

**EVACUATION PLANNING GUIDE**

**2024**

**STATE OF ALASKA**

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# Section 1: Evacuation Planning Defined

## Introduction to Evacuation Planning

The purpose of this guide is to assist communities developing evacuation plans.

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 guidebook.

Hazards requiring evacuation may be natural or manmade but threaten the safety of those within an area of risk, requiring movement to a safe location.

Hazards that may require evacuation include:

* Avalanche
* Earthquake/Tsunami
* Flooding/River erosion
* Ground failure
* Hazardous materials release
* Infrastructure/Technological failure
* Landslide
* Sea storm
* Terrorist/Criminal act
* Volcanic activity
* Wildfire
* Winter storm

Evacuations often cause financial, physical, psychological, and social disruption. Communities engage in evacuation planning to prepare the public and emergency services supporting the evacuation.

Evacuation should always be to a location of safety that can support the evacuated population. Evacuation should move evacuees the minimum distance and time required to provide safety, and then support return. Officials involved in evacuation recognize evacuees often want to evacuate with their pets and personal property.

Therefore, evacuation planning considers transportation, reception, access and functional needs (AFN), sheltering, pets, personal property, and return.

A decision to evacuate the public includes multiple components that benefit from advance planning to include providing clear public instructions, determining routes and transportation, providing safe locations to evacuate to, considerations of pets, personal property, access and functional needs, security for the evacuated area, and return of evacuees once the hazard has passed.

**Evacuation Authorities**

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. “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.

**Community Evacuation Options**

Evacuation may be for an area or zone within the community, or outside the community. Communities evacuate within their community unless or until the local community can no longer safely shelter evacuees from the hazard.

Evacuation from communities along Alaska’s road system may use walking, privately owned vehicles, and public ground transportation. Evacuation from communities off Alaska’s road system may use walking, all-terrain vehicles, boats, and aircraft.

Communities may decide to evacuate only those who are particularly vulnerable to the hazard such as the elderly, young children, or medically frail.

**Public Response to Evacuation**

Research shows during most events for which there is advanced warning, 50 percent or more of residents in threatened areas will evacuate their homes before ordered or advised to do so by public officials. 80 percent of evacuees will seek shelter with relatives or friends rather than use designated public shelters.

Some in the public may refuse to evacuate. Generally, there are insufficient personnel and resources to compel evacuation. If time allows, a refusal form outlining the risks, or other persuasion methods can be used. In addition, some who initially refuse to evacuate may “change their mind” once the risk becomes clear.

**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.

## Evacuation Notices and Public Messaging

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. Each step is described below. (See the planning references section for source of additional background materials.) In the event of some evacuations, there is a color code that correlates to **“READY, SET, GO”.** Green for ‘Ready’, yellow for ‘SET’, and red for 'Go’.

**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, means, and what they will be required to take with them.

For the community leadership, ***Ready*** means they have provided notification of the public alert and warning systems they will use during an evacuation, have planned shelters, entered into agreements required to support public evacuation operations, and identified evacuation routes and transportation methods.

Examples are areas in coastal tsunami hazard zones or those subject to destructive wildland fires.

**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 a hazardous materials incident 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 and means, traffic control/transportation, and shelters are still required but executed without any lead time.

## Evacuation Phases

Regardless of the hazard, evacuations can be described as moving through five distinct phases. Evacuation plans should consider each phase.

• Decision (to implement an evacuation)

• Notification to the public

• Evacuation

• Shelter

• Return

 The diagram below shows the evacuation phases:

**DECISION**

Situational Awareness

**NOTIFICATION**

**EVACUATION**

**SHELTER**

**RETURN**

“All-Clear”

Hazard

Assessment

**Shelter**

**in Place**

Hazard Control **Shelter**

Decision Point Evaluate

**Hazard**

**Threat / Impact**

**Choose**

**Course of Action**

**Disseminate**

**Notification Message**

**Recovery**

**Center**

**Return**

**Home**

***Voluntary or Spontaneous Evacuation***

**Decision – “Ready” and “Set”**

In the decision phase authorized officials assess the public risk from a hazard and decide to issue an evacuation notice to the public. The decision comes after a shelter-in-place option is ruled out and with consideration of all the requirements to support the evacuation process.

Effective evacuation decision making requires situational awareness and an understanding of the hazard and risk. Evacuation decisions may be based on a pre-established threat timeline or location “trigger-points” developed in the “***Ready***” and “***Set***” steps.

Evacuation plans identify those authorized to issue evacuations and include sufficient alternates for absence or incapacity.

**Notification – “Go”**

This phase is the public “***Go***” notification, following authorities’ decision to evacuate. Evacuation notices are issued to the public advising them of the situation and giving, clear specific instructions on what they should do including what to bring, routes, means of evacuation, and shelter locations.

Options for notification include:

|  |  |
| --- | --- |
| * Door-to door
* Police/Fire/Trooper vehicle public address
* Telephone tree
* Radio/TV broadcast
* Reverse 911 system
* Emergency Alert System
 | * Cell phone text/email subscription service
* Integrated Public Alert and Warning in (IPAWS) Wireless Emergency Alert to cell phones
* Web site
* Mass Notification Siren / Public Address
 |

**Evacuation – “Go”**

This phase is the physical movement of people from a building, area, zone, or community under threat to a safe location. It includes all the components to effectively execute an evacuation including route determination, traffic control, transportation, and accountability.

**Shelter**

Any evacuation requires a safe place for the public to go. An evacuation shelter provides a safe location for evacuees to wait until the hazard has passed.

Depending on the hazard, shelters may be short-term or required for several days. Shelter operations and disaster mass care are covered in other guidance and not included in this guide.

**Return**

Once the hazard has passed, evacuees are allowed to return to their property.

