

GUIDE FOR PLANNING MASS EVACUATIONS IN DISASTERS

Mass Evacuation Plan Template

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Boy wading through flood waters in Gatumba, near Bujumbura, Burundi. © IOM 2024/Alexander Bee

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Informal settlement in Ladan, Doolow, Somalia hosting nearly 3,000 persons displaced by drought. IOM 2022/Claudia Rosel Barrios

MASS EVACUATION PLAN TEMPLATE

This template is designed to be used alongside '*Section 3 – Content of a Mass Evacuation Plan*', in the Guide for Planning Mass Evacuations in Disasters, which provides more detailed guidance and considerations.

The Guide also contains recommendations on setting up a planning process, and a checklist and guidance for actions and analysis that may need to be done before starting to develop a mass evacuation plan.

This template should be adapted for the context. A broad range of issues are included here and in the Guide. Planners should select those appropriate to their context and level of planning (national, regional or local).

A. INTRODUCTION

<p>A.1. Purpose</p>	<p>Outline the purpose of the mass evacuation plan, which geographic areas and the nature of the hazards it covers, and what it is seeking to achieve.</p>
<p>A.2. Scope</p>	<p>Establish the scope and objectives of the plan.</p>
<p>A.3. Relevant legislation</p>	<p>Identify relevant legal provisions in domestic and international law applicable to the evacuation process.</p>
<p>A.4. Policies</p>	<p>Identify all relevant national and local policies applicable to the evacuation process.</p>
<p>A.5. Evacuation coordination and management structure</p>	<p>Establish and outline the structures and mechanisms through which an evacuation will be managed, the activities of all stakeholders, and coordination structure.</p> <p>Incident Command System (ICS)</p> <ul style="list-style-type: none"> • The ICS will be used to manage the evacuation process. • The ICS will be staffed by representatives from all relevant agencies and organizations. • The ICS will be responsible for coordinating all aspects of the evacuation, including planning, logistics, and communications. <p>Evacuation Coordination Centre (ECC)</p> <ul style="list-style-type: none"> • The ECC will be established to support the ICS. • The ECC will be responsible for providing information and assistance to evacuees. • The ECC will also be responsible for coordinating with other agencies and organizations involved in the evacuation. <p>Local Emergency Management Agencies (LEMA)</p> <ul style="list-style-type: none"> • LEMA will be responsible for coordinating evacuations at the local level. • LEMA will work with the ICS and ECC to ensure that evacuations are conducted safely and efficiently. <p>Community-Based Organizations (CBOs)</p> <ul style="list-style-type: none"> • CBOs will play an important role in supporting evacuations. • CBOs can help to identify and assist vulnerable populations. • CBOs can also help to disseminate information about the evacuation.

A.6. Interaction with planning and land tenure instruments	Identify other relevant existing frameworks at other levels or locations, and determine how the mass evacuation plan fits into these.
A.7. Planning assumptions	Identify and outline all the underlying assumptions of the evacuation plan.
A.8. Review and revision of the evacuation plan	Detail the process for the review and revision of the evacuation plan, at regular intervals.

B. PRE-RESPONSE (PREPAREDNESS)

B.1. Hazard monitoring	<ul style="list-style-type: none"> • Outline the early warning systems that monitor, analyse, and forecast hazards. • Identify the data thresholds to issue any early warning, if relevant to the hazard. • Identify the data thresholds that will indicate need to order an evacuation, linking with timing considerations. • Outline any ongoing monitoring systems to track secondary hazards and population movements after an incident or disaster, to be used to inform decision-making and assistance as the situation evolves.
B.2. Information exchange on hazards	Detail how information on hazards is transferred from information-producing organizations (those responsible for hazard monitoring) to decision-makers (government) on evacuations.
B.3. Prepare the population for an evacuation	Detail plans for ongoing awareness-raising, information dissemination, and public educational programmes on risks, early warning, and what to do during an evacuation before the threat or impact of a hazard.
B.4. Identification of suitable shelter for use in evacuations	Identify suitable accommodation in the safety zone (conduct mapping and assessment, if needed).

