King County

EVACUATION PLANNING CHECKLISTS

MAY 14, 2008

1.2	Plan Scope
1.2.1	**Geographic Scope**
1.2.1-A	Determine if any of the information required for this section is available from existing jurisdiction plans or documents (e.g., Comprehensive Emergency Management Plan).
1.2.1-B	Identify the jurisdiction(s) for which this evacuation plan is being written and to which it can be applied. Include maps as an appendix where appropriate.
1.2.1-C	Identify geographic areas of your jurisdiction that may require particular attention (e.g. floodplains) during an evacuation. Include maps as an appendix where appropriate.
1.2.1-D	Identify jurisdiction(s) in the region beyond the legal scope of your jurisdiction's evacuation plan on which you might need to rely should an evacuation of your jurisdiction occur. Include maps as an appendix where appropriate. Examples include: - Neighboring jurisdiction that may shelter your evacuees. - Neighboring jurisdiction whose resources you may use.
1.2.1-E	Identify relevant geographic zones within your jurisdiction. Areas may include but are not limited to: - Residential areas - Industrial areas - Commercial areas (high daytime population) - Arts or entertainment district
1.2.2	**Potential Evacuation Populations**
1.2.2-A	Determine if any of the information required for this section is available from existing jurisdiction plans or documents (e.g., Comprehensive Emergency Management Plan).
1.2.2-B	Determine the likely daytime populations for your jurisdiction (by geographic zone). Daytime populations are likely to be higher in commercial areas where a major workforce is present.
1.2.2-C	Determine the likely nighttime populations for your jurisdiction (by geographic zone). Nighttime populations are likely to be higher in residential areas.
1.2.2-D	Determine any seasonal populations for your jurisdiction (by geographic zone).

	- E.g., college/university students; migrant workers; tourists
1.2.2-E	Determine the likely distribution of your jurisdiction's population (by geographic zone). Pay particular attention to areas with high concentrations of people. - E.g., large employment centers or shopping malls

1.2.2-F	Determine the likely number of vehicles owned for each geographic zone within your jurisdiction.
	
	    - Potential sources of information include planning department and U.S. census data.
	
	    - Use demographic data for vehicle ownership, commuting patterns, etc.

1.2.2-G	Determine the percentage of the population in your jurisdiction that relies on public transportation on a daily basis to travel to/from the area (by geographic zone).

1.2.2-H	Determine the likely number of evacuees from your jurisdiction that will require transportation assistance to evacuate (by geographic zone).
	
	    - Potential sources of information include planning department and U.S. census data.
	
	    - Use demographic data for vehicle ownership, commuting patterns, etc.

1.2.2-I	Determine the likely modes of transportation that will be available to evacuees (by geographic zone). - Consider the type of geographic zone and the accessibility of personal vehicles– will evacuees attempt to drive, take public transportation, walk, etc.,
1.2.2-J	Determine the likely directions evacuees will try to travel (by geographic zone). - Understand possible evacuee destinations (e.g., work locations, home, and location of children).

1.2.2-K	Identify the special needs populations (anyone requiring additional assistance to evacuate) for each geographic zone within your jurisdiction.
	
	    - Special needs populations include but are not limited to:
	        • restricted mobility (wheelchair/walking aid);
	        • patients/residents of hospitals, nursing homes, and assisted care facilities;
	        • hearing-, language- or vision-impaired;
	        • non-English speaking persons;
	        • incarcerated persons;
	        • commuter populations;
	        • homeless;
	        • students (e.g., colleges, schools, and childcare centers)
	        • animals (farm animals; kennels; veterinary hospitals; zoos; theme parks; pet stores; university laboratories)

1.2.2-L	Determine the likely distribution of the special needs population for each geographic zone within your jurisdiction. Considerations include but are not limited to:

	- Where are hospitals located within your jurisdiction?
	- Does your jurisdiction have any prisons? Courthouses where prisoners might be located during trial/sentencing?
	- Where are schools located within your jurisdiction?
	- Does your jurisdiction have any homeless shelters?
1.2.2-M	Determine the type of assistance required for each special needs population. (e.g., transportation, medical assistance, specialized equipment). - Pay particular attention to areas with high concentrations of special needs populations.
1.2.2-N	Identify communities in your jurisdiction that are located in known areas of high risk (e.g., within the emergency planning zone of a nuclear power plant, within a floodplain). - Refer to communities identified in Section 4.2: *Likely Hazards of Note for Jurisdiction*.
1.2.3	**Parties Involved in Planning and Conducting an Evacuation**
1.2.3-A	Determine which agencies within your jurisdiction will be involved in evacuation planning and evacuation response. Examples include: - Executives (mayor/county executive/governor, etc.) - Emergency management/law enforcement/fire/EMS - Transportation/transit providers - Support Services - Resource Providers
1.2.3-B	Determine which neighboring jurisdiction(s) should be involved in evacuation planning and evacuation response. - Consider those jurisdictions identified under Section 1.2.1: *Geographic Scope*.
1.2.3-C	Determine which outside organizations, private-sector companies and point of contacts that may support the evacuation response. - Consider those organizations and private-sector companies identified under Section 7.0: *Logistics.* - Ensure point of contacts are identified
1.2.3-D	Determine the communication methods to be used to establish contact with the points of contact for each internal agency, neighboring jurisdiction, and outside organization and private-sector company that may have a role in either evacuation planning or evacuation response. - Identify secondary means of communication should the primary means fail to function. - Refer to Section 5.4: *Inter-Agency Communications Systems and Procedures*.
1.2.4	**Coordination with Other Plans and Guidance**

1.2.4-A	Ensure the evacuation plan is compatible with your jurisdiction's comprehensive emergency management plan (CEMP).
1.2.4-B	Ensure the evacuation plan is compatible with supporting plans from your jurisdiction. Examples include: - Continuity of Operations (COOP) plan - Continuity of Government (COG) plan
1.2.4-C	Determine whether the evacuation plan will be a stand-alone plan, or whether it will be integrated into an existing emergency management plan, such as an annex to a CEMP.
1.2.4-D	Determine any neighboring jurisdiction(s)' plans with which your evacuation plan should be compatible. - Consider those jurisdictions identified under Section 1.2.1: *Geographic Scope*. - Consider those plans identified under Section 8.0: *Plan Review and Maintenance*.
1.2.4-E	Determine any County or State plans with which your evacuation plan should be compatible. - Consider those jurisdictions identified under Section 1.2.1: *Geographic Scope*. Consider those plans identified under Section 9.0: *Plan Review and Maintenance*.
1.2.4-F	Determine any national guidelines with which your evacuation plan must be compatible. Examples include: - National Incident Management System (NIMS) - National Response Framework (NRF)
1.2.5	**Limitations of Plan**
1.2.5-A	Provide plan users an explination of the plans limitations.
2.0	**Authorities**
2.0-A	Determine whether the elements of this section already exist in a previously-written plan (e.g., a CEMP), and can simply be included in the evacuation plan by reference.
2.1	**Introduction Explaining Inter-Relationships Among Levels of Government**
2.1-A	Document the requirements and practices for the coordination of agencies/officials from the local, county, state, and federal levels of governments. - Refer to Sections 1.2.3 *Parties Involved in Planning and Conducting an Evacuation* and 1.2.4 *Coordination with Other Plans and Guidance*, for identified agencies.
2.1-B	Reference the protocols for when agencies from each additional level of government gets involved in an evacuation effort.
2.2	**Federal Statutes/Regulations**
2.2-A	Include references to the federal statutes/regulations with which the evacuation plan must comply. Examples include:

		- Codes of Federal Regulations - DHS/FEMA - Pets Evacuation and Transportation Standards Act of 2006
2.3	**State of Washington Statutes/Regulations**	

2.3-A	Include references to the state statutes/regulations in which the evacuation plan must adhere. Examples include:
	
	    - Revised Code of Washington (RCW)
	
	    - Washington Administrative Code (WAC)
	
	    - Public Laws	

2.4	**Local Statutes/Regulations**	

2.4-A	Include references to the local statutes/regulations with which the evacuation plan must comply, particularly the enabling legislation with regard to declaring and conducting an evacuation. Examples include:
	
	    - Proclamations of Authority
	
	    - County Codes
	
	    - County Plans
	
	    - City/Town Codes	

2.5	**Plans and Agreements**	

2.5-A	**Include coordinated plans and agreements within jurisdiction and outside agencies.** Examples include:
	
	    - Local Mutual Aid
	
	    - Inter Local Agreements
	
	    - IGA	

3.0	**Critical Assumptions**	
3.1	**Regulatory Issues**	

3.1-A	Identify critical assumptions regarding regulatory issues that are relevant to conducting an evacuation, and which may affect the manner in which evacuation operations occur.
	
