

## EXECUTIVE DIRECTOR OF FINANCE – EVACUATION ALERT

- Assume the EOC Director role or designate a qualified person – see **EOC Director–Evacuation Alert Checklist**
- Assume the Information Officer role or designate a qualified person – see **Information Officer–Evacuation Alert Checklist**
  - Activate / request personnel to provide information support
- Confirm with the Emergency Program Coordinator (EPC) there is a threat that warrants an evacuation alert for some or all of the community. Confirm the following:
  - Geographic areas(s) under threat
  - Information on the area under potential threat, including weather forecasts has been gathered
  - Potential evacuation routes
  - Consider evacuation decision triggers identified in the **Tk'emlúps Evacuation Plan Section 11.0**
  - Time required for actual evacuation, including any community members with medical and/or transportation needs for the area(s) under threat
  - Other response and support agencies, subject matter experts have been consulted and their recommendations have been considered
  - The **Tk'emlúps Emergency Plan** has been activated
  - EOC has been activated, and that it is located in a safe location that will not be compromised by the event or threat
    - Confirm activation level (1, 2 or 3)
  - The **Tk'emlúps Evacuation Plan** has been activated
  - If the recommendation for an Evacuation Alert should be accepted, modified, or dismissed
  - If the entire community is under threat, consider external EOC locations or virtual EOC support from other communities or agencies
  - Potential host communities and reception centre locations
    - Determine ESS support needs and confirm host availability
  - Evacuation support available from EMCR and how that works
  - Notifying ESS for a potential activation
  - Process for a Band Council Resolution
  - Process for initiating an Evacuation Order
  - Potential resources to be requested from other communities and/or EMCR
  - Internal communications protocols to staff
  - External communications protocols to first responders and other support agencies
  - External communications protocols to general public
  - External communications protocols to media, traditional and social

## EXECUTIVE DIRECTOR OF FINANCE – EVACUATION ALERT cont'd

- Brief the Chief and Council and designated Community Spokesperson on the most current and critical situational awareness as it evolves
- Participate in any evacuation preparedness and planning activities as required
- Ensure that critical information is gathered and shared with Community Leadership and Community Members as appropriate
- Consider activating the **Evacuation Alert Audit** in **Appendix 4.3**
- Review the **Executive Director of Finance Evacuation Order Checklist** in **Appendix 4.1**
- Review the **Tk'emlúps Business Continuity Plan** with Chief and Council