

# PLANNING FOR, AND SUPPORTING EVACUATIONS

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## MICIC Capacity-Building Tool

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## PLANNING FOR, AND SUPPORTING EVACUATIONS

Foreign posts can play a key role in support of nationals affected by crises abroad. In extreme cases, this may include supporting their evacuation out of the affected area or country. Planning for evacuation of staff and nationals, and monitoring the evolution of the situation (and how it reflects on evacuation options) is key to this end.

Based on people's number, location, the risks they face, and their capacity and willingness to move, evacuation plans should identify:

- Safe locations to which people can move to escape the immediate impacts of hazards;
- Exit points through which people can leave the area, country or region;
- Routes they can use to reach them;
- Available transportation options.

In addition, gathering information on how to provide nationals to be evacuated with the documentation required to exit the country (e.g. exit visa, identity documentation) is often key to supporting operations.

It may be useful to identify a responsible staff member to coordinate evacuation operations, as well as liaison officers within the Post to act as focal points for coordination and communication with relevant counterparts.

## 1. Evacuation sites

- Identify official shelters and other safe sites (e.g. consular posts, including of like-minded countries; wardens' residence; NGO buildings; schools; shopping centres and hotels; churches, temples and mosques):
  - Name (official and local)
  - Designation in the evacuation/contingency plan
  - Location and GPS coordinates
  - Responsible (e.g. Community leader/local authority/employer/other focal point).
  
- Gather information on each evacuation site:
  - Space available and capacity
  - Features of the structure
  - Facilities are adapted for use by disabled evacuees, children, etc.
  - Services and networks serving the facility (e.g. water, power, community, kitchen or food distribution)
  - Management and services provided in situ
  - Availability of dedicated forms of support (e.g. linguistically proficient staff, first aid or specialized health care)
  - Hazards that may affect the site
  - Can personnel of the embassy/consulate work at the site?
  - Does the site situation require the deployment of a security officer?
  
- Update information available periodically, and as crisis unfolds:
  - Status of the facility
  - Use of the facility
  - Availability of services in situ
  - Number of nationals in the different facilities (this may require deploying personnel to register incoming nationals, if local managers are not doing it)
  - Medical and protection cases (may need to be screened as part of registration or evacuation management operations), for referral to relevant service providers.

## 2. Exit points

### Airports

- **Identify airports (including alternatives: landing strips, roads):**
  - Name (official and local) and code (if available)
  - Designation in the evacuation/contingency plan
  - Location and GPS coordinates
  - Elevation
  - Distance from main evacuation sites
  - Airport focal point to contact during emergencies
  - Relevant aviation authority and focal point
  - Relevant legal frameworks, required landing and takeoff procedures, and potential obstacles getting clearance.
  
- **Gather information on each airport:**
  - Type and characteristics of the facility (e.g. number of runways, usable at night or under all atmospheric conditions)
  - Airplane size or models it can accommodate
  - Number of passengers it can host
  - Traffic it can sustain
  - Availability of fuel
  - Availability of personnel, technical support, utilities and maintenance in situ
  - Any special security permits required
  - Options to shelter and assist stranded evacuees.
  
- **Update information periodically, and as crisis unfolds:**
  - Damages to the facility, and impacts on its functioning
  - Current and scheduled use of the facility
  - Availability of fuel
  - Availability of personnel.

## Seaports

- **Identify seaports (including alternative locations: piers, relevant coast locations):**
  - Name (official and local) and code (if available)
  - Designation in the evacuation/contingency plan
  - Location and GPS coordinates
  - Distance from main evacuation sites
  - Seaport focal point to contact during emergencies
  - Available port agent
  - Relevant overseeing authority and focal point
  - Relevant legal frameworks, required arrival and departure procedures, and potential obstacles getting clearance.
  
- **Gather information on each seaport:**
  - Type and characteristics of the facility (e.g. depth of the harbor area, if it can be used under all weather and sea conditions)
  - Number and size of ships it can accommodate
  - Draft (high and low tide)
  - Number of passengers it can host
  - Availability and cost of fuel
  - Availability of personnel, technical support, utilities and maintenance in situ
  - Any special security permits required
  - Options to shelter and assist stranded evacuees.
  
- **Update information periodically, and as crisis unfolds:**
  - Damages to the facility, and impacts on its functioning
  - Current and scheduled use of the facility
  - Availability of fuel
  - Availability of personnel.

## **Land border crossings**

- **Identify land border crossings:**
  - Name (official and local) and code (if available)
  - Designation in the evacuation/contingency plan
  - Location and GPS coordinates
  - Elevation
  - Distance from main evacuation sites
  - Relevant legal frameworks, required exit procedures and potential obstacles receiving needed authorizations.
- **Gather information on each border crossing:**
  - Type and characteristics of the facility (e.g. customs building, barriers)
  - Presence of structure to accommodate travellers
  - Presence of personnel and authorities.
- **Update information periodically, and as crisis unfolds:**
  - Damages to the facility, and impacts on its functioning
  - Controls taking place at the border crossing
  - Status (open/closed) and times of operation.

### 3. Roads

- Identify main roads leading to evacuation sites and safe sites, exit points:
  - Name and local designation/number
  - Designation in the evacuation/contingency plan
  - Type of road networks (number of lanes, type of pavements)
  - Types of vehicles that can use the road network
  - Use of the network and peak hours
  - Possibility to use the network all day and year round (e.g. closed at specific times, not usable in specific seasons).
  - Availability of gas stations and workshops.
  - Availability of basic services (e.g. functioning hospitals or clinics, water sources, food stores).
  
- Draw maps of routes and provide detailed directions.
  
- Identify alternate routes for each site and point.
  
- Identify possible bottlenecks (e.g. bridges, tunnels).
  
- Update information periodically, and as crisis unfolds:
  - Physical damage, use and obstruction to the identified routes
  - Implications of damage, use and obstruction for travel times
  - Regulations preventing movement of civilians
  - Security situation along routes
  - Availability of fuel and assistance options.

## 4. Transportation options

- Understand people's transportation needs:
  - Identify nationals who may not own a vehicle
  - Identify nationals who may be living or working in isolation, or who may not be included in area-based evacuation arrangements (e.g. workplace, hotel)
  - Identify nationals who may fear contact with local authorities and who may refuse official evacuation assistance
  - Identify nationals who may need evacuation assistance for any other reason (e.g. medical cases, undocumented migrants, unaccompanied minors, nationals unwilling to leave).
- Identify options for local transportation (official vehicles, local public transportation, chartered buses, taxis, private vehicles).
  - Estimate their capacity
  - Identify qualified drivers, gas stations, maintenance options
  - Anticipate their availability, knowing that authorities in the affected country may commandeer available vehicles
  - Coordinate with like-minded countries.
- Identify options for long-distance transportation (official and chartered ships and planes, military ships and planes, commercial carriers).
  - Identify where they can dock/land
  - Estimate their capacity
  - Secure required authorizations.
- Monitor how the availability of transportation options evolves as the crisis progresses.
- Identify and deploy personnel for escorting (specific) nationals.

## 5. Documentation

- Identify documents nationals may need to exit the country (e.g. identity documents, exit visa).
  - Identify information required, and resources and personnel available to issue or renew documents, including emergency documents
  - Identify key sites where personnel and equipment should be deployed in order to allow for expedite issuance of relevant documentation.
  
- Identify actors that are responsible for issuing (or have the capacity to issue) relevant documentation.
  - Identify host country and third country counterparts, and ensure you have contacts of focal points
  - Identify other relevant actors (e.g. IO), and ensure you have contacts of focal points
  - Identify procedures and requirements needed to issue such documents.



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