

**Appendix E: Citizen Evacuation Exercise Evaluation Guide (Revised)**

**Bluestone Dam Functional Exercise**

16 June 2012

Citizen Evacuation

Exercise Evaluation Guide (EEG) Analysis Form

Evaluator Name/Location: \_\_\_\_\_

Email Address/Phone #: \_\_\_\_\_

<b>Citizen Evacuation and Shelter-in-Place</b>	
<i>Relevant Exercise Objectives</i>	
<input type="checkbox"/> EOC Management	<input type="checkbox"/> Continuity of Operations

**Direct Evacuation Tactical Operations**

Plan Ref	Task	Metric	Yes	No	Time
[Name, Pg/Sec#]	Identify populations, institutions (e.g., hospitals, nursing homes, correctional facilities) and locations to be evacuated or sheltered in place.	[From plan]			
[Name, Pg/Sec#]	Coordinate with law enforcement to identify risk to transportation infrastructure that may be used for evacuation.	[From plan]			
[Name, Pg/Sec#]	Coordinate with law enforcement to identify security vulnerabilities of the evacuated or sheltered population and protective countermeasures.	[From plan]			
[Name, Pg/Sec#]	Reassess evacuation plans, and begin implementation.	[From plan]			
[Name, Pg/Sec#]	Reassess location of evacuation collection points and staging areas identified in plans, and adjust as needed.	[From plan]			
[Name, Pg/Sec#]	Reassess evacuation traffic management plan, and adjust as needed.	[From plan]			

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<b>Plan Ref</b>	<b>Task</b>	<b>Metric</b>	<b>Yes</b>	<b>No</b>	<b>Time</b>
[Name, Pg/Sec#]	Coordinate with mass care, medical, and other services to set up evacuation staging areas.	[From plan]			
[Name, Pg/Sec#]	Reassess emergency evacuation routes, and adjust as needed.	[From plan]			
[Name, Pg/Sec#]	Coordinate with transportation agencies to implement evacuation plans.	[From plan]			
[Name, Pg/Sec#]	Coordinate with mass care services to identify location of shelter facilities and other mass care services for evacuees.	[From plan]			
[Name, Pg/Sec#]	Coordinate with mass care agencies to assess the need for emergency feeding and sheltering activities.	[From plan]			
[Name, Pg/Sec#]	Coordinate medical assistance for special-needs evacuees in transit.	[From plan]			
[Name, Pg/Sec#]	Notify appropriate agencies of anticipated medical assistance required upon arrival at temporary locations (e.g., staging area, shelters).	[From plan]			

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Activity Analysis
<b>Observations (Each bullet will need a completed AAR input form.)</b>
Strengths <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
Areas for Improvement <ul style="list-style-type: none"> <li>•                             <ul style="list-style-type: none"> <li>– Root Cause</li> </ul> </li> <li>•                             <ul style="list-style-type: none"> <li>– Root Cause</li> </ul> </li> <li>•                             <ul style="list-style-type: none"> <li>– Root Cause</li> </ul> </li> </ul>
Additional Observations: _____
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**Activate Evacuation**

Plan Ref	Task	Metric	Yes	No	Time
[Name, Pg/Sec#]	Identify appropriate personnel.	[From plan]			
	_____				
	_____				
[Name, Pg/Sec#]	Coordinate with agencies providing emergency public information and warning to ensure effective communication of evacuation order and procedures.	[From plan]			
	_____				
	_____				

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Plan Ref	Task	Metric	Yes	No	Time
[Name, Pg/Sec#]	Determine locations of populations that may need assistance with evacuation from affected area (e.g., using preestablished registry of populations in facilities).	[From plan]			
[Name, Pg/Sec#]	Implement plan to capture self-reporting by those requiring assistance with evacuation (e.g., via hotline).	[From plan]			
[Name, Pg/Sec#]	Conduct triage upon identification to determine type of assistance required.	[From plan]			
[Name, Pg/Sec#]	Implement systems for tracking evacuees	[From plan]			

Activity Analysis
<b>Observations (Each bullet will need a completed AAR input form.)</b>
Strengths
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
Areas for Improvement
<ul style="list-style-type: none"> <li>•               <ul style="list-style-type: none"> <li>– Root Cause</li> </ul> </li> <li>•               <ul style="list-style-type: none"> <li>– Root Cause</li> </ul> </li> <li>•               <ul style="list-style-type: none"> <li>– Root Cause</li> </ul> </li> </ul>
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**Implement Evacuation Orders for General Population**

