

**WSU County Extension Office or Other WSU Facility Evacuation**

In the event of a mandatory evacuation order, or a situation where evacuation is judged to be the most prudent action given incident conditions, WSU Extension personnel should consider the following:

1. **Life Safety.** This is always the first priority.
	1. Make sure that the evacuation can be accomplished safely (this may involve a deliberate balancing of risks).
	2. Follow recommendations regarding timing, routing and destinations – UNLESS those recommendations would result in undue risk.
	3. Take pre-organized Go Kits (Flashlight, Water, etc.), First Aid Kits and the like with you.
2. **Communication and Coordination.**
	1. Communicate your intent to evacuate, your destination, method of travel (vehicle description) and the route to be taken to someone off-site (e.g. the Extension main office) and check in when you safely arrive.
	2. Make sure you have contact information for all employees, volunteers and others associated with the office so that you know how to contact them and can check their status. This should include contact information for appropriate local officials to apprise them of your status. If possible, also send this information to the main Extension office.
	3. Post any available information about closure, temporary location, etc. on the office website, Facebook page and other appropriate social media sites.
3. **Protection of critical assets, resources or data.** If possible, take with you anything that would prevent the loss of information, specimens, data or materials which could not be replaced.
	1. If not backed up off-site (highly recommended) consider taking any transportable research, business or program records with you.
	2. This should include data archives, research records and any other reasonably portable materials that can be quickly and safely gathered and transported.
	3. Take cash, checks and financial records for safekeeping.
	4. Any valuable specimens or collections that can be readily and safely moved.
4. **Continuity of Operations.**  Consider what would be needed if the office was destroyed or access restricted for some period of time.
	1. Equipment, supplies and materials that would make it possible to conduct at least basic office operations from a temporary location. (It might help to visualize moving into an empty room and inventorying the items that would make it possible to continue operations in that location.)
	2. Extension or WSU signage and identity materials, handouts, and other materials that would contribute to effective operations in a temporary location.
5. **Awards, Photos, Mementos.** While lower in priority, consider taking items with special significance, meaning or value with you if possible.

As you leave the office, consider if possible shutting down computers and disconnecting them from power sources, covering equipment and records to reduce the risk of water damage and other mitigation actions if they can be accomplished safely within the time available.

Contact the WSU Office of Emergency Management for more information (509-335-7471).