

# EASY OUT: GETTING TO SAFETY

FACILITATOR GUIDE



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## ACTIVITY: PLANNING FOR AND PRACTICING EVACUATION

**Purpose:** The purpose of this activity is to educate individuals and families about how to prepare for an evacuation.

### Objectives:

- Explore planning issues to consider in safely evacuating.
- Complete an evacuation planning checklist.

**Preparation and Needed Materials:** Prior to conducting this activity, you may want to:

- Gather copies of local road maps for participants and know the evacuation routes, highlighting them on the maps. You can use online mapping Web sites.
- Gather copies for participants of local bus, train, and subway routes as applicable.
- Gather information about local shelters if possible or have a phone number or Web address to provide to participants for more information.
- Try the suggested Road Trip Weekend activity so you can share lessons learned with participants.

### Presentation Tips:

- Welcome participants to the session.
- Explain that by the end of the session, they will have planned how they will evacuate their homes and know what they will need to do to prepare for that evacuation.
- Ask the participants the following discussion questions: Where would you get information about orders to evacuate? Where would you go? How far should you go? What will you do if you or a member of your household needs assistance to safely evacuate?
- Acknowledge the answers and then present the following key points:
  - You can follow developing storms, watches, and warnings on local media or a NOAA weather radio. Other options are battery-operated radios, computers, cell phones, pagers, and television to get notice of evacuation. You can also contact your local emergency management office for local information on evacuation.

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### Presentation Tips: (Continued)

- Evacuate to the home of family or friends in an unaffected part of the county, if possible. If that isn't possible, try a motel or hotel. Use shelters as a last resort. They are not designed for comfort and do not generally accept pets.
- Depending upon the type of emergency, try to stay within your local area when you evacuate. It reduces the chance of being caught in traffic and makes it easier to return home after the emergency is over.
- If you or someone in your household needs assistance, register with the local emergency management office. (Write that number where participants can see it.) If you're in a multifamily, multistory building, you may want to register with the building staff as well. You can also ask your neighbors for help.
- Distribute the Evacuation Checklist handout and maps. Briefly review the items and direct participants to come up with an evacuation plan.
- Optional Activity: Suggest that families may want to plan a "Road Trip Weekend" to rehearse the evacuation plan. Tell them to follow their checklist and plan to do something fun at their destination. They should use the mode of transportation decided on and the route chosen, and bring disaster kits. Besides revealing things they have not considered or flaws in the planning, escaping the normal routine can be fun for the family as well. If you have done the activity beforehand, share the lessons you learned with the group.
- Conclude the session by asking if participants have questions about evacuating. Explain that more information about disaster preparedness, such as stocking a disaster kit and creating a personal support network, are available in other sessions. Thank the participants for attending the session.

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## EVACUATION CHECKLIST: HANDOUT



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### Plan

- Where will you go? (Choose both a closer location (within the county), and one outside the county, in case the type of emergency demands that you go farther away.)

Within the county/area \_\_\_\_\_

Outside the county/area \_\_\_\_\_

How will you get there?  Car  Bus  Boat  Subway  Train

- What route will you take? (Attach road map with evacuation route highlighted or transit maps.)
- Will your transportation mode change if you have to evacuate from work? How will you meet your family? (Make any notes below.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Will you or a household member need assistance to evacuate safely? If so, what kind of assistance? From whom? Have you talked with them about helping?

\_\_\_\_\_  
If so, register with the local emergency management office. Phone number: \_\_\_\_\_

If you live in a building, make sure your name is on a current log of those needing assistance to exit the building.

- What will you do with pets or livestock? (Contact your veterinarian or the local humane society to find out how to prepare pets/livestock for an emergency.) Note your plans below.

\_\_\_\_\_

- What friends or family members should be notified about your evacuation plans?

Name \_\_\_\_\_ Number \_\_\_\_\_

Name \_\_\_\_\_ Number \_\_\_\_\_

Name \_\_\_\_\_ Number \_\_\_\_\_

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## EVACUATION CHECKLIST: HANDOUT



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### Prepare

- Have extra sets of car keys and house keys made.
  - Make sure maps or transit routes are attached.
  - Make sure the car is running well or that you know how to get to the transit station.
  - Fill the car up with gas or ensure that you have transit fare in advance.
  - Have cash on hand for expenses.
  - If you need assistance to evacuate, make sure you have any needed equipment on hand (example: evacuation chair).
  - Practice telling people quickly and concisely how to assist you if you need help. If you like, write it down here.
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### Go

- Give yourself plenty of time to prepare to leave.
- Start out with a destination in mind. Make arrangements with friends or family or make a hotel reservation. If you need assistance, ask the hotel about accessibility options.
- Use the plans you developed to take care of your pets/animals.
- Tell friends and family what you are doing.
- Call the local emergency management office if you or someone in your household needs assistance to evacuate.
- Secure your home. Depending on the type of emergency, you may be boarding up windows or moving and securing loose objects in your yard.
- Bring disaster kit.