	    - Refer to Section 2.2: *Federal Statutes/Regulations*.
	
	    - Refer to Section 2.3: *State of Washington Statutes/Regulations*.
	
	    - Refer to Section 2.4: *Local Statutes/Regulations*.	

3.2	**Local Parameters**	
3.2-A	Identify critical assumptions regarding local parameters and conditions relevant to conducting an evacuation. Examples include: - Emergency management practices unique to the jurisdiction.	

		- Expectations regarding involvement of specific neighboring jurisdictions.
3.3	**Local Limitations**	
3.3-A	Identify critical assumptions regarding local limitations relevant to conducting an evacuation. Examples include: - Jurisdiction may have limited resources "in-house" to support evacuation and sheltering operations. - Some citizens will not be willing to evacuate, regardless of the hazard.	
4.0	**Hazards**	
4.1	**All-Hazards**	
4.1-A	- Ensure the evacuation plan is applicable across all types and scopes of hazards as listed in individual jurisdictions Hazard Identification and Vulnerability Assessment (HIVA).	
4.1-B	Ensure the evacuation plan addresses shelter in place tactics to be used when an evacuation is unsafe or not feasible.	
4.1-C	Ensure the evacuation plan addresses special hazards and unique scenarios specific to your jurisdiction. - Refer to the information gathered under Section 4.2: *Likely Hazards of Note for Jurisdiction*.	
4.2	**Likely Hazards of Note for Jurisdiction**	
4.2-A	Determine whether the elements of this section already exist in a previously-written plan (e.g., a CEMP), and can simply be included in the evacuation plan by reference.	
4.2-B	Identify specific hazards that are likely to cause (or have previously caused) an evacuation in your jurisdiction or region. (e.g., volcanic lahar, earthquake, nuclear power plant, etc.) - Consider unique geography and weather-related issues. - Consider any facilities of special relevance.	
4.2-C	Determine and list jurisdictional scenario-specific plans that address evacuation measures for each identified hazard. For Example: - Dams - Hazmat Facilities - Utility Operators	
4.2-D	Identify the decision points/triggers (e.g., time-based, geography-based) for declaring an evacuation in response to each identified hazard. - Identify the authority (by position) that has the legal power to declare an evacuation. - Identify the agencies/personnel involved in monitoring evacuation triggers.	

4.2-E	Identify and prioritize communities in your jurisdiction that should evacuate by virtue of their location in relation to the hazard source (for each identified hazard). - Which communities will be negatively impacted first should the hazard occur?
4.2-F	Determine the likely number of people and vehicles that will have to be evacuated from communities pre-identified as ones that are vulnerable to specific hazards (for each identified hazard). - Consider information gathered under Section 1.2.2: *Potential Evacuation Populations*.
4.2-G	Determine the predicted direction and distance evacuees must travel from the known hazard source to ensure their safety. - Identify the range of likely harmful effects based on the nature of the hazard. - Determine weather aspects (e.g., wind speed and direction) that may influence the direction of the evacuation.
4.2-H	Estimate the time needed to complete the evacuation based on the projected evacuation characteristics for (each identified hazard).
4.2-I	Estimate the amount of time during which publicly-sheltered evacuees will need support before being able to return home (for each identified hazard). - Inform shelter organizers of this timeframe.
4.2-J	Determine the likelihood of evacuating the entire affected population out of harm's way before the hazard negatively impacts the area being evacuated (for each known hazard). If unlikely, shelter-in-place should be utilized if feasible.
4.2-K	Identify the types of hazards that will likely require the use of shelter-in-place tactics. Examples include, but are not limited to, hazards that result in the following: - Presence of toxic or radiological contaminants - Compromised transportation infrastructure - Designated evacuation routes being unusable - Secondary fires and explosions
5.0	**Concept of Operations**
5.0-A	Determine whether the elements of this section already exist in a previously-written plan (e.g., a CEMP), and can simply be included in the evacuation plan by reference.
5.1	**Acknowledgement of the State and Local Response Levels to Disasters and Incidents**
5.1-A	Establish procedures to identify an incident as rapidly as possible.
5.1-B	Identify the administrative requirements to process proclamations and declarations of authority.
5.1-C	Determine how your jurisdiction intends to govern during the different stages of an evacuation (e.g., evacuation order given, while the jurisdiction is evacuating, during re-entry) if

		government facilities are damaged or otherwise non-functional. - Refer to provisions established by your jurisdiction's COOP and COG Plans.
5.1-D		Identify contacts at the County and State EOC's that will facilitate support for an evacuation when needed.
5.1-E		Determine the potential roles your jurisdiction may hold during an evacuation. - Evacuating Jurisdiction. - Receiving Jurisdiction. - "Pass-Through" Jurisdiction. - Supporting Jurisdiction.
5.1-F		Determine the responsibilities of your jurisdiction for each role it might hold during an evacuation. - What parts of the plan will need to be activated if your jurisdiction is the evacuating jurisdiction? Receiving jurisdiction? Etc.,
5.1-G		Determine how your jurisdiction will move the resources and staff required to respond to an evacuation involving several jurisdictions.
5.2		**Identification of Relevant Agencies**
5.2-A		Establish procedures for when your jurisdiction assumes the lead role in an evacuation. - Determine if ICS structure will be used to coordinate the evacuation. - Determine whether the Incident Commander will also coordinate the evacuation in addition to responding to the incident at the Incident Command Post (ICP).
5.2-B		Establish procedures for when your jurisdiction supports the evacuation of another jurisdiction. - Determine under what circumstances your evacuation plan will be implemented. - Identify ways in which your jurisdiction may support the lead jurisdiction. - Identify who has the authority to commit resources to support an evacuation of another jurisdiction.
5.2-C		Determine the critical functions within your jurisdiction that must remain operational during an evacuation? Examples include but are not limited to: - Fire. - Police. - Hospitals.
5.2-D		Establish procedures to ensure that staff needed to execute the evacuation plan are not forced to evacuate under mandatory evacuation orders.
5.2-E		Determine who is available for emergency services during the evacuation itself if police, fire, and rescue become heavily involved in incident activities. - Determine how these individuals will be notified that their support is required.

5.3	Incident Command Structure/National Incident Management System (NIMS)
5.3-A	Identify the types of initial command structure and next highest level of command structure that are viable options to use during an evacuation. - Local, discrete site incident with an evacuation to be managed from the ICP (Single Command Incident Commander). - Local evacuation to stay within jurisdiction boundaries, but multiple agencies involved (Unified Command). - Local to small regional evacuation requiring resources from neighboring jurisdictions (Unified Area Command). - County and State Incident Management Teams (IMTs). These are specific types of Area Commands that have been identified as resources that may be available for larger evacuation efforts. - State and Federal IMTs and Emergency Response Teams (ERTs).
5.3-B	Establish procedures to be used to make an initial assessment and decision on the command structure required to successfully manage an evacuation. Considerations include but are not limited to: - Clear hierarchy and schematic representation of organization structure. - Unified Command vs. Area Commands. - County and State IMTs. - Smooth transfer of authority/expanding the response for the incident. - Whether police or fire officials will make the initial call for the evacuation. - Involvement of community officials.
5.3-C	Identify possible locations for Incident Command Posts (ICP), Unified and Area Commands, supporting facilities (e.g., operational control centers), and emergency operations centers (EOC). - Ensure that the facilities are able to address any special requirements. - Ensure the locations are linked with other facilities that may be used during an evacuation.
5.3-D	Determine from which location(s) the jurisdiction intends to monitor and run an evacuation. - Ensure that the facility is able to address any special requirements. - Ensure this location is linked with other facilities to be used during an evacuation.
5.3-E	Ensure that all identified facilities (e.g., buildings, offices, operations centers) have the capacity to support the needs of an Incident Commander on short notice.
5.3-F	Establish procedures to electronically link all facilities that may be utilized during an evacuation. - Consider facilities of neighboring jurisdictions. - Consider facilities at the County and State level. - Consider transportation management centers and operational control centers.

