

# Emergency Evacuation Plan Checklist

## **Preparation:**

Identify Potential Emergencies: Understand the types of emergencies (like fire, natural disasters) that could occur in your area.

Designate Evacuation Routes: Map out safe pathways to exits and meeting spots.

Establish Meeting Points: Set clear meeting locations outside the danger zone.

Assign Responsibilities: Designate individuals for specific tasks like alerting others, shutting off utilities, or assisting with evacuation.

## **Communication:**

Emergency Contact List: Compile a list of essential contacts including family, neighbors, and local emergency services.

Notification System: Establish a system to alert individuals of an evacuation (alarm, PA system, or text alerts).

Two-Way Radios: Ensure a means of communication among family or team members during evacuation.

## **Training and Education:**

Evacuation Drills: Conduct regular drills to familiarize everyone with evacuation routes and procedures.

Emergency Procedure Guide: Create a guide detailing the steps to follow during various emergencies.

First Aid Training: Provide basic first aid training to family members or personnel.

## **Supplies:**

Emergency Kits: Prepare kits with essentials like water, food, medications, and first aid supplies.

Personal Protective Equipment: Have items like gloves, masks, and eye protection available.

Transportation: Ensure vehicles are fueled and in good repair for evacuation.

## **Documentation:**

Emergency Plan Document: Maintain a written or digital plan easily accessible to all involved.

Medical Records: Have copies of essential medical records in your emergency kit.

Insurance Documents: Keep copies of insurance policies accessible.

## **Special Considerations:**

Mobility Needs: Plan for individuals with mobility challenges, ensuring they have the necessary aids like wheelchairs or walkers.

Pets and Livestock: Have a plan for evacuating animals, including carriers and animal emergency kits.

Utilities: Know how to shut off utilities like gas, water, and electricity if necessary.

## **Regular Review and Updates:**

Update Contact Information: Keep emergency contact lists current.

Review and Update the Plan: Regularly review and update the evacuation plan, especially following changes in household or facility layout.

Evaluate Drills: After each drill, evaluate performance and identify areas for improvement.

## **Community Coordination:**

Local Emergency Services:

Coordinate with local emergency services and be aware of community evacuation plans.

Neighborhood Watch or Community Groups: Engage with community groups to share information and resources.