Temporary Re-entry

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. Temporary re-entry is established with a specific limited timeframe for evacuees to be in the evacuated area and then depart.

Evacuation Lifted and Return

Once the hazard has passed, and the area is evaluated as safe, an evacuation is lifted and the public returns to their property. The return phase includes informing the public, coordinating their return with consideration for damaged infrastructure, and transitioning to recovery operations as needed. Recovery operations are covered in other guidance and not included in this guide.

# Section 2: Planning Process

## The Evacuation Plan

 Evacuation planning brings together those involved in evacuation operations and provides an opportunity for interagency, collaborative, problem solving prior to an emergency.

Evacuation plans vary in style and format but are best when they integrate with other plans and guides for emergency operations, mass care, sheltering, and recovery.

Once drafted, plans benefit from periodic review and updates as the community, resources, and hazards change. General emergency planning guidance can be found at <https://ready.alaska.gov/Plans> and <https://www.fema.gov/plan/>.

**Plan Elements**

Elements of an evacuation plan include:

* Who has authority to make evacuation decisions?
* Procedures for the command, control, and coordination of evacuation operations.
* What hazards and conditions may require an evacuation, shelter in place, or a combination of these options?
* Identification of at-risk people/communities and procedures to address their evacuation or evacuation assistance needs.
* Instructions for evacuation notification to the public and the methods to be used.
* Specific plans and procedures that address:
	+ Likely hazard conditions that will exist during evacuation operations
	+ Transportation of evacuees
	+ Evacuation of specific high-risk locations
	+ Evacuation routes and traffic control
	+ Shelter locations and operations
	+ Accounting for or registering evacuees
	+ Security of evacuated areas
	+ Procedures for the return of evacuees

## Evacuation Planning Steps

A model for evacuation planning is:

* Establish and Convene the Planning Team
* Community Analysis
* Review the community’s Hazard Mitigation Plan and/or other studies that characterize the risks and hazards
* Determine Roles & Responsibilities
* Compose the plan
* Exercise and validate the plan
* Revise and review the plan

**Establish and Convene Planning Team**

A first step in evacuation planning is to identify inter-agency stakeholders who will be involved in evacuation operations and form a planning team with authoritative representatives from these agencies. Participants should be knowledgeable about their agency’s roles, responsibilities, authorities, resources, and be able to commit the agency to actions documented in the plan. The goal is to have a planning team that identifies evacuation resources and integrates all agencies’ operations during evacuation into a unified plan.

Community groups, including representatives of vulnerable populations, should be included in the planning team.

An example community planning team might include:

|  |  |
| --- | --- |
| * Community leaders and representatives
* Shelter site representatives
* First responder agencies: Police/Fire/EMS/Trooper
* Facilities with hazardous materials
* Hotels and businesses and organizations involved with tourists
 | * Tribal organizations
* Volunteer agencies including the American Red Cross and Salvation Army
* Facilities and organizations with access and functional needs populations
 |

**Community Analysis**

Effective evacuation operations and planning require an understanding of the community. Evacuation planning is community-based and represents the needs of the whole population. Evacuation plans vary with the size, complexity, and hazards faced. Understanding the composition of the population—such as those with disabilities, access and functional needs, and the needs of children and the elderly is an integral part of the planning effort.

Community demographics that should be considered in planning for evacuation include:

* Socio-economic make-up
* Vehicle ownership
* Pet ownership
* School locations
* Hospital and elder care facility locations
* People with access and functional needs

Other community characteristics that impact evacuation planning are:

* Pre-existing plans
* Type/extent of hazard and its risks
* Speed of hazard onset
* Number of people to be evacuated and the evacuation method
* Geographic areas to be evacuated
* Available resources

Maps and geospatial information systems (GIS) provide evacuation planners a visual representation of risk levels throughout the community as well as evacuation routes and shelter locations.

GIS mapping information may include:

* Hazard specific inundation areas or impact zones
* Demographic information
* At risk/vulnerable communities
* Evacuation routes
* Primary and secondary shelters
* Boundaries
* Topographic information
* Emergency services and relevant agencies
* Critical infrastructure and key resources

**Review Hazard Mitigation Plans and/or Community Risk Information**

Different hazards and risks may require different evacuation actions. Hazard mitigation plans and other community risk information that characterize a community’s hazards and risks can inform the evacuation planning team on what hazard-specific evacuation planning is needed. In addition to hazard mitigation plans, example sources of risk and hazard information include flood maps, inundation studies, law enforcement threat analyzes, seismic studies, emergency operation plans, and hazardous material maps.

**Determine Roles and Responsibilities**

Every agency involved in evacuation should have their roles and responsibilities clearly identified in the evacuation plan and they should all integrate into the overall evacuation operation. Some agencies will have statutory responsibilities. Others will have operating agreements, contractual obligations, or missions related to evacuation.

A key part of the plan will be to document how evacuation will be managed, and how control and coordination will occur during evacuation operations.

Determining Roles and Responsibilities in evacuation includes:

* Establish the evacuation timeline:

Planners typically use an expected hazard and the speed of onset to establish a timeline.

* Establish Decision Points and Agency Engagement:

Decision points indicate the place in time, as incidents unfold, when leaders anticipate making decisions about a course of action. They can also indicate when evacuation agencies and organizations become involved in the incident.

* Identify Operational tasks which include information on:
* What is the action?
* Who is responsible for the action?
* How long should the action take and how much time is actually available?
* What has to happen before?
* What happens after?
* What resources are needed
* Select courses of action:

Planners compare the costs and benefits of each proposed course of action. Senior officials may review course of action decisions at this point in the plan development.

* Identify resources:

After identifying all the requirements, planners begin matching available resources to requirements.

* Identify information needs.