C. DECISION TO EVACUATE

<p>C.1. Authority and criteria to activate an evacuation plan</p>	<p>Outline the process for decision-making and identify activation criteria to determine when an evacuation would, or would not, be an appropriate response. Identify: 1) Authority to evacuate (entity with decision-making authority, and process for the decision); 2) Criteria for the activation of the plan.</p> <p>Authority to Evacuate</p> <ul style="list-style-type: none"> • The decision to evacuate will be made by the [Designated Authority]. • The [Designated Authority] will consider the following factors when making the decision to evacuate: <ul style="list-style-type: none"> – The severity of the hazard – The likelihood of the hazard impacting the community – The vulnerability of the population – The availability of resources <p>Criteria for Evacuation</p> <ul style="list-style-type: none"> • The following criteria will be used to determine when an evacuation is necessary: • The hazard is imminent or has already occurred. • The community is in the path of the hazard. • The population is unable to shelter in place. • There are insufficient resources to protect the population. <p>Timing of Evacuation</p> <ul style="list-style-type: none"> • The timing of the evacuation will be based on the following factors: <ul style="list-style-type: none"> – The speed of onset of the hazard – The time it will take to evacuate the population – The availability of transportation – The availability of shelter
<p>C.2. Timing an evacuation</p>	<p>Consider including an activation timing model.</p>

D. WARNING

D.1. Converting Early Warning System data to public warnings	<ul style="list-style-type: none">• Identify the responsible actor for dissemination, and procedures for release of evacuation warnings.• Define the methods to disseminate warnings to ensure as wide a reach as possible.• Identify a technical actor responsible (in an around-the-clock operational centre) for translating data into messages that can be understood by the public. Include any standard key messages, as applicable.• Define coordination mechanisms with media and community outlets.
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E. EVACUATION

E.1. Security in evacuated zones	Detail provision for maintaining security and preventing unauthorized access to evacuated areas.
E.2. Transportation and traffic control	Detail plans (using assessment findings) on how evacuees will move or be transported as quickly as possible to a place of safety following the threat or impact of a hazard.

F. EMERGENCY SHELTER AND ASSISTANCE

F.1. Management of evacuation centres	Determine the management responsibilities and structure for the evacuation centres and their services.
F.2. Assistance and services	Determine the plan for provision of assistance and services.
F.3. Public information after evacuation	Determine how information will be shared with evacuated people (in an evacuation centre or elsewhere) about the disaster situation, assistance, and safe return to their homes.
F.4. Data collection and information management	Determine what data will be needed to inform response at different stages of the emergency, how it will be collected and used, and who is responsible.
F.5. Safety and security in the evacuation centre	Detail provisions for maintaining safety and security in and around evacuation centres.
F.6. Protection in the evacuation centre	Understand potential protection risks that may arise in evacuation centres, and detail measures to be taken to mitigate these risks.

G. RETURN AND RECOVERY

G.1. Managing return

- Identify the actor who has the authority to decide when return can start, any decision-making process, and the actor responsible for managing the return stage.
- Detail responsible and involved actors, and requirements, to assess affected areas.
- Identify the responsible actor for maintaining communication with affected people.
- Identify support services that may be needed to support return.

Authority to Decide on Return

- The decision on when to allow evacuees to return home will be made by the [Designated Authority].
- The [Designated Authority] will consider the following factors when making the decision:
 - The safety of the affected area
 - The availability of essential services
 - The ability of the community to support the returning population

Process for Managing Return

- The following process will be used to manage the return of evacuees:
 - The affected area will be assessed for safety
 - Essential services will be restored
 - The community will be prepared to receive the returning population
 - Evacuees will be informed about the return process
 - Evacuees will be provided with assistance to return home

<p>G.1. Managing return</p>	<p>Communication with Affected People</p> <ul style="list-style-type: none"> • The [Designated Authority] will maintain communication with affected people throughout the evacuation and return process. • Information will be shared with affected people through a variety of channels, including: <ul style="list-style-type: none"> – Social media – Local media – Community meetings – Flyers – Door-to-door visits <p>Support Services</p> <ul style="list-style-type: none"> • The following support services will be provided to returning evacuees: <ul style="list-style-type: none"> – Financial assistance – Housing assistance – Mental health services – Other essential services
<p>G.2. Transition to recovery</p>	<p>Detail how the transition of control and coordination will be made from the actor/s responsible for managing evacuation shelters/assistance and return to recovery actors. Detail how the transition of control and coordination will be made from the actor/s responsible for managing evacuation shelters/assistance and return to recovery actors.</p>
<p>G.3. Closing an evacuation centre</p>	<p>If relevant (e.g., in local evacuation plans) detail any requirements, decision-making process, and responsible decision-maker for evacuation centre closure.</p>

H. RESPONSIBILITIES (ANNEX)

Identify and list the organizations or individuals responsible for, and supporting, each phase and action. Depending on preference, this information may be included in each section (such as when the overall plan is short) or in an annex (able to be easily used as a reference and updated).

e.g. Responsibilities for B. Pre-response (preparedness), etc.

Coordinating (responsible) Agency	Responsibility	Key functions	Cooperating (supporting) Agency/Agencies

Cooperating (supporting) Agency	Key functions	Cooperating (supporting) Agency/Agencies

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