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
  
- 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?

  
  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?