Planners identify a “list” of the information needs for each of the response participants, including the time they need it, to drive decisions and trigger critical actions.

**Resource Deficiencies**

Plans are composed based on currently available resources. The planning process may identify resource deficiencies and shortfalls due to unavailable staff. Options for addressing deficiencies include additional resources through mutual aid, written agreements, grant funding, or future budget requests.

**Compose the Plan**

The planning team, using subject specific sub-groups as needed, develops the community’s procedures for evacuation through meetings, circulation of drafts, revision, and discussion. A community evacuation planning template is provided at <https://ready.alaska.gov/>plans and an Expedient (Appendix 1) or Detailed (Appendix 2) incident evacuation plan template is attached at the end of this guide.

A written community evacuation plan should include:

* Cover Page
* Approval and Implementation
* Record of Changes
* Table of Contents
* Introduction
	+ Authority
	+ Purpose
	+ Acronyms and Abbreviations
	+ Definitions
* Concept of Operations
	+ General
	+ Evacuation Decisions
	+ All-Hazard Evacuation Planning
	+ Shelter Requirements
	+ Transportation
	+ Traffic Control
	+ Warning and Public Information
	+ Special Facilities and Special

 Needs Populations

* + Non-Resident/Tourist Evacuations
	+ Animal Evacuations
	+ Access Control and Security
	+ Demobilization and Reentry
	+ Actions by Phases of Emergency

 Management

* Roles and Responsibilities
	+ Organization
	+ Assignment of Responsibilities
* Direction and Control
	+ General
	+ Evacuation Area Definition
* Increased Readiness Levels
* Administration and Support
	+ Reporting
	+ Records
	+ Resources
	+ Post Incident Review
	+ Exercises
	+ Plan Development and

 Maintenance

* References
	+ Regulations, Policies, Agreements
	+ Supporting Plans and Procedures
* Maps supporting sections above
* Protocols for evacuation sign placement consistent with appropriate road authority.
* Appendices

**Approve**, **Exercise, and Validate the Plan**

After the plan is developed, it should be submitted for approval to local government(s) and distributed to applicable organizations and the state.

Once the plan is drafted, exercises and real incidents test and validate the plan. Exercises, from tabletop to full-scale, provide opportunities for practice and familiarity with planned evacuation operations and responsibilities.

**Plan Revisions and Review**

Lessons learned through exercises and real incidents drive plan revisions. Regular plan reviews keep the plan current. Evacuation planning and exercises allow participating agencies to write or update their own agency evacuation plans and procedures that are integrated and consistent with the overall community plan.

## Distributing the Plan and Community Outreach

Once the plan is developed and approved, it can be distributed to all involved agencies and form the basis of community evacuation outreach education.

**Community Education – “*Ready*”**

Based upon the evacuation plan, educating community members on whether they are at risk, what they will need to do in the event of an evacuation, what messages to expect, and who will be delivering messages is the “***Ready***” step and a crucial part of emergency preparedness. Maps, routes, shelters, and procedures can be shared with the community so that the public knows what to do in an evacuation.

Signage: Signs can help direct the pubic during an evacuation. They can be placed permanently along roads pre-identified as evacuation routes or deployed during an incident. The evacuation plan or agency specific procedures should identify sign storage locations, maintenance, and deployment responsibility. Signs indicating evacuation routes and shelters should follow standard state and nationally recognized convention. Public outreach under the “***Ready***” step, can include the meaning and purpose of evacuation signage.

The signs below are examples of recommended pre-placed tsunami evacuation signage:



(The above signs are typically blue and white.)

**Evacuation Planning References:**

Family Evacuation Planning, US Department of Homeland Security: <https://www.ready.gov/evacuating-yourself-and-your-family>

Red Cross Evacuation Family Planning: <http://www.redcross.org/get-help/how-to-prepare-for-emergencies/make-a-plan>

National Weather Service Evacuation Planning: <https://www.weather.gov/wrn/2018-hurricane-evacuation>

Ready, Set, Go – International Association of Fire Chiefs <http://wildlandfirersg.org/>

# Section 3: Planning Considerations

## Special Consideration and Functional Needs Populations

## The following community populations require special consideration during evacuation planning.

**Access and Functional Needs**

Those with access and functional needs may need additional assistance during evacuation operations. Community groups serving and supporting these populations can be consulted during evacuation planning for guidance. Access and Functional Needs includes:

* People with disabilities
* Elderly
* Dependent on assistive devices, medical equipment, or service animals
* People who live in institutionalized settings
* Children
* People from diverse cultures
* People with limited English proficiency
* Non-English speaking
* Transportation disadvantaged

**Special Facilities**

Some facilities require special, facility-specific planning for evacuation. These facilities can develop their own evacuation plans that are integrated into the overall community plans. A key consideration with these facilities is the time, extra stress, and complex logistics involved in evacuation. Evacuation plans should consider this when calculating warning times for a geographic area and determining what support may be required.

Facilities that fall into this category include:

Resident Health Care Facilities: Hospitals, nursing homes, senior centers, residential mental health facilities, hospices, and adult day care centers

Secured Facilities: Prisons, jails, and juvenile dentition facilities

Educational Facilities: Schools, early childhood centers, day care centers, colleges, and universities

**Tourists**

Those who are visiting may need special evacuation support as they may not know the area or hazards, may not be aware of evacuation plans, and may not know where to find assistance. Tourist industry representatives and associations can be engaged to assist in developing and distributing tourist evacuation guidance.

**Seasonal Workers**

Some communities with seasonal workers see a substantial population increase during the work season. Companies employing seasonal workers should have plans to evacuate and account for their employees that should be integrated into the overall community plan. Seasonal workers may have limited United Sates visas and be non-English speaking.

