girl scouts
heart of central
california

Site Evacuation

6601 Elvas Avenue Sacramento, CA 95819 • *t* 916.452.9181 • *f* 916.452.9182
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?
   _____

6601 Elvas Avenue Sacramento, CA 95819 • *t* 916.452.9181 • *f* 916.452.9182
girlscoutshcc.org

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.