It is a best practice to develop and keep posted vehicle management guidelines, in case of a flood, windstorm, wildfire, hurricane, or other natural or manmade disaster.

Developing an emergency evacuation plan for vehicles well before an event happens can help protect your employees and property. Below is a list of steps that should be taken before, during, and after a critical event.

**Develop a Plan:**

1. Identify and train who will implement and coordinate your organization's evacuation activities. Designate an Evacuation Plan Coordinator along with a back-up to coordinate the evacuation.

2. Define and publish the timing of when each step of the plan is enacted:
   a. When will the Evacuation Plan Coordinator set the evacuation plan in motion? Will it be when severe weather is in the forecast or an imminent threat is known and pending? It should be no later than when a risk to your location is confirmed, or a watch has been issued for your vehicle storage location.

3. Develop steps for each stage of the plan/forecast:
   a. Imminent threat watch example - monitor weather and news and put drivers on alert that the plan could be imminently implemented.
   b. Emergency Evacuation warning example - drivers should report to location and begin vehicle evacuations.

4. Identify and solidify alternative vehicle storage locations:
   a. Enter into a contractual agreement for a remote and safe location to ensure the location will be available when needed.
   b. For larger fleets, identify a second remote location, in the event the storm path includes the primary off-site location.

5. Identify how employees and management will communicate with one another:
   a. Will there be a call list, single point of contact, etc.?

6. Identify drivers who will be responsible to move the vehicles and document the telephone chain process:
   a. Depending on the size of the fleet and vehicles, it may be better to arrange for a transport service company to move the vehicles.

7. Identify personnel who will fortify the shop, office, garage, and other locations (sandbags, elevation of key equipment, boarding of windows, etc.).

8. Identify who will clear the roof, clear drains, call for tree trimming, etc.
9. Pre-storm roof inspections should be scheduled periodically to ensure drains are open and not obstructed.

10. Trim trees that are close to property, equipment, materials, etc. For wildfire risk, clear shrubs, brush, and combustibles from immediate proximity of the premises. Put a plan in place to perform regular maintenance.

11. Ensure your commercial auto insurance policy is up to date, including comprehensive auto physical damage.

When an Imminent threat or Watch is Issued:

1. Enact your Emergency Evacuation Plan.

2. If needed, prepare sandbags to protect portions of the property, secure objects around the premises, clear all drainage areas, or take the appropriate risk mitigation steps for the risk.

4. Protect other property, such as computer equipment.

5. Determine if business records, such as driver files, maintenance records, vehicle registrations, etc., require movement from the business location to protect them.

6. Abort activities if the Coordinator or other member of the management staff report concern about the safety of the employees or contract labor.

After an Incident:

1. Contact your insurance agent and/or risk manager to file a claim if a loss has occurred.

2. If you must dispose of damaged items, thoroughly document them, take as many photos as possible, and keep samples for the adjuster to inspect.

3. Set aside damaged property for further inspection, making sure to not dispose of anything unless required by law.

4. Take pictures of the loss and all vehicles or other property damaged.

5. Compile a list of all areas of structure damage.

6. Track all claim-related expenses and keep copies of all receipts:
   a. List the quantity of each item.
   b. Include description, brand, cost, model, serial number, etc.
   c. Clean up.

Ensure the Emergency Evacuation Coordinator has some way to monitor recommendations from the local emergency command center regarding the event so the person knows when to evacuate everyone, regardless of the progress in the plan.