## Pets and Livestock

Pets: Pets are normally the responsibility of their owners during evacuations. Some owners will refuse to evacuate without their pets. Evacuation planning should consider pet transportation and sheltering.

Service animals: Service animals are domestic animals trained to perform a specific service to assist their owner. These animals must be allowed to accompany their owner during evacuations and in shelters.

Sled dogs: Alaska is home to many sled dog teams and they should be considered in evacuation planning, with responsibility residing with the owners and handlers. Evacuation of dog teams requires time and a suitable location for relocation.

Livestock: Normally the primary responsibility for the management of livestock evacuations resides with the farmer, rancher, or owner. Owners may be reluctant to evacuate without their livestock. Evacuation of livestock depends on a suitable receiving location that can sustain evacuated livestock. Farmers can consult with agricultural cooperatives to develop business continuity plans that include evacuation provisions.

## Public Education - *Ready*

Public education on the community’s evacuation plan provides information so the public is ***Ready***. Public ***Ready*** education includes explaining warning systems, evacuation signals, routes, and maps, and promoting household emergency plans and Go Kits. Methods to educate the public include:

* Publications/signage
* Presentations
* School kits
* Advertisements
* Direct mail
* Notices/events in public places
* Public relations opportunities
* Articles in local papers
* Websites and social media pages
* Utilizing local radio stations

Locations for public education and information distribution may include:

* Libraries
* Information centers
* Public notice boards
* Motel and hotel reception areas
* Medical centers
* Pharmacies
* Fire stations
* Police stations
* Tourist hotspots

## Mutual Aid and Community Movement

Evacuation plans should consider mutual aid from neighboring communities including equipment, personnel, and logistics support. Memoranda of Understanding (MOU) or mutual aid agreements can pre-identify the resources and support available.

If a community plans to evacuate to another community, the receiving community should be included in the planning. Hub communities may end up receiving evacuees from other communities. Some evacuees will stay with families in other communities. Evacuation plans should consider:

* Receiving external evacuees (from neighboring regions)
* Supporting neighboring evacuation plans
* Evacuees moving through the region (i.e. additional traffic/road congestion/air traffic/motel and hotel occupancy)

# Section 4: Planning for Decision Making

**Factors in the Evacuation Decision**

* Safety of evacuees and emergency workers
* Risk from the hazard and threat to life and/or property
* Time before a hazard impact
* Time of day – (impacts public response, notification methods, and transportation)
* Number and kind of evacuees
* Functional Needs
* Transportation method and road conditions
* Egress routes
* Resources available
* Weather
* Information and intelligence – what we know of the hazard
* Time required for evacuation – (impacts resource mobilization and travel time)

**Evacuation Decision Points**

Decision/Management Trigger Points are pre-determined conditions in which evacuation actions will be initiated. Decision points can be based on:

* Geographical/location triggers: (i.e. if the fire crosses F Street we will begin evacuation of the downtown district)
* Hazard triggers (i.e. if the oil refinery distiller releases fumes, we will evacuate the surrounding neighborhood for one mile)
* Time triggers: (i.e. it will take us three hours to evacuate 1st through 3rd Streets on the coast, therefore we will execute evacuation at 1500 hrs.).

The table below shows a simple example of predetermined flood heights as Decision Points:

|  |  |  |
| --- | --- | --- |
| River Height (Feet)(Above Normal Range)  | Event | Response |
| 1 | No Reported Damage | Visually Inspect Flood Gauges |
| 2 | No Reported Damage | Activate EOP and follow notification procedures |
| 3 |  | Commence Evacuations |
| 4 | North Road access flooded |  |
| 6 |  | Evacuations Complete |
| 8 | Airstrip Flooded | Notify SEOC and FAA/ADOTPF |
| 10 | Town Inundation |  |

Not all incident types allow for pre-determined decision points, but when they can be set ahead of time in the evacuation plan, then the corresponding actions required to execute evacuation can be planned or anticipated.

# Section 5: Planning the Notification Phase

## Overview

Evacuation planning should identify who will issue public evacuation notifications and the notification methods used. Based on pre-identified hazards, evacuation messages can be pre-scripted in templates, included in the plan, and then customized as needed during an incident. Clear, consistent, concise public communication reduces stress. Messages should be from a credible source and notify the entire community.

Effective notifications include:

* Evacuation routes and transportation instructions
* Where to go (assembly areas, shelters, etc.)
* What to take with you (medicines, id, etc.)
* Situation specific information
* Date and time information is issued
* Brief description and details of the event
* Area(s) affected/to be affected
* Securing of premises and personal effects when leaving
* Assembly areas
* What to do with pets/livestock
* Response activities being conducted
* Statement to follow directions given by emergency service personnel
* Where to get further information Issuing authority
* Timing of the next update

## Notification Methods

Notification messages should consider the entire community, including access and functional needs, vulnerable populations, hearing impaired, non-residents, and those with limited English.

Options for disseminating official evacuation notifications include:

* Media releases
* Radio messages
* Television announcements
* Television news or on-screen crawlers
* Emergency Alert System
* Wireless Emergency Alerts (cellphones through Integrated Alert and Warning System)
* Internet websites
* Social media
* Email
* Telephone/phone trees/Reverse 911
* TTY/TDD telecom systems
* Text messages
* Fax
* CB radio
* Sirens
* Public address systems (both static and vehicle mounted)
* Printed materials in varying languages
* Door knocking
* Community groups
* Warning systems

**Information to Emergency Services**

Evacuation plans can also include information required for emergency responders supporting evacuation. This information can be pre-scripted and then customized in the incident. One method is to create a pre-existing evacuation incident action plan with pre-established organization, tactical assignments, and communications plan.