5.3-G	Determine what efforts are required to set up/activate the ICP and Unified/Area Commands (UC/AC), when applicable.
	
	    - Identify the responsible party for set up/activation.
	
	    - Establish procedures to convey information to the responsible party that set up/activation is required.
	
	    - Identify the resources required for set up/activation.

5.3-H	Determine the methods that will be used to establish communication methods with State and local EOCs in support of evacuation operations (e.g., ICP, shelter locations, media outlets, etc.). - Refer to Section 5.4: *Inter-Agency Communications Systems and Procedures.*
5.3-I	Establish procedures to ensure the Public Information Officer (PIO) is supported in the distribution of command structure information.
5.4	**Inter-Agency Communications Systems and Procedures**

5.4-A	Determine the agencies and jurisdictions that should be notified when an incident occurs and an evacuation is likely or imminent.
	
	    - Refer to Section 1.2.3: Parties Involved in Planning and Conducting an Evacuation for agencies/jurisdictions pre-identified.
	
	    - Assemble contact information and call sheets for relevant jurisdictions/agencies.
	
	    - Establish a review process for regularly verifying/updating contact information and call sheets.

5.4-B	Determine how notifications will occur. Refer to jurisdiction protocols that outline communication methods with outside jurisdictions/agencies. If necessary:
	
	    - Document the communication methods used by each agency/jurisdiction.
	
	    - Evaluate these communication methods to ensure compatibility among multiple agencies/jurisdictions.
	
	    - Identify the gaps or conflicts that need to be addressed as part of the overall emergency management planning effort.

5.4-C	Ensure that your jurisdiction has sufficient wireless communications to meet everyday internal requirements before becoming interoperable.

5.4-D	Ensure there is a means to communicate (voice/data) between relevant agencies/jurisdictions.
	
	    - Identify a communications system for the efficient flow of information during an emergency or disaster.
	
	    - Identify the location and availability of sources of communications (public or private).
	
	    - Develop clear communications protocols.

5.4-E	Identify communication and data standards.
5.4-F	Determine whether necessary Memoranda of Understanding and Sharing Agreements for

	operating the public safety interoperability channels exist.
5.4-G	Ensure redundant communication methods are in place for communicating with other agencies/jurisdictions as normal communication capacities may become overwhelmed/unusable during large-scale disasters. - Identify secondary communication systems.
5.5	**Public Communications**

5.5-A	Determine the best way to structure a public education campaign to inform citizens of the steps they should take to prepare for possible emergency situations and how to better prepare themselves should an evacuation occur. Examples include:
	
	   - Brochures.
	
	   - Public awareness classes.
	
	   - Community outreach.
	
	   - 211 Communications
	
	   - Reverse 911
	
	   - Ten Watt Radio Stations

5.5-B	Determine what information will be provided to the public to promote general evacuation preparedness, as part of a public education effort (e.g., strategies for personal preparation, recommended supplies, sources of additional information, etc.).

5.5-C	Establish procedures for notifying citizens that live/work in evacuation zones of identified hazards of relevant information to those hazards. Consider the hazards identified in section 4.2: *Likely Hazards of Note for Jurisdiction*. Examples include:
	
	   - Any signs/precursors of the hazards.
	
	   - Evacuation procedures and likely routes.
	
	   - Location of nearby shelters.

5.5-D	Determine what communication methods may be used to notify the public about an incident. Examples include:
	
	   - Television.
	
	   - Radio.
	
	   - Automated systems (e.g., Reverse 911, Variable message signs (VMS)).
	
	   - Web site.
	
	   - Door-to-door notification.
	
	   - Local media.

5.5-E	Determine what initial information should be communicated to the public once an incident has occurred and an evacuation is imminent or necessary. Examples include:
	
	   - Should citizens evacuate/shelter in place.
	
	   - Areas requiring evacuation.
	
	   - Transportation options.

	- How pets will be accommodated.	
	- How/when informational updates will be made.	
5.5-F	Include provisions in the evacuation plan for communicating with special needs populations when traditional modes of communication are insufficient.	
	- Consider Section 1.2.2 *Potential Evacuation Populations* for categories of special needs populations who may require alternate modes of communication.	
	- Determine the most effective methods for each population group.	
	- Identify specialized agencies and organizations that can assist with this process.	
5.5-G	Determine the contingency plans to be used if the primary means of public communication are unavailable.	
	- Ensure that all relevant agencies are informed of these measures.	
5.5-H	Prepare sample/pre-scripted messages that may be used when communicating to the public via automated systems such as variable message signs and Reverse 911.	
5.5-I	Establish procedures for providing real-time updates to citizens during an evacuation. Information to consider includes:	
	- Incident status.	
	- Updated evacuation routes.	
	- Road closures.	
	- Traffic conditions.	
	- Shelter locations and capacities.	
	- Weather conditions.	
6.1	**Incident Analysis**	
6.1.1	**Command and Control**	
6.1.1-A	Refer to your jurisdiction's emergency response procedures for protocols on initial identification and response to an incident.	
6.1.1-B	Determine how key officials will be alerted of the possible need to evacuate.	
	- Refer to Section 5.4: Inter-Agency Communications Systems and Procedures.	
	- Identify the agencies and staff positions responsible for providing information to key officials.	
6.1.1-C	Determine who within your jurisdiction has the legal authority to declare an evacuation.	
	- Ensure the person with authority is aware of the steps that must be taken.	
6.1.1-D	Establish criteria to use in determining whether to issue a voluntary, recommended, or mandatory evacuation order.	
	- Determine if the legal authority exists to mandate an evacuation.	

6.1.1-E	Identify agencies and lead staff that will be involved in declaring an evacuation.
	- Ensure all of these agencies are identified in the evacuation plan under Section 1.2.3: Parties Involved in Planning and Conducting an Evacuation.
	- Clearly define and delineate the roles for each position and agency within the evacuation plan.
6.1.1-F	Create pre-approved drafts of executive orders for evacuations.
	- Determine what language/provisions these should contain.
6.1.1-G	Identify which agency will manage the evacuation's overall operations.
	- Determine if this will vary, depending on the location or scope of the evacuation.
	- Refer to Section 5.2: Identification of Relevant Agencies.
6.1.1-H	Identify which agencies will have staff members report to the emergency operations center (EOC) in the event of an evacuation.
	- Create notification procedures for this to occur.
	- Establish procedures to collect and update on a regular basis the necessary contact information to be used during a notification.
6.1.1-I	Establish notification procedures to be used when a command structure is chosen and activated.
	- Refer to Section 5.3: Incident Command Structure/National Incident Management System for information on specific considerations for selecting an appropriate command structure.
6.1.1-J	Establish timetables to reevaluate the need for additional resources.
6.1.1-K	Establish timetables to reevaluate the need for an increase/decrease in the scope of the command structure.
6.1.1-L	Create procedures to establish an emergency response command structure in a timely fashion. These should be clearly stated in the evacuation plan.
6.1.1-M	Address the inclusion of neighboring jurisdictions into the command structure, with regard to these jurisdictions providing sheltering and support services.
6.1.1-N	Identify the roles and responsibilities of different levels of government.
	- Identify how emergency responders, emergency management, and local government will communicate and share authority during an evacuation.
	- Determine how these government agencies will coordinate their efforts with each other. See Sections 5.1: Acknowledgement of the State and Local Response Levels to Disasters and Incidents.
6.1.2	**Planning**
6.1.2-A	Identify the types of information to be collected, including but not limited to:
	- Location.

