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# Evacuation Plan Elements – *What makes a good plan?*

Unit Seven

# Unit Objective



Develop an action plan for designing, developing, testing and implementing an evacuation and re-entry annex (**Plan**).

# Hierarchy of Plan Components

Your plan should be constructed to account for and provide details on the following sections:

**Situation** – What is likely to happen in our jurisdiction that will necessitate that we activate an evacuation and re-entry plan?

**Assumptions** – What do we need to account for in order for our plan to be valid – what do we assume?

**Concepts of Operation** – What do we need to do to respond to the things that are likely to happen?

**Assignments of Responsibility** – Who is going to carry out the things that we are going to do?

**Administration and Logistics** – Resources and Support

# Evacuation Annex Components

## Situation Section

### Global Questions:

- What could happen?
- Where is it likely to happen?
- Who will be involved/impacted?
- What response resources are at our disposal?
- What “environment” are we operating in?
- What could go wrong?
- What are the unknowns?

# Evacuation Annex Components

## Situation Section

### Overall Situation Section Goals:

- Establish the parameters under which evacuation/re-entry planning takes place
- Define the scope of response
- Focus on probable operational situations during the disaster
- Consider unknown issues that might develop

# Evacuation Annex Components

## Situation Section

### Specific Planning Questions:

- What emergency conditions could occur that could require evacuation?
- What areas are at risk for probable evacuation?
- What population groups might require special assistance during evacuation/re-entry operations?
- Other questions?

# Evacuation Annex Components

## Assumptions Section

- What is a planning assumption?
- What assumptions regarding evacuation and re-entry do we need to make to make our plan functional?
- Site-specific evacuation plans and/or maps (as attachments), such as those described in SARA Title III.

# Evacuation Annex Components

## Concept of Operations

What is your jurisdiction going to do in response to the Situation and Assumptions statements you came up with?

# Evacuation Annex Components

## Concept of Operations - **Scoping**

### Hazard Characteristics

- Magnitude
- Intensity
- Speed of onset
- Duration
- Impact on community



### Scope of Evacuation

- How many people?
- Time available?
- Time and distance of travel to areas of safety?

# Evacuation Annex Components

## Concept of Operations

### Operational Considerations:

- Scope of Authority – (Who is going to pull the trigger?)
- Functional Needs Populations – 2010 FEMA guidance/requirements  
[http://www.fema.gov/pdf/about/odc/fnss\\_guidance.pdf](http://www.fema.gov/pdf/about/odc/fnss_guidance.pdf)
- Maintaining evacuation communication – How are you going to maintain control of a moving mass of people, equipment and supplies?

# Evacuation Annex Components

## Concept of Operations

### Logistics:

- Evacuation routes and options
- Transportation options available
- Assembly points
- Procedures to control flow of evacuation/re-entry

# Evacuation Annex Components

## Concept of Operations

- Security/protection of, and access to evacuated area – law enforcement, barriers, regulations
- Re-entry policies and procedures – Who will decide it's safe to go back – Wow is it going to be done?
- Coordination with neighboring jurisdictions – your jurisdiction isn't an island.

# Evacuation Annex Components

## Organization and Assignment of Responsibilities

Who/which agencies are going to be responsible for carrying-out the concepts of operations?

# Evacuation Annex Components

## Organization and Assignment of Responsibilities

- Your plan needs to specifically assign evacuation/re-entry responsibilities
- Write assignments as action statements – use action verbs (assist, provide, transport, etc.)
- Assignments are made to agencies and titles, not names of individuals
- Don't proceduralize your plan – SOPs should be in your resource manual – Who and what, not How.

# Evacuation Annex Components

## Administration and Logistics

- What administrative and general support requirements are necessary for evacuation and re-entry missions/actions?
- What special resources is your jurisdiction going to need to be able to carry out missions/actions?

# Evacuation Annex Components Development and Maintenance

- Identify who is responsible for coordinating revision of the Evacuation Annex, including keeping the attachments current.
- Make note of corrections and additions for your annex that should be addressed.
- Address after-action reviews (AAR) and provide feedback to the plan.

# Evacuation Annex Components

## Plan Development and Maintenance

Divide the load – planning isn't a one-agency operation – use an integrated planning approach.

# Planning Tools

- What tools are you going to use to develop this plan and other plans?
- The State of Ohio's Plan Development and Review Guidance for Local Emergency Operations Plans  
<http://www.ema.ohio.gov/PlansBranch.aspx>
- Course materials
- Other tools and materials (SARA Title III, etc.)

# Is your plan a good plan?

- Have you used the right tools?
- Is your plan understandable to those who will use it?
- Is your plan functional/usable?
- Is your plan responsive to identified hazards and risks?
- Is your plan reasonable?

# Final Questions?