# Section 6: Planning the Evacuation Phase

## Overview

Planning of the actual evacuation itself considers the following:

* The size of the area to be evacuated
* The number of people needing to evacuate
* Specific infrastructure and special planning considerations in the evacuation area (e.g. hospitals, prisons, lifeline utilities)
* Time available
* Personnel within the local and neighboring emergency services and volunteer organizations
* The resiliency of local transportation infrastructure
* The capacity of the local transport system

**Accountability and Families**

A basic goal in evacuation is to provide accountability of those evacuated. Whenever possible, families should evacuate together. If time permits, families can assemble together before they evacuate. If children and parents are separated in evacuation, as in a school setting, parents will want to know where their children will be.

## Transportation

Evacuation transportation will depend on the community and the hazard. Evacuation from communities along Alaska’s road system may use walking, privately owned vehicles, and public ground transportation. Evacuation from communities off Alaska’s road system may use walking, all-terrain vehicles, boats, and aircraft.

In self-evacuation, evacuees will transport themselves by foot, personal vehicle, aircraft or boat.

In some situations, using shelter-in-place, people will stay within the same building and move upstairs, to a higher floor above the hazard (i.e. flood).

**Public Transportation**

Planned Agreements: If public transportation is planned for evacuees, planned agreements can be made with transportation companies and accommodations can be made for those with access and functional needs.

Assembly Areas: If public transportation is used, pre-designated evacuation assembly areas, where people will congregate temporarily to get an evacuation ride, can be established where there is easy transportation access and facilities.

Assembly areas assist public transportation of evacuees by:

* Regulating flows to shelters
* Register evacuees
* Start accountability
* Determining the need for medical care, transportation, and sheltering

For the purposes of this guide, “Assembly Area” refers only to those locations where the public temporally waits for a ride out of the evacuated area. (For the location where evacuees remain and shelter, see under “Shelter Phase” below).

Luggage: During planning, luggage limitations of public transportation vehicles can be considered and a pre-incident decision made on what property will be transported.

Pets: If the community has animal control personnel, they can assist in pet evacuation planning. During planning the capacity of public transportation to carry pets can be considered. Pets in carry-cases can be carried on public transportation. Animals without carriers or too large for carriers may require separate vehicles. If owners and pets are separated, plans should include procedures for registering transported animals.

## Roads and Traffic Control

Transportation Group and Traffic Plan: During evacuation planning, a Traffic Plan can be developed with details of planned changes to traffic control to facilitate evacuation. Key information from the Traffic Plan, including routes for anticipated hazards, can be published for the public prior to an incident. In an evacuation incident action plan, a Transportation Group can be organized under the Evacuation Operations Sections, to implement the Traffic Plan. The Traffic Plan should include:

* Primary and secondary evacuation routes from anticipated affected areas
* Emergency response routes
* Road closures into the evacuated area
* Procedures for considering and initiating Contra Flow (reversing normal traffic flow)
* Procedures for updating the public on roadway changes
* Procedures to place and adjust signage
* Traffic control points with personnel directing traffic
* Support services required for vehicles evacuating (fuel, tow-trucks, restrooms, Fire/EMS)
* Identification of personnel and resources needed to execute the Traffic Plan

## Security in Evacuated Areas

Evacuation planning includes plans considering the security of the evacuated area to alleviate public concerns for crime and prevent unauthorized re-entry. Resources for security may be limited while evacuation is in progress and the evacuated area may be unsafe for security personnel to operate.

# Section 7: Planning the Shelter Phase

## Overview

Sheltering and Disaster Mass Care operations will require a separate, interagency planning effort that involves community partners in sheltering such as the American Red Cross, Salvation Army, school districts, and non-profit and/or faith-based organizations. For purposes of this evacuation-specific planning guidance, only the major elements of evacuation sheltering are listed. Details on shelter operations are referenced in the Alaska State Emergency Operations Plan (<https://ready.alaska.gov/Plans>) and are supported by the Alaska State Mass Care Operations Guide (<https://ready.alaska.gov/SEOC/Community_Documents>) and the National Mass Care Strategy (<https://www.fema.gov/national-mass-care-strategy>).

Evacuation Points” or “Collection Points” are congregate facilities established to provide the evacuated public with a secure, environmentally protected life-safety location to survive the immediate impacts of an actual or potential hazard.

Facilities used may include schools, community centers, convention centers or churches, temporarily converted to serve as evacuation shelters. An evacuation shelter may be a facility hardened against impact located inside the hazard area or a facility outside the impact area.

Evacuation Points are typically operational for a period not to exceed 72 hours and include:

* Registration - where evacuees are accounted for, provisions are made for evacuees to contact family/friends, and updated information is provided from officials
* Drinking water
* Minimal snacks or less than 3 full meals per day
* Basic first aid
* Space designated in common areas for clients to sit or lay on personal items brought with them to the shelter but cots and blankets may not be available.
* Accommodations for Access and Functional Needs
* Provisions for pets or information on pet sheltering

If the area evacuated or incident requires it, sheltering may transition into longer-term sheltering operations. Evacuees may move to a longer-term shelter or evacuation shelters may transition into longer-terms shelters if the facility is appropriate. Details on disaster Mass Care operations and Sheltering operations are available in other guidance references.

Evacuees may also arrange their own shelter with family or friends, or through hotel/motel accommodations.

# Section 8: Planning the Return Phase

## Overview

The return phase occurs when the evacuated area is safe for evacuees to return. This phase may occur over time and in phases. Depending on the incident, an area may not be safe for reoccupation for an extended time, and temporary housing options may have to be considered. Disaster Temporary Housing, Individual Assistance, and other disaster recovery program are covered in other guidance and are referenced below.

