

The Pre-planning Checklist

County _____

City _____

Agency _____





Total number of Zones _____












Points of Contact

Fire _____

Law _____

OES _____

S.NO.	INFORMATION REQUIRED	YOUR INPUT	CHECK, IF DONE
1	ZONE DESCRIPTION		<input type="checkbox"/>
2	ZONE SUMMARY		<input type="checkbox"/>
3	<p>ARRIVAL POINTS</p> <p>Arrival Points refer to a variety of locations where evacuees can be sent. May include transfer points and reception processing sites, welcome centers and information points, shelters, and other congregate facilities. Arrival Points are generally considered “Safe” areas when reached.</p> <p>TYPES OF ARRIVAL POINTS</p> <p>  Temporary refuge area  Animal shelter  Staging area  Community arrival point </p>		<input type="checkbox"/>

<p>4</p>	<p>CRITICAL EVACUATION FACILITIES</p> <p>Critical Evacuation Facilities (CEFs) are specific institutions or locations with concentrated numbers of people that might need additional time or assistance during an evacuation. (ex. Churches, Schools, etc)</p> <p>TYPES OF CEFs</p> <ul style="list-style-type: none">  Other critical evacuation facility  Childcare  School  Airports  High density building  Assisted living facility  Hospital  Train station  360 degree speakers 		<input type="checkbox"/>
<p>5</p>	<p>TRAFFIC CONTROL POINTS</p> <p>Traffic Control Points (TCPs) or Access Control Points are set up at critical points along an evacuation route to control the movement of vehicles and personnel.</p> <p>TCPs can also include Road Closures that can be made community-visible.</p> <p>TYPES OF TCPs</p> <ul style="list-style-type: none">  Traffic control points  Road closure <p>During the initial response to a fast-moving incident, there may only be enough personnel to cover some of the TCPs, so Ranks can be used to sequence the TCPs in order of their importance in this zone.</p>		<input type="checkbox"/>
<p>6</p>	<p>EVACUATION ROUTES</p> <p>Once you have the arrival points, define a set of potential paths for evacuees to take in</p>		<input type="checkbox"/>

	order to reach the defined arrival points depending on the threat direction.		
7	<p>EVACUATION RESOURCES</p> <p>Evacuation Resources represent additional officers (sworn or non-sworn) that should be part of a standing request for resources, in order to support Evacuation Verification (house to house) and ensure the Security of a given Zone.</p> <p>These can also be businesses, social service agencies, recreation areas and other places that provide essential services.</p>		<input type="checkbox"/>
8	<p>ZONE LINKS</p> <p>Zone links are the links to any information that is required to conduct an evacuation, such as, agency websites, phone lists, CERT program details, etc. You can add up to four QR Code links with brief descriptions.</p>		<input type="checkbox"/>
9	<p>PUBLISH ZONES ON ZONEHAVEN AWARE</p> <p>Once you have the plan ready, the information can be fed in the Zonehaven app by your team or by Zonehaven. Then you can go ahead and make the zones public.</p> <p>Note: Only Editors & Administrators can perform this action.</p> <p>INFORMATION VISIBLE TO THE COMMUNITY</p> <p>Zone Description & Zone Summary will be visible to community members by default.</p> <p>Arrival Points, Road Closures, Zone Links and Evacuation Routes can be made visible or hidden.</p>		<input type="checkbox"/>
10	<p>MAKE THE PRE-PLAN ACCESSIBLE TO TEAMS</p> <p>The two-page Pre-plan can be easily downloaded or shared with team members via a QR code. The same can be accessed online and offline through the Zonehaven app.</p> <p>It is advised to print booklets of the pre-plan for the team to keep in their trucks, and for running training and drills.</p>		<input type="checkbox"/>