuation. Identify and alert special needs populations to be ready.
 |  |
|  | 1. Ready assembly areas and 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 shelters and school closures.
 |  |
|  | 1. Advise neighboring jurisdictions if evacuation to their community is possible.
 |  |
| ***Go*:** |  |
|  | 1. Disseminate evacuation notice to the public with special attention given to notifying special need facilities and populations. 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
 |  |
|  | 1. Provisions for transportation including special needs population
 |  |
|  | 1. Staff and open temporary shelters.
* Track all individuals (families) placed in the local shelter.
* Track all individuals leaving the community.
 |  |
|  | 1. Advise neighboring jurisdictions of evacuation if evacuees expected in their community. \*\**Identify number of people to be evacuated to their community*.\*\*
 |  |
|  | 1. Provide situation reports on evacuation to the Borough (if in one) and SEOC
 |  |
| **PRE-RETURN:** |  |
|  | 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 SEOC that return of evacuees will begin.
 |  |
| **RETURN:** |  |
|  | 1. Advise evacuees through public information 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 and making expedient repairs
* Caution in reactivating utilities and damaged appliances
* Cleanup and removal/disposal of debris
* Ongoing safety concerns
 |  |
|  | 1. Terminate temporary shelter and mass care operations.
 |  |
|  | 1. Maintain control for areas that cannot be safely reoccupied.
 |  |