**Decision Making**

Before reentry, the evacuated area is assessed for safety including:

* Presence/status of original hazard and risk for reoccurrence
* Infrastructure and building safety (as determined by damage, with engineering assessments as needed)
* Available utilities
* Security and public health

**All-Clear Information**

The “all-clear” or “safe to return message” can be disseminated through public information and typically includes:

* Issuing authority
* Date and time
* Brief description and details of event
* Area(s) now safe
* Instructions to those with damages or loss
* How to return
* Road/traffic conditions
* Security of area
* Return routes
* Response activities still underway in area
* Statement to follow directions given by emergency service personnel
* Recovery services available
* Direction as to where to seek further information

## Physical Return

Traffic Management and Transport:It may be necessary to develop a traffic management plan, establish traffic control, or arrange public transportation for return to the evacuated area.

Staged Return: If only part of the evacuated area is safe, or it is only safe for evacuees to return for a limited time, evacuee return can be staged.

Accompanied Return: If a full, open return is unsafe, evacuees may be accompanied by emergency service personnel for a short-term return into the evacuated area to assess loss and collect possessions.

## Recovery

If there was damage and loss from the incident that prompted the evacuation, survivor recovery operations can begin. Recovery operations will require a separate, interagency planning effort. Details on recovery operations are referenced in the Alaska State Emergency Operations Plan (<https://ready.alaska.gov/Plans>) and are supported by Alaska State Disaster Assistance (<https://ready.alaska.gov/>)

# Appendix 1

# Example of Expedient Incident Evacuation Plan

**Community: Incident:**

**Population Data:**

Estimated Population: Number of Addresses:

**Agencies:**

**Purpose:**

Establish operating guidelines should the evacuation of residents between *(location descriptions of evacuation boundaries)* be needed due to *(type of incident, hazard, or risk)*.

**Emergency Evacuation Plan**

As Incident Commander of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ incident, I find that certain evacuation actions are necessary to ensure the safety of the public and the assigned emergency responders. Therefore, I am (we are) issuing the following instructions:

* Shelter-In-Place
* Evacuation

This action is valid for the following area:

Evacuation shelters will be located at:

Local citizens affected by this action should be told to:

* ***Set*** - Prepare for an evacuation.
* ***Go*** - Evacuate the area and check in at the Shelter(s)
* Other (describe):

Perimeter Controls:

|  |  |
| --- | --- |
| Establish an Outer Perimeter at: | Use the following perimeter control methods: |
|  | * Check Point
* Roadblock
 |
| Establish an Inner Perimeter at: | Use the following perimeter control methods: |
|  | * Check Point
* Roadblock
* Road Closure
* Mobile Patrols
 |

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

Incident Commander Date Time

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

PRINCIPAL EXECUTIVE OFFICER Date Time

#  Appendix 2

# Example of Detailed Incident Evacuation Plan

Incident Evacuation Plan

**❑ ORIGINAL PLAN ❑ REVISED PLAN**

NAME OF INCIDENT/DESCRIPTION:

PREPARED BY:

 (PRINTED NAME and TITLE)

AGENCY:

DATE: TIME: \_\_\_\_\_\_\_

SUBMITTED TO:

 (NAME and TITLE)

THIS PLAN CONTAINS:

* EVACUATION AUTHORIZATION (1 PAGE)
* THREATS, AREA, and OBJECTIVES (1 PAGE)
* EVACUATION STAGES (1 PAGE)
* IMPLEMENTATION PLAN (2 PAGES)
* ANTICIPATED RESOURCE REQUIREMENTS (1 PAGE)
* SUPPLEMENTAL INFORMATION (\_\_ PAGES)

Evacuation Authorization

1. **AUTHORITY:** Authority for evacuation during this incident is based on the following references:

A. **Legal Authority:**

B**. Disaster Plan:**

2. **RESPONSIBILITY:** The agency responsible for planning, implementing, and managing an evacuation during this incident is identified as the:

3. **INCIDENT COMMANDER:** I have determined the nature of this emergency may pose significant threat to the health and safety of persons within the area described in the attached *Incident Evacuation Plan*.

❑ A. The affected Principal Executive Officer(s) is/are requested to review the attached plan, initiate necessary proclamations or declarations, and grant extraordinary authority for me to implement elements of the evacuation plan as conditions warrant.

***OR***

❑ B. The nature of this emergency does not permit prior authorization of evacuation through normal channels. I order the immediate implementation of evacuation efforts as noted in the attached plan.

***OR***

❑ C. The evacuation was ordered during the Initial Attack of this incident and the attached plan documents the decisions for that action.

SIGNATURE and TITLE of INCIDENT COMMANDER DATE and TIME

4. **PRINCIPAL EXECUTIVE OFFICER (S):** As the official(s) having legal responsibility for the approval of evacuations within this jurisdiction:

❑ A. The *Incident Evacuation Plan* has been reviewed, necessary proclamations or declarations have been completed, and the Incident Commander is hereby granted authority to implement elements of the plan as conditions warrant.

***OR***

❑ B. The *Incident Evacuation Plan* has been reviewed, and it is my/our decision to withhold approval of the Incident Commander’s request for authority to implement elements of the plan. The basis for this decision is attached. This decision may be reviewed and amended as conditions warrant.

***OR***

❑ C. I/we have been advised of the Incident Commander’s use of extraordinary authority to proceed with evacuation. The basis for that decision has been reviewed and I/we ❑ do ❑ do not authorize continued evacuation efforts.

SIGNATURE and TITLE of INCIDENT COMMANDER DATE and TIME

## Part One: Threats, Area, and Objectives

**A. THREATS TO HEALTH AND SAFETY:**

**B. AREA DESCRIPTION:** As of

 (TIME, DAY, and DATE)

This plan is being recommended for the following area(s):

**C. OBJECTIVES:**

1. To identify residents, businesses, public buildings and other areas from which occupants and property may need to be evacuated.