<b>Plan Ref</b>	<b>Task</b>	<b>Metric</b>	<b>Yes</b>	<b>No</b>	<b>Time</b>
[Name, Pg/Sec#]	Provide public notification agencies with information to provide instructions for evacuation.	[From plan]			
[Name, Pg/Sec#]	Activate approved traffic control plan.	[From plan]			
[Name, Pg/Sec#]	Coordinate with appropriate agencies regarding support for traffic control.	[From plan]			
[Name, Pg/Sec#]	Provide information regarding evacuation staging area location.	[From plan]			
[Name, Pg/Sec#]	Implement procedures for allowing voluntary tracking of evacuees who participate voluntarily.	[From plan]			
[Name, Pg/Sec#]	Monitor evacuation traffic flow/demand, and adjust evacuation traffic management plan and measures as appropriate.	[From plan]			
[Name, Pg/Sec#]	Provide services (e.g., gas, food, water, tow trucks) along the evacuation route(s).	[From plan]			
[Name, Pg/Sec#]	Monitor evacuation traffic to identify those no longer able to self-evacuate and requiring specialized assistance.	[From plan]			

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<b>Activity Analysis</b>
<b>Observations (Each bullet will need a completed AAR input form.)</b>
Strengths <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
Areas for Improvement <ul style="list-style-type: none"> <li>•                             <ul style="list-style-type: none"> <li>– Root Cause</li> </ul> </li> <li>•                             <ul style="list-style-type: none"> <li>– Root Cause</li> </ul> </li> <li>•                             <ul style="list-style-type: none"> <li>– Root Cause</li> </ul> </li> </ul>
Additional Observations: _____ _____ _____ _____ _____

**Collect and Evacuate Population Requiring Assistance**

Plan Ref	Task	Metric	Yes	No	Time
[Name, Pg/Sec#]	<i>Order transportation services for evacuation.</i>	[From plan]			
[Name, Pg/Sec#]	<i>Coordinate with supporting agencies and prearranged providers to obtain appropriate means of transportation for those requiring transportation assistance (e.g., buses, ambulances, handicap-assisted vans).</i>	[From plan]			
[Name, Pg/Sec#]	<i>Implement plans for providing alternative means of transport for immobilized individuals or those needing other special assistance in transit.</i>	[From plan]			

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Plan Ref	Task	Metric	Yes	No	Time
[Name, Pg/Sec#]	Provide appropriate specialized transportation services for those requiring additional support during evacuation.	[From plan]			
[Name, Pg/Sec#]	Coordinate provision of medical support services for evacuating special-needs populations.	[From plan]			
[Name, Pg/Sec#]	Collect individuals at preestablished collection points, and transfer to staging/reception area.	[From plan]			
[Name, Pg/Sec#]	Collect individuals at nonspecified locations, and transfer to staging/reception area.	[From plan]			

Activity Analysis
<b>Observations (Each bullet will need a completed AAR input form.)</b>
Strengths
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
Areas for Improvement
<ul style="list-style-type: none"> <li>•             <ul style="list-style-type: none"> <li>– Root Cause</li> </ul> </li> <li>•             <ul style="list-style-type: none"> <li>– Root Cause</li> </ul> </li> <li>•             <ul style="list-style-type: none"> <li>– Root Cause</li> </ul> </li> </ul>
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**Manage Incoming Evacuees**

Plan Ref	Task	Metric	Yes	No	Time
[Name, Pg/Sec#]	Establish reception areas/centers for evacuees in the host jurisdiction.	[From plan]			
[Name, Pg/Sec#]	Monitor traffic movement of self-evacuees into/through area, and redirect as necessary.	[From plan]			
[Name, Pg/Sec#]	Coordinate with support agencies to provide short-term needs for evacuees, such as directions, information, shelter, medical care, and other assistance.	[From plan]			

<b>Activity Analysis</b>	
<b>Observations (Each bullet will need a completed AAR input form.)</b>	
Strengths	
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
Areas for Improvement	
<ul style="list-style-type: none"> <li>•               <ul style="list-style-type: none"> <li>– Root Cause</li> </ul> </li> <li>•               <ul style="list-style-type: none"> <li>– Root Cause</li> </ul> </li> <li>•               <ul style="list-style-type: none"> <li>– Root Cause</li> </ul> </li> </ul>	
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