

STATE OF NEW JERSEY  
SCHOOL EMERGENCY OPERATIONS PLAN GUIDELINES  
EVACUATION ANNEX CHECKLIST

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I. SITUATION

- \_\_\_\_\_ A. Identify hazards that could require full or partial evacuation of the facility. Prepare an estimate of time required for evacuation of each floor, wing and the entire facility.
- \_\_\_\_\_ B. Estimate the number of students and employees including those with special needs, who would require transportation in an evacuation away from school grounds.
- \_\_\_\_\_ C. Based on the above estimate state the source, type (including capacity) and quantity of vehicles available to transport in an evacuation.
- \_\_\_\_\_ D. Identify primary and alternate outside assembly/mustering areas on the facility grounds. Discuss protection from adverse weather conditions.(EVA 1)
- \_\_\_\_\_ E. Identify primary and alternate off-site reception facilities/shelters for complete evacuation of the school. Attach agreements with other facilities to receive students and their floor plans. (EVA 8 and 9)
- \_\_\_\_\_ F. Provide plans of the school that identify routes to be used in evacuation of each building (EVA 2), and in the total evacuation of the facility grounds. (EVA 3) Insure plans allow simultaneous entry and exit of vehicles.
- \_\_\_\_\_ G. List all applicable evacuation routes for the school from the municipality to alternate staging areas and reception sites. Refer to county and municipal evacuation plans. (EVA 3)
- \_\_\_\_\_ H. Identify the roles personnel at the new reception site. Include plans for a site without personnel resources and for a site with personnel and an emergency plan of their own. List any agreements to support these sites. (EVA 6)
- \_\_\_\_\_ I. Identify plans when resources for transport have been exhausted and people still require evacuation.

II. OPERATIONS & CONTROL

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- \_\_\_\_\_ A. Describe the decision making process for ordering an evacuation in coordination with county and municipal authorities and identify who can make the decision.
- \_\_\_\_\_ B. Describe how you will ensure that all personnel are accounted for.
- \_\_\_\_\_ C. Tell how transportation resources will be brought into service to evacuate both ambulatory and non-ambulatory clients. Attach any agreements or contracts for transportation services.(EVA 7)
- \_\_\_\_\_ D. Describe how logistical support will be provided at your reception centers/shelters. Include statements that address around the clock staffing and supervision.

III. RESPONSIBILITIES

- \_\_\_\_\_ A. Identify the individual, by title, responsible for ensuring that evacuation routes are clearly marked throughout the school including safety lighting in stair wells and corridors.
- \_\_\_\_\_ B. Identify the individual, by title, responsible for ensuring that all personnel know the evacuation routes and procedures.
- \_\_\_\_\_ C. Identify the individual, by title, responsible for notification of local government and alternate facilities that an evacuation is necessary.
- \_\_\_\_\_ D. Identify the individual, by title, responsible for scheduling and conducting periodic evacuation drills and exercises.

IV. APPENDICES/ATTACHMENTS

- \_\_\_\_\_ EVA1 Assembly areas
- \_\_\_\_\_ EVA2 Personnel evacuation routes
- \_\_\_\_\_ EVA3 Vehicle evacuation routes
- \_\_\_\_\_ EVA4 Evacuation procedures (SOP-s)

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- \_\_\_\_\_ EVA5 List and copies of Evacuation Operational Checklists
- \_\_\_\_\_ EVA6 List and copies of mutual aid agreements
- \_\_\_\_\_ EVA7 Transportation resources and agreements
- \_\_\_\_\_ EVA8 Alternate facilities agreements
- \_\_\_\_\_ EVA9 Alternate facilities floor plans

**\*PLANNING NOTE:**

While certain hazards may require only a partial facility evacuation, the range of possible hazards and the appropriate responses to them makes the evacuation planning process complex. Of particular concern are situations where more than one facility must be evacuated in response to the same threat. Such a situation requires a high level of cooperation among multiple facilities, multiple governmental entities, transportation providers and other support organizations. A consensus is needed on the timing of evacuation decisions, fiscal considerations and who is responsible for each identified task. This is the rationale behind the requirement that each facility's plan must be coordinated with municipal and county emergency management.