	- Nature of the hazard(s).
	- Projected area that will be affected.
	- Projected size of population to be involved in the evacuation.
6.1.2-B	Determine the factors involved in identifying the size of the area to be evacuated and how many people will be affected.
	- Refer to Section 4.2: Likely Hazards of Note for Jurisdiction.
	- Refer to Section 1.2: Scope for information on evacuation populations and geographic data.
6.1.2-C	Identify the decision points/triggers (e.g., time-based, geography-based) for declaring an evacuation.
	- Identify the agencies/personnel involved in monitoring evacuation triggers.
	- Document the decision criteria to be monitored and evaluated before determining whether to issue an evacuation order or to request that citizens shelter in place
	- Outline how these criteria may vary for different scenarios.
	- Refer to Section 4.2: Likely Hazards of Note for Jurisdiction for decision points/triggers for identified hazards.
6.1.2-D	Determine how information about the incident will be transmitted from responders in the field to decision makers.
6.1.3	**Operations**
6.1.3-A	Determine what field activities may be used to collect information about the incident and any associated characteristics that may be relevant to an evacuation decision (e.g., nature of threat, condition of transportation infrastructure, etc.).
6.1.3-B	Determine what activities can be taken to use data systems to collect information about the incident.
6.1.4	**Logistics**
6.1.4-A	Determine staffing levels that currently exist for your jurisdiction.
	- Consider traditional work hours and off-hours (e.g., weekend/nighttime).
	- Establish procedures for regularly updating staffing level amounts.
	- Assess whether traditional staffing levels should be sufficient to respond to an evacuation.
6.1.4-B	Identify the types of resources needed to conduct an evacuation.
	- Refer to Section 7.1: Resource Management for specific information on resource acquisition and identification.
	- Identify organizations and individuals (by position) responsible for directing the staff and resources needed to execute an evacuation order.
	- Consider staff, assets, and supplies.

6.1.5	**Finance**
6.1.5-A	Determine whether your jurisdiction already has expense-tracking mechanisms in place. - If so, follow expense tracking mechanisms currently in place by your jurisdiction. - If not, establish procedures to create expense tracking mechanisms to be used by your jurisdiction during an evacuation. - Consider how expenditures need to be documented in order to receive reimbursement.
6.2	**Warning**
6.2.1	**Command and Control**
6.2.1-A	Determine how evacuation orders can be amended or revised as a situation develops. - Identify who will have the authority to do so. - Reference ESF 2
6.2.1-B	Establish procedures that allow for regularly-scheduled evaluations of response tactics and levels once an incident occurs. - Follow procedures established under Section 5.4: *Inter-Agency Communications Systems and Procedures* to notify relevant agencies/jurisdictions of any changes. - Establish procedures so that decision makers receive regular briefings about incident status and characteristics.
6.2.2	**Planning**
6.2.2-A	Determine the factors involved with identifying the size of an area to be evacuated and how many people will be affected. - Refer to Section 4.2: *Likely Hazards of Note for Jurisdiction.* - Refer to Section 1.2.2: *Potential Evacuation Populations.*
6.2.2-B	Determine the agencies/jurisdictions/organizations that should be informed if an evacuation order is issued. Considerations include: - Agencies/jurisdictions/organizations from which you will require assistance. - Agencies/jurisdictions/organizations with which you have mutual aid agreements/contracts. - Agencies/jurisdictions/organizations that operate shelters. - Agencies/jurisdictions/organizations that can assist with evacuating special needs populations.
6.2.2-C	Determine the types of warning messages that may be used to inform the public of an incident and possible evacuation. - Identify the information that should be included as part of the warning message.
6.2.2-D	Determine how far in advance of an evacuation order warning messages should be released. - Create pre-scripted messages for use during a no-notice incident.

	- Establish verification procedures for warning messages.
6.2.2-E	Determine the modes of communication that can be used to inform the public of an evacuation order. - Refer to Section 5.5: *Public Communications.*
6.2.3	**Operations**

6.2.3-A	Determine which officer/agency will broadcast the evacuation notifications to the public using the selected methods.
	
	    - Address provisions for population groups with special communications-related needs (e.g., sight- or hearing-impaired, non-English speaking, groups without access to common media).
	
	    - Refer to Section 5.5: *Public Communications.*

6.2.4	**Logistics**
6.2.4-A	Determine communications systems (Reverse 911, HAR, etc.) that can be used to broadcast the evacuation notice.
6.2.4-B	Determine media companies (television, radio) that can be used to broadcast the evacuation notice.
6.2.5	**Finance**

6.2.5-A	Determine whether your jurisdiction already has expense tracking mechanisms in place.
	
	    - If so, follow expense tracking mechanisms currently in place by your jurisdiction.
	
	    - If not, establish procedures to create expense tracking mechanisms to be used by your jurisdiction during an evacuation.
	
	    - Consider how expenditures need to be documented in order to receive reimbursement.

6.3	**Preparation to Move**
6.3.1	**Command and Control**

6.3.1-A	Determine how evacuation orders can be amended or revised as a situation develops.
	
	    - Identify who will have the authority to do so.
	
	    - Follow procedures established under Section 5.4: *Inter-Agency Communications Systems and Procedures* to notify relevant agencies/jurisdictions of any changes.

6.3.1-B	Establish procedures that allow for regularly-scheduled evaluations of response tactics and levels once an incident occurs.
	
	    - Follow procedures established under Section 5.4: *Inter-Agency Communications Systems and Procedures* to notify relevant agencies/jurisdictions of any changes.
	
	    - Establish procedures so that decision makers receive regular briefings about incident status and characteristics.

6.3.2	Planning
6.3.2-A	Establish procedures to review incident-specific information that will allow for a determination of the geographic areas and populations to be evacuated. - Consider information gathered under Section 6.2.2: *Planning*.
6.3.2-B	Identify the provisions needed to close schools and businesses in the at-risk area. - Determine how these decisions will be announced.

6.3.2-C	Establish procedures for conducting assessments of transportation infrastructure in the immediate aftermath of an incident. Determine which safety considerations are relevant to potential evacuation routes.
	
	   - Is the infrastructure safe for immediate use?
	
	   - If infrastructure is deemed unsafe, are there any short-term solutions that can be put in place in order to still utilize infrastructure?
	
	   - In instances where transportation infrastructure is unusable, how will this information be communicated to the public?

6.3.2-D	Establish procedures for testing communication methods in the immediate aftermath of an incident.
	
	   - Determine which means of communication are still available to your jurisdiction.
	
	   - Determine the agency responsible for bringing downed communication infrastructure back on-line.
	
	   - Establish procedures to ensure that all involved jurisdictions/agencies are given real-time updates as to which communication methods may be used. Refer to Section 5.4: *Inter-Agency Communications Systems and Procedures.*

6.3.2-E	Identify primary and secondary rally points to be used by your jurisdiction in the event of an evacuation. Points to consider include:
	
	   - Capacity to hold large amounts of people.
	
	   - Ability for modes of transportation (e.g., buses) to maneuver.
	
	   - Provides temporary shelter from the elements.

6.3.2-F	Determine whether your jurisdiction must enter into a contract with the owners/operators of rally points in order to use them during an evacuation.

6.3.2-G	Identify locations within your jurisdiction that are suitable shelters. Considerations include but are not limited to:
	
	   - Capacity of shelter.
	
	   - Type of shelter (e.g., temporary emergency: hours; short-term: days; long-term: weeks).
	
