# Purpose

The All-Hazards Evacuation Annex Template was developed to assist local jurisdictions and Tribal partners initiate evacuation planning efforts. This template is “All-Hazards” and so does not focus on any particular hazard or incident type. Planning efforts centered around hazard- and incident-specific evacuations should seek to complete All-Hazards planning before beginning more specialized evacuation planning. This annex (and appendices) also concurrently address shelter-in-place planning.

# Introduction

Evacuation planning is a complex planning effort that involves more than just other jurisdictional departments. As the planning process is used, planners may stumble on responsibilities or gaps that must be addressed through bringing in additional stakeholders and partners.

## How to Use

The annex and appendices contain various prompts for input from plan writers. Some of these prompts use the comment function of MS Word (please make sure it is enabled and visible), while others may be text prompts that explain what should be included in that particular section. Apart from a few areas within these templates, all subject areas and topics should receive additional input from the plan writers.

### Exceptions

Other areas within the templates do not require additional content. These areas concern content that explains a concept (e.g. Notice and No-Notice Evacuation, descriptions of the evacuation phases, core capabilities, critical tasks, and others).

### Core Capabilities (CC) and Critical Tasks (CT)

Core Capabilities, and their associated Critical Tasks, provide the linkage for planning, training, exercises, and assessments to address common areas of focus. The use of Core Capabilities in this template align to the other planning efforts and assistance that EMD’s Planning Team provides. These CCs and CTs were used to provide the framework for this template and assist in establishing the necessary components to address within an evacuation plan. If, in the course of planning, it is discovered that additional (or fewer) Core Capabilities and Critical Tasks apply, then add or delete them to align with the responsibilities outlined in the plan.

### Community Lifelines

This template incorporates Community Lifelines into planning efforts. Please explore how to use this tool to increase situational awareness.

### Responsibilities

The Responsibilities section of the main annex, and all of the appendices, are the most important element to these templates. By utilizing the indicated CCs and CTs you will be able to clearly see the activities that should be addressed in each phase. The pre-populated responsibilities (and examples) are not intended to represent to full possible list of actions and activities that would take place; however, addressing these will, at a minimum, provide you with the ability to conduct all-hazards evacuations. Once you have completed this section, remove these prompts.

# Supporting Guidance

This template was created by merging many FEMA planning guidance documents. Evacuation and Shelter-in-Place information was pulled from *Planning Considerations: Evacuation and Shelter-in-Place*. Access Level information was pulled from *Crisis Event Response and Recovery Access Framework* (CERRA). The structure for the plan is reflective of the suggested structure found within the *Comprehensive Preparedness Guide* (CPG 101). The responsibilities were pulled from elements of all of the previous mentioned documents, plus the *National Response Framework* (NRF). Core Capabilities and Critical Tasks were pulled from the *National Preparedness Goal* and the *Core Capability Development Sheets*. Finally, Community Lifelines were pulled from the *Community Lifelines Implementation Toolkit*.

# Feedback

The Planning Team values your feedback and input concerning all of the tools that we develop. Please submit any feedback or comments to [EMDCEMPREVIEW@mil.wa.gov](mailto:EMDCEMPREVIEW@mil.wa.gov).