

EVACUATION BRANCH DIRECTOR – EVACUATION ALERT

- Ensure personal safety and the safety of your family
- Confirm the EMCR Task Number issued with the EOC Operations Section Chief
- Request any additional assistance you need through the EOC Operations Section Chief
- Confirm with EOC Operations Section Chief:
 - Nature of the event or threat, including how imminent it is
 - Geographic area(s) under threat
 - Best estimate of how many people and/or properties are threatened
 - ESS Host locations (Internal / External Evacuation) have been activated
 - Evacuation Routes
 - Muster areas for residents requiring transportation
 - Residents with special transportation requirements
 - Number of domestic pets
 - Support agencies who need to be contacted and who will contact them
 - Evacuation status of known vulnerable populations
 - Known vulnerable populations estimate
 - Youth and elders
 - Residents with health considerations and transportation needs
 - Language considerations
 - Evacuation status of domestic livestock
 - Number of domestic livestock and any special evacuation considerations
 - Facilities and locations for evacuated livestock
- Review the Reserve Management Summaries

Consider the need for a Notification Group:

- Coordinate with the police of jurisdiction:
 - Number of personnel required to assist with door-to-door notification
 - Brief personnel on notification protocols
- Coordinate community resources as required
 - Personnel, Vehicles, Evacuation Notification Kits (located at the Fire Hall), etc.
 - Request community maps (with housing information) from Planning Section Chief
 - Consider sending trusted community representatives to accompany police of jurisdiction
 - Conduct briefing, deploy, and track resources
- Coordinate Evacuation Alert and personal preparedness key messaging with Information Officer

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Consider the need for a Traffic Management Group to coordinate with Police of Jurisdiction and MoTI:

- Review Reserve Summaries in the **Tk'emlúps Evacuation Plan**
- Identify traffic route assignments for evacuated areas using all available outbound lanes
- Prioritize evacuation by neighbourhood considering risk and population density
- Assign public works or a designate to secure all evacuation routes, helispots and muster areas as required
- Consider the need for adjusting traffic signal lights
- Post route direction signs
- Consider a designated inbound route for responders, tow trucks and fuel trucks
- Assign traffic control personnel to potential traffic control/choke points (e.g. stop controlled left turns)
- Establish security check points and intercept all inbound traffic; consider the need for police presence
- Assign patrols on traffic routes to clear stalled/broken down vehicles
- Consider the need to assign traffic control personnel to control flow onto highway entrance ramps
- Consider the need to pre-position of towing services
- Monitor traffic patterns via on ground observations / traffic cameras and redirect flow as needed
- Consider the need for redirecting or closing down sections of the highway to inbound travel
- Confirm pertinent evacuation information with Information Officer
 - Evacuation departure routes and reception centres
 - Designated muster areas for bus transportation
 - Any other key messaging

Consider the need for a Transportation Group

- Confirm the number of evacuees without vehicles needing transportation assistance
- Confirm the number of evacuees with special transportation requirements
- Determine type and number of transportation vehicles required and request through Logistics Section Chief
- Confirm pertinent evacuation information with Information Officer
 - Designated muster areas
 - A transport plan for residents without vehicles
- Consider the need for opening up main corridors to maximize outbound lanes of traffic:
- Discuss with MoTI the need for :
 - Maximizing outbound highway traffic flow (converting inbound lanes to outbound)
 - Pre-positioning traffic control assistance at key on/off ramp locations
 - Pre-positioning tow trucks along highway to clear large vehicle obstructions
 - Evacuation messaging on the dynamic highway signs to inform drivers of evacuation alert and where to check for up-to-date information (consult with Information Officer to confirm key messaging)

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Consider the need for a Security Group:

- Determine number of security resources required
 - Request security resources through Logistics
 - Give a briefing to the security resources and deploy them
 - Review the 10-step Temporary Access Flow Chart – **Tk'emlúps Evacuation Plan Section 20.1**
 - Consider the need for a qualified escort(s) for all individuals/agencies passing-through an evacuated area
 - Coordinate with police of jurisdiction to:
 - Pre-identify security checkpoints into evacuated areas
 - Strategically designate security checkpoints for temporary access into the evacuated area
 - Confirm temporary access procedures and coordinate system with the security resources on site
 - Confirm a reporting structure for checkpoint personnel to police of jurisdiction, contractors and the EOC as required
 - Establish a clear point of contact for both the checkpoint personnel and EOC for efficient communications
 - Identify to whom the EOC Master Lists will be sent and through what channel and identify how the completed/expired Master Lists will be returned to the EOC (i.e. Master Lists may be emailed to the police of jurisdiction detachment who then provides the Master Lists to their officers at the beginning of their shifts or emails/delivers the Master Lists to checkpoint personnel
Identify who the EOC Master Lists will be returned and when (i.e. email and at the end of each operational period)
 - Provide copies of the Temporary Access Permit Procedures handout – **Appendix 7**
- Consider the need for additional Logistics to help support the evacuation branch groups