	   - Animal-friendly (e.g., service animals/pets).
	
	   - Ability to shelter special needs populations- including those requiring medical attention.
	
	   - Proximity to evacuation routes.

	- Location of shelter (e.g., outside floodplain/known area of risk from identified hazards). Refer to Section 4.2: *Likely Hazards of Note for Jurisdiction*.
6.3.2-H	Determine the facilities provided by shelters capable of housing special needs populations. - Determine the total capacity of these shelters in comparison to the anticipated population sizes.
6.3.2-I	Determine the total capacity of shelters willing to accept service animals and pets in comparison to the anticipated animal population.
6.3.2-J	Determine whether your jurisdiction must enter into a contract with the owners/operators of shelter locations in order to use them during an evacuation.
6.3.2-K	Identify outside organizations (e.g., American Red Cross) that may be able to assist with and/or operated shelters.
6.3.2-L	Identify locations outside your jurisdiction that are suitable shelters. - Reach out to neighboring jurisdictions. - Establish, where appropriate, mutual aid agreements/contracts for the use of those sites.
6.3.2-M	Identify locations that may be suitable non-public shelters (e.g., hotels). - Establish procedures for conducting outreach to non-public shelters. - Determine how the availability of these sites will be communicated to the public.
6.3.2-N	Identify private facilities (e.g., hotels, universities, convention centers, etc.) able to provide sufficient space to house the worst-case estimate for the number of evacuees requiring shelter. - Establish, where appropriate, mutual aid agreements/contracts for the use of those sites.
6.3.2-O	Identify locations both within and outside your jurisdiction that are suitable drop-off points. - Establish, where appropriate, mutual aid agreements/contracts for the use of those sites.
6.3.2-P	Determine whether your jurisdiction must enter into a contract with the owners/operators of drop-off point locations in order to use them during an evacuation effort.
6.3.3	**Operations**
6.3.3-A	Determine the types of transportation modes that can be used in your jurisdiction during an evacuation. Examples include: - Pedestrian-only (where do evacuees walk- e.g., outside designated hot zone, rally points to jurisdiction transportation; are there designated pedestrian routes). - Vehicular (use of personal vehicles and/or transit vehicles). - Phased evacuation. - Limited evacuation.

	- Full-scale evacuation. - Shelter-in-place
6.3.3-B	Include provisions for selecting evacuation routes. - Determine the criteria that will be used to select the routes. - Identify the potential vulnerabilities and choke points on the evacuation routes that should be considered. - Establish procedures for including evacuation routes as part of the evacuation plan.
6.3.3-C	Determine the best way to designate and mark evacuation routes. - Refer to Section 5.5: *Public Communications* for how best to communicate this information to the public.
6.3.3-D	Identify potential traffic management tactics to be used to increase capacity and travel speed on designated evacuation routes. Examples include, but are not limited to: - Closing parking garages (to prevent the use of personal vehicles). - Adjustments to traffic signal timing. - Law enforcement personnel performing traffic control at key intersections. - Closing specific on-ramps and/or off-ramps.
6.3.3-E	Consider contra-flow as a traffic management tactic in situations where time allows. - Determine if it is a viable option for one or more routes given the configuration and resource requirements. - Establish procedures that require agencies to test and practice implementing contra-flow techniques. - Determine how the public will be informed of contraflow plans (e.g., start and end times). - Establish procedures to communicate and coordinate contraflow operations with neighboring jurisdictions.
6.3.3-F	Identify critical intersections and other points along evacuation routes likely to be potential bottleneck sources. Examples include: - Railroad crossings. - Bridges. - Major intersections. - On/off ramps.
6.3.3-G	Establish procedures to monitor/staff bottleneck areas, where appropriate.
6.3.3-H	Identify the tools that should be used (e.g., traffic control devices, including ITS) to support traffic management efforts.
6.3.3-I	Identify the resources needed to support evacuation routes. These resources should be listed in the evacuation plan.

	- Determine what associated information (e.g., controlling agency, geographic location, etc) should be included. - Refer to Section 7.1: *Resource Management*.
6.3.3-J	Determine how transportation resources will be obtained, managed, and coordinated. - Identify the agencies best positioned to accomplish this.
6.3.3-K	Determine if standby contracts exist (e.g., motor coach companies, paratransit providers, ambulance companies, railroads, air carriers, etc.,) to obtain operators and equipment to address identified transportation shortfalls.
6.3.3-L	Identify the decision points/triggers for activating rally points. - Determine who needs to be informed that rally points will be activated. - Determine the staffing levels required to operate rally points. - Include provisions for notifying and coordinating with host communities and non-governmental organizations about rally point activation and operations.
6.3.3-M	Identify the decision points/triggers for activating shelters. - Determine who needs to be informed that shelters will be activated. - Determine who will activate and staff the shelters. - Include provisions for notifying and coordinating with host communities and non-governmental organizations about shelter activation and operations.
6.3.3-N	Determine whether travel routes to shelters will be marked. Questions to consider include: - How will evacuees travelling on their own accord (non-public modes of transportation) know how to get to the shelters? - Will jurisdiction personnel staff shelter routes?
6.3.3-O	Identify the decision points/triggers for activating drop-off points. - Determine who needs to be informed that drop-off points will be used. - Determine the staffing levels required to operate drop-off points. - Include provisions for notifying and coordinating with host communities and non-governmental organizations about drop-off points operations.
6.3.3-P	Establish procedures for the activation of communications systems for first responders and field personnel. - Refer to Section 5.4: *Inter-Agency Communications Systems and Procedures*.
6.3.3-Q	Establish procedures for assisting special needs populations to evacuate. - Determine which community outreach agencies are most appropriate to coordinate with about transporting these populations. - Refer to Section 1.2.2: *Potential Evacuation Populations* for information gathered on your jurisdiction's special needs population.
6.3.3-R	Include provisions for movement of required assist devices such as wheelchairs, life support

	systems, service animals, and communication equipment.
	- Determine what policies are needed with respect to bringing the aforementioned items on board transit vehicles, planes, helicopters, etc.
6.3.3-S	Determine the method(s) of communication that can be used to broadcast route and destination information to the general public.
	- Refer to Section 5.5: *Public Communications.*
6.3.3-T	Determine what type of information will be broadcast to the public about evacuation routes and destinations. Examples include:
	- Viable evacuation routes.
	- Location of shelters, rally points, and drop-off points.
	- Shelter capacities.
	- Available services (e.g., food, fuel, rest stations) along destination routes.
	- Traffic reports.
6.3.4	**Logistics**
6.3.4-A	Establish procedures for tracking resources during the entire duration of an evacuation operation.
	- Track resources from when they are mobilized until they are demobilized and returned to the controlling agency.
	Use ICS protocols set forth in *ICS 300: Intermediate ICS for Expanding Incidents, Unit 6,* to track resources during actual evacuation operations.
6.3.4-B	Establish procedures for determining when traffic management staff and assets should be deployed.
	- Determine how these decisions may be broadcasted to relevant jurisdictions and agencies.
6.3.4-C	Establish procedures for determining when shelter staff and assets should be deployed.
	- Determine how these decisions may be broadcasted to relevant jurisdictions and agencies.
6.3.5	**Finance**
6.3.5-A	Determine whether your jurisdiction already has expense tracking mechanisms in place.
	- If so, follow expense tracking mechanisms currently in place by your jurisdiction.
	- If not, establish procedures to create expense tracking mechanisms to be used by your jurisdiction during an evacuation.
	- Consider how expenditures need to be documented in order to receive reimbursement.
6.4	**Movement and En-Route Support**
6.4.1	**Command and Control**

