**CAMPGROUND**

**EVACUATION PLAN**

**GUIDELINES**

> DATE <

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**Acronyms used in document**

**Unique terms and their definitions**

**1. SITE MAP**

The site map is a planning tool to help plan evacuation routes, create flood zones, and identify safe places. It should have:

* All roads: paved, gravel, dirt
* All campsites, numbered
* TVA property boundary
* 500 year flood contour
* Summer pool elevation
* Electricity shutoffs/kill switches
* Parking for moved RVs
* Evacuation routes
* Gates

**2. Emergency Phone Numbers**

Emergency phone numbers should be posted were all employees and campground users can easily see them. Also include your campgrounds address so emergency personnel can find you quickly. Other emergency numbers can be included, at the minimum, you should include: local Emergency Management Agency, utilities, county health department, local law non-emergency number.

Others you might consider are: local fire district office, state game and fish agency, local animal control, poison control, etc.

**EMERGENCY**

**PHONE NUMBERS**

**FIRE - MEDICAL - POLICE**

**DIAL 9-1-1**

|  |  |
| --- | --- |
| Medical / Police EMERGENCY | 911 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_ County Sheriff’s Department |  |
| County Sheriff’s Department (alternate) |  |
| \_\_\_\_\_\_\_\_\_\_\_\_ County Emergency Management Agency (EMA) |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_ County Health Department |  |
| Local Utilities |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Campground Supervisor - Management |  |

> Insert Campground Address <

**3. EVACUATION PROCEDURES**

Reservoir floods should not catch you by surprise; even so, it’s a good idea to know what you would do in the event part or your entire campground becomes flooded. For this section describe procedures to evacuate all camping units and personal campsite furnishings (bicycles, grills, chairs, toys, etc.) below the 500 year flood contour in the event of a flood to minimize impacts. The Plan should include administration, monitoring, pre-evacuation process, evacuation process, and training; and identify equipment and personnel needed to execute plan.

ADMINISTRATION

In the event of a flood, describe how your plan will be executed and identify who is responsible for doing what.

MONITOR FLOOD CONDITIONS

Outline how staff at your campground will monitor potential flood conditions.

PREPARATION FOR EVACUATION

Describe the steps you plan on taking to alert your CUs of the potential evacuation. What elevation will you start evacuation procedures? Who decides?

EVACUATION PROCEDURE

How will you notify CUs of the evacuation? Describe your procedure. Which sites are evacuated first, second, third? Where do you move the campers to? What is the evacuation route? When can CUs return to the campground?

EQUIPMENT

List any equipment, supplies, or tools that will be needed and kept on-site, where are they located; if off-site, where are they located?

TRAINING

Identify and describe staff training and frequency.

**4. CERTIFICATION**

I certify that I submitted a copy of this Evacuation Plan to the XX County Emergency Management Agency.

EMA Director’s Name:

Address:

Phone Number(s):

Power Distributor Name:

Address:

Phone Number(s):

Date Plan submitted to EMA:

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 Campground Owner Date

Received by TVA: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Name) (Date received)

Upon submission to TVA this plan will become a part of the file and available to the public.