

Evacuation Gap Checklist

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PREPARE/PREVENT (Planning)	No	Partial	Yes
Likely evacuation events identified and analyzed			
Evacuation assets identified and inventoried			
Concentrations of people with access and functional needs identified and mapped			
Agencies serving people with access and functional needs identified			
Roles and responsibilities of all local partner agencies clearly defined			
Current database(s) that could be used during evacuation alert notification exist			
Thresholds and protocol for evacuation orders clearly defined			
Time estimates for executing moderate- and large-scale evacuation exist			
System to delegate evacuation (transit) resources during operation established			
Timetable for mobilization of transportation resources			
Protocol for how to prioritize resources when demand exceeds availability exists			
Evacuation emergency operation plans (EOP) that account for needs of people with access and functional needs exist			
Evacuation EOPs w/input from people with access and functional needs created			
Local air quality agency evacuation responsibilities clearly defined			
Local paratransit agency evacuation responsibilities clearly defined			
Local transit agency evacuation responsibilities clearly defined			
Local water resources agency evacuation responsibilities clearly defined			
Non-governmental organizations evacuation responsibilities clearly defined			
Faith-based organizations evacuation responsibilities clearly defined			
Responsibility for evacuation of disabled from schools assigned			
Responsibility for evacuation of medical facilities assigned			
Responsibility for evacuation of elderly from congregate housing assigned			



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PREPARE/PREVENT (Planning) continued	No	Partial	Yes
Responsibility for evacuation of incarceration facilities assigned			
EOPs for care facilities, counties and cities compared to identify overlaps			
Plans for service animals in transit equipment made			
Plans for comfort animals (pets) in transit equipment made			
Plans for mobility devices and durable medical devices on transit equipment made			
Evacuation EOPs coordinated with transit			
Evacuation EOPs coordinated with para-transit			
Evacuation EOPs coordinated with school transit			
Evacuation EOPs coordinated with taxi, shuttle, private bus			
Evacuation EOPs coordinated with elderly/disabled service providers			
Evacuation EOPs coordinated with 211			

PREPARE/PREVENT (Training)	No	Partial	Yes
Essential staff of LTC, home health services trained on evacuation plans			
Transportation personnel trained on basic ICS/NIMS/SEMS			
Back-up drivers identified and trained on lift equipment and securement of mobility devices			
Outreach programs that educate people with access and functional needs about personal evacuation planning conducted			

PREPARE/PREVENT (Exercises)	No	Partial	Yes
Tabletop emergency evacuation exercises conducted			
Functional evacuation exercises conducted			
Full-scale evacuation exercises conducted			
Evacuation exercises that include participants with access and functional needs exist			
Exercises with transit, paratransit, schools and other transportation agencies participating exist			



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PREPARE/PREVENT (Transportation Assembly Points)	No	Partial	Yes
Transportation resources know location of staging areas and reception centers			
Transportation assembly points identified			
Traffic plan for transportation assembly points established			
Staff for transportation assembly points designated			
Plan for transportation information at transportation assembly points exists			
Plan for individuals unable to reach transportation assembly points exists			

PREPARE/PREVENT (Reception Centers/Shelters)	No	Partial	Yes
Reception centers and shelter sites pre-designated			
Plans for transportation needs of reception centers/shelters made			
Plans for transportation information at reception centers/shelters made			
Evacuation procedures practiced at least annually			

PREPARE/PREVENT (Evacuation Routes)	No	Partial	Yes
Evacuation routes/alternate evacuation routes clearly defined			
Staff trained on evacuation routes/alternate routes			
Traffic control points (TCPs) established			
TCP system established pre-identified priorities for evacuation (transit) resources			
Evacuation protocols practiced at least annually			

PREPARE/PREVENT (Evacuee Tracking and Recording Procedures)	No	Partial	Yes
System for identifying persons needing transport assistance established			
System for documenting evacuees established			
System for tracking evacuees established			
Tracking and recording procedures practiced at least annually			

PREPARE/PREVENT (Cost Tracking and Reporting Procedures)	No	Partial	Yes
System for how to track hours/costs within Mutual Aid contracts identified			
Emergency cost tracking procedures practiced at least annually			

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PREPARE/PREVENT (MOUs/MOAs)	No	Partial	Yes
Memoranda of Understanding (MOUs) or Memoranda of Agreements (MOAs) identifying who is in charge of activated transit resources exist			
Written agreements with transportation agencies within jurisdiction made			
Written agreements with transportation agencies in neighboring jurisdictions made			
Written agreements with other partner agencies within jurisdiction made			
Written agreements with local and out of state video remote interpreting services made			
Contingency contracts for sign language interpreter exist			
Contingency contracts with private sector transportation companies exist			
MOUs identify when and how resources will be released exist			
MOUs reviewed and updated annually			

PREPARE/PREVENT (Communication Technologies)	No	Partial	Yes
Interoperable channels of communication established			
Communication plan for power loss events established			
Communication strategies are 508 compliant			
Communication technologies tested at least annually			

PREPARE/PREVENT (Continuity of Operations)	No	Partial	Yes
Alternative transit/paratransit operational facilities identified			
Alternative power supply for transit/paratransit identified			
Alternative fuel supply for transit resources identified			
Alternative driving and maintenance staff identified and trained			

PREPARE/PREVENT (Re-entry)	No	Partial	Yes
Trigger point for when to return evacuees established			
Transport plan for individuals unable to get home from transportation assembly points exists			



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PREPARE/PREVENT (Demobilization)	No	Partial	Yes
Trigger points for when to demobilize transit resources established			
Procedure to check-out emergency evacuation resources established			
Procedure to debrief demobilizing personnel established			
Procedure to debrief evacuees established			
Demobilization procedures reviewed at least annually			

California Emergency Management Agency. Appendix A – Gap Analysis Checklist. Retrieved from <http://www.calema.ca.gov/ChiefofStaff/Pages/Evacuation-and-Transportation.aspx>