6.4.1-A	Determine how evacuation orders can be amended or revised as a situation develops.
	- Identify who will have the authority to do so.
	Follow procedures established under Section 5.4: *Inter-Agency Communications Systems and Procedures* to notify relevant agencies/jurisdictions of any changes.
6.4.1-B	Establish procedures that allow for regularly-scheduled evaluations of response tactics and levels once an incident occurs.
	- Follow procedures established under Section 5.4: *Inter-Agency Communications Systems and Procedures* to notify relevant agencies/jurisdictions of any changes.
	- Establish procedures so that decision makers receive regular briefings about incident status and characteristics.
6.4.2	**Planning**
6.4.2-A	Determine how obstacles (e.g., traffic accidents, infrastructure damage, and debris) on the designated evacuation routes will be identified and resolved during the evacuation movement.
	- Identify the agencies will be responsible for monitoring the routes.
	- Identify existing and planned monitoring systems that can be used.
	- Identify the agencies and equipment that will be used to clear any obstacles.
6.4.3	**Operations**
6.4.3-A	Identify who has the legal authority to authorize measures that will facilitate traffic movement (e.g., the suspension of toll collections, locking down drawbridges).
	- Create procedures for how these individuals will be notified if such measures need to be instituted.
	- Establish procedures for communicating these measures to field personnel.
6.4.3-B	Determine how operational adjustments may be used to maximize throughput on the evacuation routes.
	- See Section 6.3.3 for information about traffic management tactics.
6.4.3-C	Determine how evacuation operations of motorized transport, rail, air, water, and other modes of transportation may be monitored to determine the adequacy of available resources.
	- Identify the agency responsible for monitoring resource requirements and availability.
6.4.3-D	Determine what technology systems and protocols are available to monitor traffic conditions on the selected evacuation routes.
	- Determine the best way to share this information with relevant agencies.
6.4.3-E	Identify inbound/outbound routes that may be dedicated for emergency response vehicles.
	- Determine how the dedicated routes will be marked/staffed so citizens will be aware that these routes are not available for use during an evacuation.
	- Consider the resources required to mark/staff emergency response routes. Refer to Section 7.1: *Resource Management* for information on requesting resources.

6.4.3-F	Identify routes that may be dedicated for pedestrians only.
	- Determine how pedestrian-only routes will be marked/staffed so citizens will be aware that these routes are for use during an evacuation.
	- Determine how pedestrian-only routes will be marked/staffed so citizens relying on vehicular modes of transportation will be aware that these routes are not for use during an evacuation.
	- Consider the resources required to mark/staff pedestrian-only routes. Refer to Section 7.1: *Resource Management* for information on requesting resources.
6.4.3-G	Determine which agency is responsible for sweeping the affected area(s) being evacuated.
	- Establish procedures that dictate the type of information that should be shared with evacuees during an area sweep.
	- Establish procedures for personnel sweeping the area to follow should it be determined an evacuee needs special assistance to evacuate.
6.4.3-H	Review procedures established under Section 5.5: *Public Communications* for the best ways to broadcast ongoing information/updates to evacuees and the public. Information should include:
	- Incident status
	- Updated evacuation routes.
	- Road closures.
	- Traffic conditions.
	- Shelter locations and capacities.
	- Weather conditions.
6.4.3-I	Determine the possible areas within your jurisdiction that may require a law enforcement presence to help establish and maintain order during evacuation operations. Examples include:
	- Along evacuation routes.
	- Major intersections.
	- Within evacuated area.
	- Rally points.
	- On public transportation being used to transport evacuees.
	- Shelters.
6.4.3-J	Establish procedures to determine appropriate staffing levels required for the full activation of rally points.
	- Refer to Section 6.3.2: *Planning* for information on rally point identification.
	- Reach out to appropriate jurisdictions/agencies if staffing levels may exceed internal capabilities. Refer to Section 7.2: *Supportive Agreements*.
	- Establish procedures to provide personnel located at rally points up-to-date evacuation information in order to ensure their effective communication with the evacuees at the rally points.

6.4.3-K	Incorporate current HAZMAT procedures into the evacuation plan for response to incidents involving hazardous materials. - Verify the appropriate levels of personal protective equipment (PPE) required.
6.4.3-L	Determine the legal authority your jurisdiction has, if any, to forcibly quarantine citizens.
6.4.3-M	Establish procedures for activating/setting up a quarantined location for populations exposed to the hazard, within the legal scope of your jurisdiction.

6.4.3-N	Incorporate current decontamination procedures into the evacuation plan for response to incidents involving hazardous materials.
	
	   - Identify the location(s) of decontamination equipment.
	   - Identify the number of law enforcement personnel required to provide control of hot zones.

6.4.3-O	Determine how information will be communicated to citizens about the nature of the hazmat incident, specifically to those individuals requiring decontamination. - Consider the increase levels of fear and uncertainty on behalf of the public due to the often negative and terrifying connotation of certain contaminants.
6.4.4	**Logistics**
6.4.4-A	Establish procedures for how transportation agencies should identify the numbers and locations of available vehicles if transportation must be provided to the public. - Factor this information into deployment decisions for those vehicles.

6.4.4-B	Document any mutual aid agreements or contracts with the private sector for the use of transportation vehicles. Examples include:
	
	   - Public transit vehicles.
	   - School buses.
	   - Paratransit vehicles.
	   - Non-government agency vehicles (e.g., church buses and volunteer group vehicles).

6.4.4-C	Address provisions for transporting evacuees, including special needs populations, to/from rally/destination points.
6.4.4-D	Determine if evacuees will be informed of their destination before boarding public transport.
6.4.4-E	Determine if the public will be informed of security measures in place so they are not concerned about leaving possessions behind.

6.4.4-F	Identify accommodations for the transport of luggage, etc.
	
	   - Identify any size or quantity limitations.
	   - Determine how evacuees will be informed of these restrictions.

6.4.4-G	Establish procedures for the activation of assistance locations (e.g., fuel, water, medical support) at designated points along the evacuation route.

	- Identify the agencies and private companies that may be able to provide necessary resources.
6.4.4-H	Establish procedures to allow for monitoring the availability of food, water, restrooms, fueling stations, and rest stations for evacuees along the evacuation routes throughout the course of an evacuation.
6.4.5	**Finance**
6.4.5-A	Determine whether your jurisdiction already has expense tracking mechanisms in place. - If so, follow expense tracking mechanisms currently in place by your jurisdiction. - If not, establish procedures to create expense tracking mechanisms to be used by your jurisdiction during an evacuation. - Consider how expenditures need to be documented in order to receive reimbursement.
6.5	**Reception and Support**
6.5.1	**Command and Control**
6.5.1-A	Determine how evacuation orders can be amended or revised as a situation develops. - Identify who will have the authority to do so. - Follow procedures established under Section 5.4: *Inter-Agency Communications Systems and Procedures* to notify relevant agencies/jurisdictions of any changes.
6.5.1-B	Establish procedures that allow for regularly-scheduled evaluations of response tactics and levels once an incident occurs. - Follow procedures established under Section 5.4: *Inter-Agency Communications Systems and Procedures* to notify relevant agencies/jurisdictions of any changes. - Establish procedures so that decision makers receive regular briefings about incident status and characteristics.
6.5.2	**Planning**
6.5.2-A	Identify methods for predicting number of evacuees traveling to each of the identified shelter locations.
6.5.2-B	Identify method for calculating quantities of needed resources, based on predicted population sizes.
6.5.3	**Operations**
6.5.3-A	Establish procedures to determine appropriate staffing levels required for the full activation of shelters, including those able to take in special needs and vulnerable populations. - Refer to Section 6.3.2: *Planning* for information on shelter identification. - Reach out to appropriate jurisdictions/agencies if staffing levels may exceed internal capabilities. Refer to Section 7.2: *Supportive Agreements.*
6.5.3-B	Determine how the public will be made aware of the location of specialty shelters (e.g.,

		animal-friendly, special needs capable).
	6.5.3-C	Establish procedures to keep shelter information current during an evacuation (e.g., occupancy/capacity rates). - Identify a point of contact to which shelter operators should report information.
	6.5.3-D	Establish provisions to keep shelter operators informed of the location and status of alternate shelters.
	6.5.3-E	Establish procedures to provide personnel located at shelters up-to-date evacuation information in order to ensure their effective communication with the evacuees at the shelters.

