

Tk'emlúps te Secwepemc EOC Activation To Support Evacuation Checklist

The Community Emergency Operations Centres (EOC) can be activated and staffed to meet the dynamic and scalable needs of an emerging event that presents some level of threat to the public safety of the community. The primary role of an EOC is to provide support to site level operations. The Incident Commander at site typically determines best response tactics. The EOC typically does not provide tactical direction for site level operations.

Note that a **Declaration of State of Local Emergency is not required** to activate your EOC.

Considerations for activating an EOC in part or full can include:

- Are there a significant number of people at risk?
- Is there a potential threat to people, property and/or the environment?
- Is there a risk that the event will escalate in impact?
- Is the extent of current damage unknown?
- Are there limited local resources to assist with the incident or event?
- Is a coordinated multi-agency response required because of:
 - A large or widespread event
 - Multiple emergency sites
 - Multiple agencies responding

Contact EMBC in the earliest stages of the event to advise of the need for an EOC and to obtain an EMBC Task Number. The task number will be critical to any expense reimbursements back to the community from the Province.

Confirm with EMBC that the type of event will be supported for EOC activation. Some event types will fall under the mandate of other agencies and will not be supported by EMBC.

Event types that **will** be supported by EMBC can include:

- Evacuations where there is imminent threat to public safety
- Planning and support for response to natural events such as wildfire, flood, and landslides

Event types that **will not** be supported by EMBC can include:

- Public health events such as pandemic
- Large social events such as music festivals
- Economic disruption
- Loss of critical utilities such as power, domestic water systems, and communications

Also engage EMBC early in the response stage in discussions related to long-term recovery support and activities where it is apparent that there will be a long-term commitment required.

The level of EOC activation required will depend on the nature of the event and threat and is best determined in consultation between the Emergency Program Coordinator (EPC), Band Manager, and Chief and Council. You should consider the best information available and recommendations from other response agencies.

Consider the long-term potential for an event or incident when determining the location of the EOC. Having to relocate an EOC when the emergency event or incident is at full speed can be disruptive to operational support and may impact the evacuated community members as well. Find a safe, suitable location that won't be compromised.

The Band Manager will assume or delegate the role of EOC Director and ensure that the EOC is activated and staffed to the appropriate level.

The EPC typically assumes the role of EOC Liaison and maintains regular contact with responding and supporting agencies, and other stakeholders as appropriate.

The Chief and Council assumes the role of Policy Group and provides guidance and oversight to the EOC Director. They are typically not located directly inside the EOC.

The personnel authorized to activate the EOC are:

- Chief and Council
- Band Manager
- Emergency Program Coordinator
- Fire Chief ?

Considerations for Activating Partial or Full EOC

Partial Activation – where the event is small that it requires short term and/or limited support. This can also be where there is an event in relative proximity and/or in some stage of imminence to threaten some or all of the Community where it warrants a heightened level of situational awareness across concerned agencies. Partial activations can also be done to begin advance planning for an event where there is some indication of imminence of threat to the community. It may not be necessary to fill every box on a standard EOC org chart, and in most cases during a partial activation an individual can assume more than one role. It may only be necessary to staff the EOC for part of the day, so that personnel can resume their regular duties somewhat. That said, consider that it is easier to staff the EOC heavy in the earlier stages and then release resources when no longer needed than it is to scramble to find resources if the event grows significantly.

- Establish contact and maintain regular situation updates from lead agencies
- Confirm with Community Leadership, Band Manager and EPC that one or more of these conditions exist:
 - An event that requires support beyond what the ESS program can provide
 - An event is developing that may not be an immediate threat, but concerns over imminence of that threat require advanced levels of monitoring and situational awareness for planning purposes beyond what the EPC can manage
 - A request to support another community or agency has been received
- Determine level of EOC activation required, and for what activities it needs to be activated
- Call EMBC to obtain task number: 1-800-663-3456. Be prepared to provide details to the extent possible about:
 - Type and nature of the event or threat, including how imminent it is
 - best estimate of how many people and/or properties are threatened
 - location and contact information for the EOC or primary community representative
 - request stakeholder coordination call through EMBC as required; this can be all-stakeholders or limited to only those that are being impacted and/or have a direct response or support role
 - request any additional assistance you need through EMBC
- Determine appropriate EOC staffing levels and call out personnel as required. Consider at a minimum:
 - EOC Director – this could be the EPC or designate who reported to Band Manager at this level of activity
 - Operations Section Chief
 - Planning Section Chief
 - Provide staff with brief situational awareness so that they can prepare their regular workload and personal life
- Establish suitable facility for EOC. At lower levels of activity, this could be from peoples work desks, or it could require a dedicated space with these considerations:
 - Is there any potential that the incident or event could grow to threaten the current EOC location?; if so consider alternate location(s)
 - Suitable work-space with desks, chairs, phones, computers, stationary etc.
 - Status board, white boards, flip charts & maps
 - Secure from general public random visits; able to be locked to maintain confidentiality around event
 - Consider a dedicated room for meetings, calls etc. that can be controlled for general public random visits
 - Staff sign-in/out process
 - Quick access to Emergency Plan, Activation Plan and Business Continuity Plan

