

# A quick guide Evacuation Planning

## Principles

- Enhance community engagement and minimize risks associated with evacuations during emergencies through planning
- Detail strategies and arrangements for all five stages of the evacuation process
- Identify who has responsibility for carrying out each stage
- Communicate and inform the community and broader public about on-going- evacuation-related matters
- Identify all resources and services required to carry out an evacuation

### 1 Decision to Evacuate

- Identify authority to make decision
- Identify relevant stakeholders
- Develop an appropriate risk assessment process to support the decision to evacuate or not
- Decide how to let people know that a decision has been made
- Communicate it
- Document it

### 2 Warning

- Identify authority and responsibility
- Do it early
- Identify relevant stakeholders
- Construct warning message templates
- Determine warning delivery methods
- Ensure the message tells –
- The right people
- When, how and where to go
- Why
- Document it

### 3 Withdrawal

- Identify authority and responsibility
- Identify relevant stakeholders
- Plan for different types of withdrawal
- Plan for contingencies
- Link to resources needed and routes to take
- Consider traffic management points and plans
- Consider security measures
- Develop a Withdrawal communications plan
- Prepare maps for withdrawal management
- Document it

### 4 Shelter

- Identify authority and responsibility
- Identify relevant stakeholders
- Identify shelter options
- Agree on responsibilities and cost arrangements
- Consider goods and services needed and routes to take
- Consider basic human needs
- Identify any special support needs
- Plan for animals
- Plan for contingencies
- Register. Find. Reunite.
- Develop a shelter communications plan
- Document it

### 5 Return

- Identify authority and responsibility
- Do it early – when safe to do so
- Identify relevant stakeholders
- Engage impacted community in return planning
- Develop risk management processes for return
- Identify return options
- Develop a return communications strategy and plan and communicate it
- Link with recovery plans
- Document it