

## EVACUATION PRE-PLANNING

- Confirm need to evacuate based on current status of event
  - Consider recommendations from other response and support agencies and discussed their reasoning
- Activate Emergency Operations Centre (EOC) Planning Section in accordance with the **Tk'emlúps Emergency Plan**
- Confirm an EMCR task number
  - 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 or primary community representative
  - Provide rationale and context around vulnerable population and/or what domestic livestock needs to be evacuated early, why they need to be evacuated, and where they need to go
  - Request a Stakeholder coordination call through EMCR
  - Request additional assistance through existing mutual aid or resource sharing agreements
- Confirm number of community members, homes, and facilities to be evacuated
- Have Chief and Council issue a Band Council Resolution if required; forward it to EMCR regional office
- Have Chief and Council issue a signed Evacuation Order
  - Send copies to EMCR local region PREOC
  - Include geographic description and map of Evacuation Order area
  - Include geographic description and address of Reception Centre location(s)
- Notify all EOC staff, support agencies and stakeholders that an Evacuation Order has been initiated
  - Confirm that ESS support and Reception Centre(s) are activating
  - Identify a member of Community Leadership to be a Liaison at the Reception Centre
- Activate your key public messaging to notify community members according to the **Community Spokesperson Evacuation Alert and Order Key Messaging Checklist**. Include:
  - Where should they go
  - How to get there
  - What to do when they arrive
  - What services are available at the Reception Centre
  - How evacuees can notify EOC if they are having any challenges or need help
- Activate signage on Evacuation Route(s)
- Activate the **Area and Community Emergency Access Management Plan** as appropriate
- Activate the **Community Security Plan** as appropriate
- Activate the **Tk'emlúps Business Continuity Plan** if required
- Activate regular communications protocol for critical information sharing across agencies as appropriate; consider:
  - Daily or twice daily scheduled conference call with immediate evacuation support agencies
  - Daily EMCR coordination call

## EVACUATION PRE-PLANNING AUDIT cont'd

- Prepare a Re-entry Plan
  - Conducted Rapid Damage Assessment to identify which homes and facilities safe to re-enter
  - Confirm areas that are safe for residents to return to, and when
  - Identify transportation needs for evacuees
  - Communicate re-entry steps to evacuated community members
  - Provide support for domestic livestock re-entry
  - Remove Evacuation Route(s) signage
  
- Monitor the situation and consult with active agencies on expected duration of the threat
  - Consider the need for an extension on the evacuation order as appropriate and engage Community Leadership as required