Full EOC Activation

A full activation of the EOC may occur when the event or incident imminently threatens public safety and/or community critical infrastructure. A full activation will almost always exceed your local capacity so anticipate reaching out to neighbouring communities and/or requesting additional assistance through organizations like FNESS and EMBC. Confirm that external support staff contract costs may be eligible for reimbursement through EMBC. Consider that a full EOC activation can last a few days or much longer so ensure that long term staffing and wellness concerns are top of mind.

- Establish contact and maintain regular situation updates from lead agencies
- Confirm with Community Leadership, Band Manager and EPC that one or more of these conditions exist:
 - An event has occurred that requires some level of evacuation alert or order that will impact the community at large
 - An event is developing that may become an imminent threat within a relatively short period of time, where pre-emptive planning is required for community members and/or livestock
 - A request to support evacuation from another community or agency has been received
- Determine level of EOC activation required, and for what activities it needs to be activated
- Call EMBC to obtain task number: 1-800-663-3456. Be prepared to provide details to the extent possible about:
 - Type and nature of the event or threat, including how imminent it is
 - best estimate of how many people and/or properties are threatened
 - location and contact information for the EOC or primary community representative
 - request stakeholder coordination call through EMBC as required; this can be all-stakeholders or limited to only those that are being impacted and/or have a direct response or support role
 - request any additional assistance you need through EMBC
- Determine appropriate EOC staffing levels and call out personnel as required. Consider at a minimum:
 - EOC Director
 - Operations Section Chief
 - Planning Section Chief
 - Logistics Section Chief
 - Finance Section Chief
 - Public Information Officer
 - Policy Group
 - Risk or Safety Officer
 - Deputy positions in the sections that might require it

- Recovery planner – this position can begin with initial scoping around impacts, damages etc. and transition over to recovery planning as required
 - Other subject matter expert positions as required
 - Section support positions as required
 - Provide staff with brief situational awareness so that they can prepare their regular workload and personal life
- Establish suitable facility for EOC. Consider:
 - is there any potential that the incident or event could grow to threaten the current EOC location?; if so consider alternate location(s)
 - dedicated spaces for breakout meetings, advance planning, public information officers, agency representatives, and other activities as appropriate
 - suitable voice and internet communications; confirm that costs to install adequate IT may be reimbursed through EMBC
 - a space where the section chiefs can be working in the same large room for a majority of the time
 - suitable work-spaces with desks, chairs, phones, computers, stationary etc.
 - status boards, white boards, flip charts & maps
 - secure from general public random visits; able to be locked to maintain confidentiality around event
 - consider a dedicated secure room for meetings, calls etc. where access can be controlled
 - staff sign-in/out process
 - Adequate parking for additional EOC personnel
 - quick access to Emergency Plan, Activation Plan and Business Continuity Plan
 - consider offering a quiet rest area for EOC staff
 - ensure all contracts for facility and support to the facility are in place
- Set up section work-stations and other rooms as required
- Contact and invite response, support agencies, and impacted utilities owners to:
 - request an agency representative to the EOC
 - participate in regular briefings and calls
- Anticipate needs for 3 to 7 days and develop staffing plan. Consider length of shift and whether 24/7 coverage is required
- Brief incoming EOC staff on:
 - the daily schedules of activities
 - rules around using the facility
 - facility evacuation and safety procedures
- Begin demobilization planning several days before EOC will need to shut down
 - ensure that all workstations and/or section kits are cleaned and restocked as appropriate
 - ensure that all documentation has been given to the planning section and that it has been filed or stored properly; this includes emails and digital files