	6.5.3-F	Work with shelter operators to establish procedures for registering shelter populations.
		
		    - Understand the policies and procedures of outside shelter operators. Will they share their list of registered shelter evacuees? Is there information they do not request from shelter evacuees in which your jurisdiction requires. Does your jurisdiction need to have its own personnel on site to conduct its own registration?
		
		    - Establish a system for how loved ones may track down family/friends within the shelters.

	6.5.3-G	Determine whether background checks may be performed legally on shelter evacuees.
	6.5.3-H	Determine if some shelter populations need to be segregated from other shelter populations. (e.g., how will your jurisdiction keep registered sex offenders away from children?)
	6.5.3-I	Determine how much security may be required at shelter locations. - Identify the agency responsible for providing security.
6.5.4		**Logistics**

	6.5.4-A	Identify the specific resources required by shelters, especially those housing vulnerable and special needs populations. Examples include:
		
		    - Cots.
		    - Food/water.
		    - Medicines and medical supplies (e.g., IVs).
		    - Pet food and supplies.
		    - Medical personnel (e.g., doctors, nurses, veterinarians).
		    - Translators.
		    - Mental health professionals.

	6.5.4-B	Ensure your jurisdiction either has the required shelter resources or has mutual aid agreements/contracts in place for those resources. - Refer to Sections 7.1: *Resource Management* and 7.2: *Support Agreements.*
	6.5.4-C	Establish procedures for medical staff and supplies to be distributed to the appropriate shelters. - Those shelters housing medically-fragile populations will require more medical staff and supplies.

	- Refer to Section 6.3.2: *Planning* for information on shelter identification and which shelters will house special needs populations, including medically fragile populations.
6.5.5	**Finance**
6.5.5-A	Determine whether your jurisdiction already has expense tracking mechanisms in place. - If so, follow expense tracking mechanisms currently in place by your jurisdiction. - If not, establish procedures to create expense tracking mechanisms to be used by your jurisdiction during an evacuation. - Consider how expenditures need to be documented in order to receive reimbursement.
6.6	**Return**
6.6.1	**Command and Control**
6.6.1-A	Determine who within your jurisdiction has the legal authority to declare evacuation operations complete and allow the public to return to the affected area. - Ensure the person with authority is aware of the steps that must be taken. - Follow procedures established under Section 5.4: *Inter-Agency Communications Systems and Procedures* to notify relevant agencies/jurisdictions of any changes.
6.6.1-B	Establish procedures to determine when the command structure can be deactivated. - Determine who may be involved in this decision. - Ensure deactivation does not occur before shelters are closed.
6.6.2	**Planning**
6.6.2-A	Determine what criteria will be used to determine when it is appropriate to end the evacuation activities and to begin permitting citizens to return to the evacuated area. - Cessation of threat. - Safety of evacuated area (structural issues, law enforcement, etc.). - Quality of life (public utilities, etc.).
6.6.2-B	Identify what criteria will be used to determine the timing for vacating shelters. - Safety of the evacuated area. - Availability of transportation from shelters to the evacuated area.
6.6.2-C	Determine what transportation options may be available to help relocate evacuees from shelters back to the evacuated area.
6.6.3	**Operations**
6.6.3-A	Establish procedures to notify all evacuation personnel (e.g., emergency management, transportation, support agencies) when the 'Return' phase of the evacuation will be implemented. - Refer to Section 5.4: *Inter-Agency Communications Systems and Procedures* for

	potential communication methods.
6.6.3-B	Determine the factors that should influence a re-entry decision. Considerations include: - Amount of damage to the area(s) where evacuees will return. - Whether businesses are operating. - Ability for the public to obtain basic goods and food. - Outbreaks of disease/any other health/medical issue have been addressed. - Hazardous material spills have been cleaned up. - Utilities are functioning (e.g., water running to the homes/businesses, available electricity). - Evacuation routes are clear of debris and safe for travel. - Public transit systems are operational. - Environmental factors. - Injured or deceased persons and animals have been attended to and removed from the area(s).
6.6.3-C	Determine whether the evacuation plan should include provisions to transport those evacuees who did not self-evacuate back to their place of residence.
6.6.3-D	Determine what transportation options may be available for evacuees returning to the area. - Are there set drop-off points? - Will provided transportation leave from the shelters? Destination points? - How will this information be communicated to the public?
6.6.3-E	Determine whether the evacuation plan should include provisions to assist those evacuees who did not self-evacuate in reuniting with family members.
6.6.3-F	Establish procedures to determine whether there are any populations that should not yet be allowed to return due to health/medical or public safety concerns.
6.6.3-G	Identify the methods of communication to be used to communicate re-entry procedures with the public. - Refer to Section 5.5: *Public Communications*.
6.6.3-H	Determine the types of information that should be communicated to the public about re-entry procedures (e.g., phased re-entry, available routes, timetable, etc.).
6.6.3-I	Determine the estimated number of law enforcement personnel required to monitor re-entry. Areas to consider include but are not limited to: - Re-entry routes. - Major chokepoints (refer to Section 6.3.3: *Operations* for a partial list of identified chokepoints). - Shelters. - Drop-off points.

6.6.3-J	Establish procedures for deactivating sheltering facilities. - Determine whether all shelters will close at once or if it will be done in phases. - Ensure that there is always an available shelter for special needs populations, including medically dependent individuals and animals.
6.6.4	**Logistics**
6.6.4-A	Identify personnel resources and equipment required to support re-entry. - Refer to Section 7.1: *Resource Management.*
6.6.4-B	Identify the resources required to transport evacuees back to the affected area. - Refer to Section 7.1: *Resource Management.*
6.6.5	**Finance**
6.6.5-A	Determine whether your jurisdiction already has expense tracking mechanisms in place. - If so, follow expense tracking mechanisms currently in place by your jurisdiction. - If not, establish procedures to create expense tracking mechanisms to be used by your jurisdiction during an evacuation. - Consider how expenditures need to be documented in order to receive reimbursement.
7.0	**Administration**
7.0-A	Determine whether the elements of this section already exist in a previously-written plan (e.g., a CEMP), and can simply be included in the evacuation plan by reference.
7.1	**Resource Management**
7.1-A	Determine the resources necessary to perform evacuation operations. - Identify categories of resources based on type and kind. - Identify operational activities that will require specific resources and the quantity for each (e.g., support of evacuation routes).
7.1-B	Establish procedures for contacting agencies identified in Section 1.2.3: *Parties Involved in Planning and Conducting an Evacuation*, to determine the resources they may require to perform their role during an evacuation. - Ensure each agency determines its needs and identifies the corresponding resources.
7.1-C	Determine which of the pre-identified resources your jurisdiction has in-house. - Identify in-house agencies with resources, including a point of contact for each agency. - Collect resource inventories from those agencies.
7.1-D	Determine the location and status (availability, state of repair etc.,) of in-house resources.
7.1-E	Prepare a jurisdiction-wide inventory of resources required to respond to evacuation

	operations. Inventory should include at a minimum the quantity, location, availability of identified resources, and the controlling agency of each resource.
	- Establish procedures for updating the inventory on a regular basis.
	- Determine the agency responsible for updating the inventory.
	- Determine a point of contact for the resource inventory.
7.1-F	Establish protocols to avoid the double-counting of resources by multiple agencies.
	- Refer to the jurisdiction-wide resource inventory.
7.1-G	Address resource gaps.
	- Identify the gaps between required resources and those resources available, within each agency.
	- Determine the resources that must be obtained from other jurisdictions, organizations and private-sector companies.
	- Identify jurisdictions, organizations, and private-sector companies likely to have the required resources necessary to address the resource gaps.
	- Refer to Section 7.2: *Supportive Agreements* for information on how to arrange outside resources and support.
7.1-H	Determine transportation methods for moving resources.
	- Identify anticipated origins/destinations.
	- Identify anticipated vehicle locations and capacities.
	- Establish procedures for moving resources, including the identification of personnel necessary to physically transport the resources.
7.1-I	Establish procedures for tracking resources during the entire duration of an evacuation operation.
	- Track resources from when they are mobilized until they are demobilized and returned to the controlling agency.
	- Use ICS protocols set forth in *ICS 300: Intermediate ICS for Expanding Incidents, Unit 6,* to track resources during actual evacuation operations.
7.2	**Supportive Agreements**
7.2-A	Establish appropriate mutual aid agreements with neighboring jurisdictions to address resource gaps.
	- Refer to information gathered under Section 7.1: *Resource Management* for a list of resources not available in-house as well as the jurisdictions likely to have the required resources.
	- Contact jurisdictions with 'wish lists' of required resources.
	- Establish mutual aid provisions and circumstances.
	- Prepare and sign mutual aid agreements.
7.2-B	Establish appropriate memoranda or understanding (MOUs) or contracts with outside organizations and private-sector companies to address resource gaps.

