

Organization Name:	Address	City	County	Zip Code:

Evacuation Plan

Responsible Individuals	Name/Title	Phone Number	Cell Phone/ Pager	Notes
Individual responsible for activating and implementing the Evacuation Plan				
Backup individual				

Destination [Use this section to plan where you will go if you must evacuate your facility.]

A **Memorandum of Understanding (MOU)** is a document that you sign with another organization to agree to help each other when disasters occur. Since another facility can help you only if they are not *also* affected by the disaster, you should have MOUs with organizations outside of your community for disasters that affect the whole community. MOUs with organizations in your community are good for disasters that only affect one facility, such as a fire in your building. If you don't have any MOUs now, you should develop such arrangements.

Write below the MOUs you have with other organizations in which you agree to evacuate to each others' facilities in a disaster affecting only one of you.

Organizations with which you have an MOU	Contact Name/Title	Phone Number	Cell Phone/ Pager	Attach MOU, directions and procedure
[Local]				
[Distant]				
[Distant]				

Read the section on **emergency shelters** in the General Description of Concepts section. Remember that all shelters will not be operational. Listen to the radio and emergency officials for current information or call 211 or 800/427-4626. Fill in the information below on the shelters to which you plan to evacuate.

Planned shelter locations	Contact Name/Title	Phone Number	Pager	Attach Procedure/Requirements and directions

Contact the local chapter of the **American Red Cross** to find out their planned shelter locations so that you can plan how to transport your residents there in case you need to evacuate to one of their shelters. Find out what you need to bring to the shelter in an emergency. Fill in the information below on the shelters to which you plan to evacuate.

Planned shelter locations	Contact Name/Title	Phone Number	Pager	Attach Procedure/Requirements and directions

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Transportation

Do you have enough vehicles and drivers to transport your residents during an evacuation?	Yes	No	If no, list the organizations below with which you have agreements to transport your consumers to and from your destination in case you need to evacuate. Be sure to ask them how many other organizations they have also agreed to help. In an event like an earthquake, when whole communities may need to evacuate, they may not be able to help everyone with whom they have MOUs. You should have MOUs with more than one transportation organization because of this.	
Are enough of your staff qualified to drive your vehicles so that there is always someone to drive them in an evacuation, even if the usual driver is away from the facility?	Yes	No		
Name of Community Partner Organization	Contact Name/Title	Phone Number	Pager	Location of procedure or MOU

Disaster Kit [You can find suggestions for what to include in your disaster kit at www.dhss.mo.gov/Ready_in_3/]

	Location	Who is responsible for bringing it?	Who is responsible for double checking that it is on board?
Basic disaster kit			
Food			
Critical supplies for residents with access and functional needs consumers, including medications			
Critical records, including lists of emergency contacts for your residents and staff and a copy of the Community Response Partners Worksheet			

What functional needs must you provide for en route (e.g., meds, oxygen)?

Residents	Access and Functional Needs	You can use the Resident ID Tags Template to prepare name tags for your residents. The template has spaces for the residents' name and the name of your facility on one side. On the other side there are spaces for information that would be useful for staff of a shelter to know about your resident. The template is designed to be used with plastic name badge holders.

Volunteers [Write where your volunteers come from and what they will do in a disaster below.]

Name of Community Partner Organization	Contact Name/Title	Phone Number	Pager	Volunteer's Assignment

Communication [Keep in mind that telephones and cell phones may not be working. Plan for back-up methods of communication if these usual methods fail.]

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Who will you keep informed of your whereabouts? This should be someone who is in a different geographic area or state to reduce the chances that they will also be affected by the disaster.

Name	Phone	Email

How do you plan to communicate with the families of your residents if you have to evacuate your facility?

How do you plan to communicate with the families of your staff if you have to evacuate your facility?

How do you plan to communicate with off duty staff if you have to evacuate your facility?

How do you plan to communicate with your destination if you have to evacuate your facility?

With whom will you communicate if you have problems en route, and how?

How do you plan to communicate with public safety officials if you have to evacuate your facility?

How do you plan to communicate with the Dept. of Mental Health if you have to evacuate your facility?

Last Updated	Date:	Signature

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