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 ongoing evacuation-related matters
- Identify all resources and services required to carry out an evacuation

1. Decision to Evacuate
   1. Identify authority to make decision
   2. Identify relevant stakeholders
   3. Develop an appropriate risk assessment process to support the decision to evacuate or not
   4. Decide how to let people know that a decision has been made
   5. Communicate it
   6. Document it

2. Warning
   1. Identify authority and responsibility
   2. Do it early
   3. Identify relevant stakeholders
   4. Construct warning message templates
   5. Determine warning delivery methods
   6. Ensure the message tells –
      7. The right people
      8. When, how and where to go
      9. Why
   10. Document it

3. Withdrawal
   1. Identify authority and responsibility
   2. Identify relevant stakeholders
   3. Plan for different types of withdrawal
   4. Plan for contingencies
   5. Link to resources needed and routes to take
   6. Consider traffic management points and plans
   7. Consider security measures
   8. Develop a Withdrawal communications plan
   9. Prepare maps for withdrawal management
   10. Document it

4. Shelter
   1. Identify authority and responsibility
   2. Identify relevant stakeholders
   3. Identify shelter options
   4. Agree on responsibilities and cost arrangements
   5. Consider goods and services needed and routes to take
   6. Consider basic human needs
   7. Identify any special support needs
   8. Plan for animals
   9. Plan for contingencies
   11. Develop a shelter communications plan
   12. Document it

5. Return
   1. Identify authority and responsibility
   2. Do it early – when safe to do so
   3. Identify relevant stakeholders
   4. Engage impacted community in return planning
   5. Develop risk management processes for return
   6. Identify return options
   7. Develop a return communications strategy and plan and communicate it
   8. Link with recovery plans
   9. Document it