# Wildfire Evacuation

It’s October 12, a Tuesday, at 9:00 a.m. Your facility is at 90% occupancy. There is a wildfire burning several miles away, but so far, you’ve not been concerned with any threat to you or your residents. At 9:05, your main phone rings. The receptionist answers, and receives the following recorded message: “This is an emergency notification from the County’s Reverse 9-1-1 system. All residences and businesses receiving this call should prepare to evacuate within three hours due to the threat of wildfire. No evacuation is needed at this time, but you should prepare to evacuate within three hours. This is an alert, not an evacuation notice.” The message repeats, the receptionist copies it down, and hands it to the ranking administrator on duty.

## Discuss and answer the following questions:

1. Who is responsible for leading the preparation for evacuation and how is staff assigned to the various tasks?
2. Provision for evacuation:
   1. What kinds of and how many vehicles transportation are needed to evacuate your current residents?
   2. What arrangements exist for transportation? How will transportation be arranged?
   3. Where will your residents go?
   4. What will you send with your residents? (Discuss both what, and how much).
   5. What staff, if any, will accompany which residents?
   6. What supplies will be sent with staff as they evacuate?
   7. Resident/Staff tracking: How will you identify residents as they leave and track which residents/staff have left, where they went, and when they arrived?
3. Communications:
   1. If you must evacuate, which agencies will you notify? What are their numbers?
   2. What provisions for notification to, or communications with, families of residents and staff will you use?
   3. What is our primary means of communication? What is our alternate if needed?
4. Security the facility: What actions would need to occur to secure the facility?
5. You’ve been given three hours to prepare for possible evacuation. What other activities should be performed now?

There has been a new development.

Minutes ago, a local law enforcement officer arrived at the front door of the facility and ordered the evacuation of this facility. The evacuation is to be completed within two hours. This is an evacuation order for immediate evacuation due to wildfire. The officer indicated we would receive a reverse 9-1-1 phone call containing more information on how to contact the county emergency operations center, but for now, the county is ordering immediate evacuation with approximately two hours to complete the evacuation.

Make an action plan that lists all of the activities/actions that need to occur now in order to evacuate.

Use the preceding discussion, the EOP and any other evacuation planning materials available to complete the list. The list should include delegated tasks – it should encompass all activities needed to evacuate the facility.

## ACTION PLAN WORKSHEET:

* Time assigned Activity/Tasks
* Staff responsible
* Time frame to complete