

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.

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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.