

## EOC FINANCE SECTION CHIEF – EVACUATION ORDER

- Ensure personal safety and the safety of your family
- Confirm the EMCR Task Number issued with the EOC Director
- Obtain briefing from the EOC Director on the status of evacuation operations including:
  - Nature, status, and potential impacts of the threat
  - Geographic area under threat
  - Estimated numbers of community members, and structures at threat
  - Evacuation route(s)
  - ESS support has been activated and identify their requirements
  - Location of ESS Reception Centre(s)
  - The **Tk'emlúps Emergency Plan** has been activated
  - The **Tk'emlúps Evacuation Plan** has been activated
  - The appropriate agencies are involved in the evacuation operations and support
  - The EOC has been activated
    - Confirm activation level (1, 2 or 3)
  - Roles and activities of responder and support agencies
  - Availability of additional support if needed
- Collect information from the Operations Section Chief (OSC), Planning Section Chief (PSC) and the Logistics Section Chief (LSC) on expenditures related to evacuation operations
  - Provide this information to the EOC Director for briefing and reporting purposes
- Assign EOC Finance staff to positions as they arrive and brief them at regular intervals
- Confirm that ESS support has been activated and that their goods and services procurement practices are in place
- Confirm Reception Centre Location(s) and activation, and any contractual requirements around facilities and other support activities
- Confirm with Finance staff that no information related to the incident operations can be communicated outside the EOC unless approved by the EOC Director to:
  - Community members, family members, or friends
  - Social media
  - Traditional TV, newspaper, or radio media
- Contribute to an EOC staffing plan; anticipate 24/7 coverage for the first few operational periods and then modified workdays as the response support requirements stabilize
- Identify any issues and communicate to the EOC Director as appropriate
- Brief the EOC command and management staff on procurement and approval practices for eligibility of cost reimbursement from assisting agencies