



Site Evacuation

Girl Scouts Heart of Central California | 6601 Elvas Avenue Sacramento, CA 95819 | www.girlscoutshcc.org

1. An evacuation plan enables the event director to quickly organize and remove part or all of the event participants to a predetermined safer location.
2. Reasons that an event site might have to be evacuated include:
 - fire
 - earthquake
 - threatening intruder (animal or human)
 - flood
 - contamination of drinking water
 - severe weather conditions

3. Take the following:

- _____ all event staff and participant’s registration and health forms
- _____ event first aid kit
- _____ all event staff and participant medication
- _____ consider the emergency, capacity for transporting, possible return, and time of day – then decide which of the following to take:

all belongings	snacks	shoes	hat
water	jacket	rain coats	sunscreen

4. Site evacuation plan:

A) Who will determine the need for evacuation? _____

B) Who will be in charge of the evacuation? _____

C) Method of transportation for leaving site: _____

Alternate method: _____

D) Pre-determined safer location: _____

Address _____ City _____ Zip _____

E) Route to safer location (attach a map)
Alternate route to safer location (attach a map)

F) Method to account for all participants on site and at the safer location: _____

G) In some situations an event staff person may need to stay behind to provide site security – who will stay behind if necessary? _____

H) In the event of a natural disaster and/or need for site evacuation, what is the plan for contacting the families or participants? Who will place the calls?

SITE EVACUATION (continued)

I) What is the plan to continue communications:

With the site _____

With the council _____

With the authorities _____

J) Who will determine if it is safe to return to the site? _____

K) Who will complete an incident fact sheet? _____

5. When working with collaborating or outside agencies; at their site, often time's agencies already have risk management plans in place. Be sure to complete these questions with agencies when beginning to plan the event.