2. To locate and identify special concerns of the incident staff to include persons with conditions requiring extraordinary care, livestock or other property requiring specialized consideration and potentially hazardous materials.

3. To identify resources necessary to accomplish an evacuation.

4. To provide for the timely, safe, orderly evacuation of affected areas as ordered by the Incident Commander.

1. Provide for prompt information dissemination to the affected area.
2. Provide for prompt return of all displaced citizens.

7. ❑ **A SUPPLEMENT IS ATTACHED DETAILING ADDITIONAL OBJECTIVES.**

## Part Two (A): Evacuation Types and Trigger Points

❑ ***Go NOW -* No-Notice Evacuation –.** A no-notice evacuation is where circumstances require immediate implementation of contingency plans. The area(s) under this condition is and the reason(s):

❑ ***Ready:* Pre-evacuation CONTACTS** and **BRIEFINGS** of persons within affected area(s).

**Trigger Points: This stage will be implemented under the following conditions:**

 *(Describe trigger point, i.e. the fire reaches \_\_\_\_ location, or water reaches \_\_\_\_\_ height, or water breaches \_\_\_\_\_\_ facility, or dam shows \_\_\_\_\_\_seepage, etc. and estimated time required to announce and execute evacuation)*

❑ ***Set*:** Prepares the community or area affected that there is a threat and possibility an evacuation may be issued. It is not immediate but could be warranted within a 2-hour, 4-hour, or other specified time frame.

**Trigger Points: This stage will be implemented under the following conditions:**

 *(Describe trigger point, i.e. the fire reaches \_\_\_\_ location, or water reaches \_\_\_\_\_ height, or water breaches \_\_\_\_\_\_ facility, or dam shows \_\_\_\_\_\_seepage, etc. and estimated time required to announce and execute evacuation)*

❑ ***Go - Evacuation***: This level is implemented when there is an immediate threat and an evacuation is imminent or immediate. Residents are advised to evacuate and not return until informed by emergency response personnel.

**Trigger Points: This stage will be implemented under the following conditions:**

 *(Describe trigger point, i.e. the fire reaches \_\_\_\_ location, or water reaches \_\_\_\_\_ height, or water breaches \_\_\_\_\_\_ facility, or dam shows \_\_\_\_\_\_seepage, etc. and estimated time required to announce and execute evacuation)*

❑ **Temporary Re-entry:** Incident Commanders may choose to allow residents to return to their property on a temporary basis for essential items or to assess activities. A timeframe will be established. Example: 2-, 4-, or 6-hour re-entry time.

❑ **Return:** The “return” phase involves: an assessment of the evacuated area; issuing an ‘all-clear’; coordinating the physical return of evacuees; and the continuation of recovery provisions.

 **The threat is no longer imminent and residents have full access to the area(s).**

## Part Two (B): Perimeter and Access Control

**A.** **PERIMETER AND ACCESS CONTROL**. Perimeter and access control shall be established to minimize conflicts between civilian and incident traffic. Perimeter and access control shall be accomplished by establishing:

* **Outer Perimeter**

|  |  |
| --- | --- |
| **Location** | **Type of Control** |
|  | * Checkpoint
* Roadblock
 |
|  | * Checkpoint
* Roadblock
 |
|  | * Checkpoint
* Roadblock
 |
|  | * Checkpoint
* Roadblock
 |
|  | * Checkpoint
* Roadblock
 |

* **Inner Perimeter**

|  |  |
| --- | --- |
| **Location** | **Type of Control** |
|  | * Checkpoint
* Roadblock
* Road Closure
 |
|  | * Checkpoint
* Roadblock
* Road Closure
 |
|  | * Checkpoint
* Roadblock
* Road Closure
 |
|  | * Checkpoint
* Roadblock
* Road Closure
 |

## Part Three: Implementation Plan

1. **Emergency Implementation Procedure:** In the event an evacuation is directed by the Incident Commander and time does not permit personal notification of affected person, the following procedure will be utilized.

*Describe how the evacuation will be announced (i.e. over the radio, TV, EAS, door to door, etc.) and conducted. What agencies/ resources will participate, what routes they will take through the evacuation area, how many personnel or units will be assigned to each area, what transportation they will use (engines, patrol cars, ATVs, etc.)*

1. **Obstruction Response Procedure:** The recommended response for persons refusing to cooperate with an evacuation directive is:

1. **Traffic Plan:**

❑ Routes and Destinations:

|  |  |
| --- | --- |
| Primary Route: |  |
|  |
|  |
|  |
| Primary Destination: |  |
|  |
|  |
|  |
| Alternate Route: |  |
|  |
|  |
|  |
| Alternate Destination: |  |
|  |

* **Traffic Control**

|  |  |
| --- | --- |
| **Location** | **Type of Control** |
|  | * Mobile Patrols
* Traffic Directional Control
* Pilot Cars
 |
|  | * Mobile Patrols
* Traffic Directional Control
* Pilot Cars
 |
|  | * Mobile Patrols
* Traffic Directional Control
* Pilot Cars
 |
|  | * Mobile Patrols
* Traffic Directional Control
* Pilot Cars
 |
|  | * Mobile Patrols
* Traffic Directional Control
* Pilot Cars
 |

1. **Evacuation Shelters:** Evacuation shelters for this incident will be set up as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Shelter Name/****Phone Number** | **Location** | **Shelter Manager** | **Responsible Agency** |
|  |  |  |  |
|  |  |  |  |

1. **Public Information Officers will be assigned to shelters as follows:**

|  |  |  |
| --- | --- | --- |
| **Shelter Name** | **Information Officer** | **Contact Numbers** |
|  |  | Phone:Cell:Pager:E-Mail: |
|  |  | Phone:Cell:Pager:E-Mail: |
|  |  | Phone:Cell:Pager:E-Mail: |
|  |  | Phone:Cell:Pager:E-Mail: |

1. **Pre-Evacuation Activities:**

❑ Yes ❑ No Teams will complete pre-evacuation contact data sheets as time and circumstances permit.