	- Refer to information gathered under Section 7.1: *Resource Management* for a list of resources not available in-house as well as the organizations and private-sector companies likely to have the required resources. - Contact organizations and private-sector companies with 'wish lists' of required resources. - Establish contract provisions and circumstances. - Prepare and sign MOUs/contracts.
7.2-C	Determine if standby contracts exist (e.g., motor coach companies, paratransit providers, ambulance companies, railroads, air carriers, etc.,) to obtain operators and equipment to fill identified shortfalls. - Establish procedures for reviewing mutual aid agreements and contracts on a regular basis.
7.3	**Emergency Funding Mechanisms**
7.3-A	Determine what enabling legislation exists for your jurisdiction in regards to emergency funding.
7.3-B	Ensure the necessary provisions exist within the enabling legislation or appropriate emergency management plan.
7.3-C	Determine if any steps need to be taken before your jurisdiction is able to activate emergency funding mechanisms in response to an incident. E.g., Authority (mayor, governor, etc) must first declare a state of emergency.
7.4	**Post-Evacuation Reimbursement Claims**
7.4-A	Determine whether your jurisdiction already has expense tracking mechanisms in place. - If so, follow expense tracking mechanisms currently in place by your jurisdiction. - If not, establish procedures to create expense tracking mechanisms to be used by your jurisdiction during an evacuation. - Consider how expenditures need to be documented in order to receive reimbursement.
7.4-B	Coordinate with county and state officials to determine the information that will be required when submitting compensation claims. - Establish procedures for agencies/personnel to follow during an evacuation in order to collect the information required for compensation claim submission.
7.5	**Post-Evacuation After-Action Reports**
7.5-A	Establish procedures to assemble critical data regarding evacuation performance in the aftermath of an evacuation. - Include information gathered from debriefing relevant agencies and staff. - Include information on the integrity of infrastructure needed/used to execute the evacuation (e.g., forensic investigations).

7.5-B	Establish procedures to debrief agencies and staff that had any role in the evacuation operation. - Request information on critical successes and failures that occurred during the evacuation.
7.5-C	Identify and document any critical successes during the evacuation.
7.5-D	Identify and document any failures or breakdown in procedures during the evacuation.

7.5-E	Establish procedures to incorporate information gathered from debriefings into an after-action report (AAR).
	
	   - Ensure the AAR documents lessons-learned.
	
	   - Ensure the AAR documents agreed-upon methods to address performance gaps.

7.5-F	Refer to Section 9.0: *Plan Review and Maintenance* for procedures on how to incorporate information captured by AARs into updated evacuation plan revisions.
8.0	**Plan Review and Maintenance**

8.0-A	Designate an agency (hereinafter called the host agency) within your jurisdiction to update and maintain the evacuation plan on a regular basis.
	
	The host agency:
	
	   - Must have the resources available to regularly update and maintain the evacuation plan.
	
	   - Will be responsible for communicating on a regular basis with all agencies and neighboring jurisdictions that will be involved in evacuation operations about all aspects of the evacuation plan.

8.0-B	Provide those agencies and neighboring jurisdictions that will have a role during an evacuation a copy of the evacuation plan. - Refer to the agencies and neighboring jurisdictions previously identified under Section 1.2.3: *Parties Involved in Planning and Conducting an Evacuation.*
8.0-C	Establish a timeframe for reviewing the evacuation plan on a regular basis. - E.g., quarterly, bi-annually, or annually.

8.0-D	Establish procedures to be used during the evacuation plan review process on how each relevant agency/jurisdiction should submit suggested updates/changes of the evacuation plan.
	
	   - Determine the format in which suggestions need to be submitted.
	
	   - Identify to whom suggestions must be submitted.
	
	   - Determine how much time agencies/jurisdictions will have to submit suggestions.

8.0-E	Require each reviewing agency/jurisdiction to assess whether it met the applicable evacuation plan objectives previously set forth.
	
	   - Refer to Section 1.1: *Purpose for Established Objectives and Metrics.*
	
	   - Each agency/jurisdiction should reevaluate the pre-determined performance metrics

		currently in place.
		- Suggested changes to performance metrics should be submitted under the guidelines described by the review process.
8.0-F		Incorporate relevant information captured by after-action reports from exercises and live incidents into updated evacuation plan revisions.
8.0-G		Determine what process updates/changes will need to go through in order to officially be incorporated into the evacuation plan.
		- Is there a review committee that decides what suggestions to incorporate? If so, how is the committee selected? How many members on the committee? Majority rules or unanimous decision? Are all votes weighted equally or does it depend on the positions of committee members?
		Or,
		- Is it the responsibility of one individual to decide what suggestions to incorporate? If so, identify this individual.
8.0-H		Identify the authority (by position) that has the legal power to approve updated revisions of the evacuation plan.
8.0-I		Brief the authority on the proposed changes.
8.0-J		Distribute revised editions of the plan to all relevant agencies, organizations, and jurisdictions once legally approved.
8.0-K		Determine other plans within your jurisdiction into which elements of the evacuation plan must be integrated.
		- Refer to plans identified under Section 1.2.4: *Coordination with Other Plans and Guidance*.
		- Contact those agencies to receive copies of their plans.
8.0-L		Determine the plans from outside agencies/jurisdictions in which the evacuation plan must be integrated.
		- Refer to plans identified under Section 1.2.4: *Coordination with Other Plans and Guidance*.
		- Contact those outside agencies/jurisdictions that evacuation to receive copies of their plans.
8.0-M		Create a list of points of contact for all plans (both in-house and from outside agencies) that must be integrated with the evacuation plan.
8.0-N		Review plan integration during the regularly scheduled evacuation plan review process.
9.0		**Training and Exercises**
9.0-A		Identify all agencies and personnel with a role in an evacuation that require training on the evacuation procedures outlined by the evacuation plan.

9.0-B	Determine required levels of training for identified personnel.
9.0-C	Determine what type(s) of trainings and exercises (e.g., seminar, workshop, tabletop, game, drill, functional or full-scale) your jurisdiction will hold in order to test evacuation procedures. - Refer to the training/exercise budget of your jurisdiction.
9.0-D	Establish a timeline for conducting the training and exercises once the types and number of exercises has been determined.
9.0-E	Conduct an annual review of the exercise and training timeline to ensure it is being followed and to assess whether any schedule changes need to be made.

9.0-F	Conduct an after-action conference to receive feedback on the strengths and weaknesses of the exercise once it is held.
	
	    - Reach out to all exercise participants
	    - Schedule an after-action conference
	    - Gather comments and suggestions made at the conference

9.0-G	Distribute the after-action report from an exercise to all exercise participants.
9.0-H	Distribute the after-action report from an exercise to all agencies/jurisdictions that will be involved in an evacuation.
9.0-I	Incorporate suggestions/changes from the exercise after-action report into future exercises.