

EMERGENCY PROGRAM COORDINATOR – TACTICAL EVACUATION

- Ensure personal safety and the safety of your family
- In consult with the lead responding agency, understand the nature and status of the event or threat to the community
- Determine area(s) to be evacuated
- Determine estimated numbers of community members and structures under threat
- Confirm that the Executive Director of Finance is aware of the event and who is leading the evacuation support
 - You may assume or designate operational leadership of the site level evacuation process in the initial stages as an appropriate support organization is being developed
 - The Executive Director of Finance will assume or designate the role of the EOC Director as appropriate
- Call police of jurisdiction to advise and engage for support in evacuation
 - Provide best situational awareness that you have
 - Provide primary person's name and contact information for the EOC support to the evacuation; this may be the EOC Director, Emergency Program Coordinator (EPC) or Operations Chief
 - Request they have an agency rep attend the EOC as well
- Call EMCR to request a task number if one hasn't already been issued: **1-800-663-3456**
 - Provide best information on the nature of the event or threat, including how imminent it is
 - Provide best estimate of how many people and/or properties are threatened
 - Provide location and contact information for the EOC
 - Request any additional assistance you need through EMCR
- Activate the **Tk'emlúps Emergency Plan** to an appropriate level
- Activate the **Tk'emlúps Band Evacuation Plan**
- Consult with the Executive Director of Finance and Community Leadership on the need for elevated actions such as evacuation orders, and to what extent
- Confirm with the Chief and Council, Executive Director of Finance and Information Officer who will be the primary spokesperson
 - Designated spokesperson to reference the **Community Spokesperson – Tactical Evacuation Checklist** in **Appendix 4.1**
- Brief the Chief and Council and the designated Community Spokesperson on the most current situational awareness as it evolves
- Ensure there are regular communication updates from the Site Level Operations to the EOC