❑ Yes ❑ No Resident evacuation information will be provided during initial contact.

❑ Yes ❑ No Resident evacuation information will be provided at exit roadblocks.

❑ Yes ❑ No Incident PIO representative will establish a briefing site for residents.

1. **Resource Locations:**
	1. Evacuation branch and staging area:
	2. Evacuation reporting and briefing site(s):
	3. Mobile property holding area(s):
	4. Livestock holding area(s):
2. **Communications:**

Radio Frequencies and/or Telephone Numbers for Evacuation Branch:

**Frequency/Channel Telephone**

 1. Evacuation branch:

 2. Contact teams:

 3. Perimeter & traffic control:

 4. Security teams:

1. **Public Information Officer:**

|  |  |
| --- | --- |
| Name: |  |
| Contact Numbers: | Phone:Cell:Pager:E-Mail: |
| Location of Community Briefings |  |
| Date and Time for Community Briefings |  |
| Location of Media Briefings: |  |
| Date and Time for Media Briefings: |  |

1. **Designated Marking:**

 **Signs:** Appropriate closure signs will be posted at the perimeter as needed.

 **Flagging:** (identify color for each category):

|  |  |
| --- | --- |
| **Description of Action** | **Color of Flagging** |
| Resident/Occupant has been personally contacted. |  |
| Occupant has a condition that requires extraordinary care. |  |
| Hazardous materials identified on property. |  |
| Occupant request assistance moving property |  |
| Non-Emergency vehicle permitted within perimeter. |  |

## Part Four (A): Anticipated Resource Requirements

**A.** **Personnel, Vehicles, and Radios:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FUNCTION** | **LAW****ENFORCEMENT** | **OTHER** | **SUPPORT** | **VEHICLES** | **RADIOS** |
| Contact/Mapping Teams |  |  |  |  |  |
| Roadblocks |  |  |  |  |  |
| Traffic: Fixed Location |  |  |  |  |  |
| Traffic: Mobile |  |  |  |  |  |
| Traffic: Escort |  |  |  |  |  |
| Security: Evacuated Area |  |  |  |  |  |
| Security: Property Storage |  |  |  |  |  |
| Evacuation Center(s) |  |  |  |  |  |
| Evacuation Branch |  |  |  |  |  |
| Totals Per Shift |  |  |  |  |  |

**B.** **Traffic Control Devices:** (Specify Type and Quantity)

 a. Signs:

 b. Barricades/cones/pylons:

 c. Lights:

 1. Warning:

 2. Illumination:

**C.** **Other Resources Required:**

**D.** **Special Note:** (Uniform requirements, vehicle accessories, etc.)

Prepared & submitted: By:

 DATE and TIME SIGNATURE and TITLE

Agency: Submitted To: \_\_\_

 NAME and TITLE

## Part Four (B): Evacuation Expenses

Evacuation Cost May Include:

* Transportation cost for evacuees
* Equipment and Supplies
* Rent for Evacuation Centers
* Food
* Water
* Other (Describe)

Evacuation Costs Will Be Charged To:

Submitted: By:

 DATE and TIME SIGNATURE and TITLE

 ❑ **INITIAL REQUEST** ❑ **SUPPLEMENTAL REQUEST**

**Pre-Evacuation Contact**

Incident Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Name of Person Contacted: |  |
| Address or Location of Contact: |  |
| Number of persons at this location: | Adults | Minors |
| Males | Females | Males | Females |
|  |  |  |  |
| Transportation Available: | Yes | No |
| Pets/Animals needing attention: | Yes | No |
| Special Needs or Assistance Required: (explain) |
| Phone Number at contact location: |  |
| Emergency Contact Name |  |
| Emergency Contact Number |  |
| Electronic media most often on at contact location | Television | Radio | None |
| Other information: |  |
| Contact Made By: |  |

# Evacuation Report

Incident Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, issued an EVACUATION for the following individual(s):

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

This individual(s) was evacuated from:

|  |
| --- |
|  |
|  |
|  |
|  |

This EVACUATION was issued for the following reasons:

|  |
| --- |
|  |
|  |
|  |
|  |

The individual(s) evacuating:

 ❑ Transported themselves out of the area.

 ❑ Were escorted out of the area by incident personnel.

|  |
| --- |
| If the evacuee(s) were escorted out of the area by incident personnel, complete the following: |
| Name of the Incident personnel that escorted the evacuee(s) out of the area: |  |
| Location to which the evacuee(s) was escorted: |  |
| If the evacuee(s) was a minor, name of the person who accepted responsibility from the escort: |  |
| Evacuee(s) were escorted from the area under restraint | Yes | No |

Signature of person issuing the Evacuation

# Roadblock Datasheet

Incident Name:

Roadblock Location:

Date: Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Drivers Name |  |
| Vehicle Description: | License No. | Color | Make | Year |
|  |  |  |  |
| ID Confirmed: | ❑ Driver’s License ❑ ID Card ❑ SS Card ❑ Other |
| Passenger Names: |  |  |
|  |  |
|  |  |
| Reason for entry: |
| Destination: |
| Do you understand that your presence may hinder emergency workers/operations within the area you are entering? | Yes | No |
| Do you understand that you may incur some personal liability by hindering emergency operations within the area? | Yes | No |
| Do you understand that you, and anyone with you, may risk serious personal injury and death by entering this area? | Yes | No |
| Do you understand that there may be no opportunities or resources available to assist you should you encounter life-threatening circumstances? | Yes | No |

Name of Person collecting data: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Driver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_