

TK'EMLÚPS TE SECWÉPEMC



# EVACUATION PLAN

THIS PAGE INTENTIONALLY LEFT BLANK

## **1.0 INTRODUCTION**

---

### **1.1 FOR OFFICIAL USE ONLY**

This plan is considered a living document and is subject to changes to ensure accuracy and timeliness. The user of this information accepts full responsibility for any errors or omissions contained therein.

As per the Freedom of Information and Protection of Privacy Act (Sec. 19.1.b), this document and its respective appendices, in its current state, are considered confidential in nature due to the sensitive information that may interfere with public safety and is therefore intended for official use only. All Freedom of Information Act request must be channeled through the Emergency Program Coordinator to ensure sensitive information is protected.

### **1.2 NOTE TO THE READER**

Ensure you have the most current copy of the plan. The most current electronic version resides with the Tk'emlúps Emergency Program Coordinator.

THIS PAGE INTENTIONALLY LEFT BLANK

### 1.3 RECORD OF AMENDMENTS

No.	Date	Page #	Summary of Changes	Amended By

THIS PAGE INTENTIONALLY LEFT BLANK

## 1.4 PLAN DISTRIBUTION

### 1.4.1 Internal Plan Distribution

Internal Distribution List					
No.	Version # or Date	Format	Recipient	Location	Date
1	January 2023	Print/PDF	Chief	Band Office	
2	January 2023	Print/PDF	Councillor		
3	January 2023	Print/PDF	Councillor		
4	January 2023	Print/PDF	Councillor		
5	January 2023	Print/PDF	Executive Director of Finance		
6	January 2023	Print/PDF	Emergency Program Coordinator		
7	January 2023	Print/PDF	Community Health Representative		
8	January 2023	Print/PDF	Tk'emlúps Security		
9	January 2023	Print/PDF	Tk'emlúps By-Law		

### 1.4.2 External Plan Distribution

External Distribution List			
Format	Version	Agency	Date
PDF	January 2023	EMCR Regional Office	
PDF	January 2023	Thompson Nicola Regional District	
PDF	January 2023	City of Kamloops	

THIS PAGE INTENTIONALLY LEFT BLANK



**TABLE OF CONTENTS**

<b>1.0</b>	<b>INTRODUCTION .....</b>	<b>II</b>
1.1	FOR OFFICIAL USE ONLY .....	II
1.2	NOTE TO THE READER.....	II
1.3	RECORD OF AMENDMENTS .....	I
1.4	PLAN DISTRIBUTION .....	III
1.4.1	Internal Plan Distribution.....	iii
1.4.2	External Plan Distribution .....	iii
<b>2.0</b>	<b>PLAN OVERVIEW.....</b>	<b>1</b>
2.1	PURPOSE AND OBJECTIVES.....	1
2.2	SCOPE .....	2
2.3	PLAN LIMITATIONS .....	2
2.4	ASSUMPTIONS.....	2
2.5	INTEGRATION WITH OTHER RELATED PLANS AND DOCUMENTS .....	3
2.6	NAVIGATING THE EVACUATION PLAN DOCUMENT .....	3
2.6.1	Base Plan.....	3
2.6.2	Base Plan vs. Appendices .....	4
<b>3.0</b>	<b>PLAN ADMINISTRATION .....</b>	<b>6</b>
3.1	CONFIDENTIALITY.....	6
3.2	PLAN MAINTENANCE.....	6
3.3	REVISIONS .....	7
3.4	RECORD OF AMENDMENTS .....	7
3.5	PLAN DISTRIBUTION .....	7
3.6	EXERCISING THE EVACUATION PLAN .....	8
3.7	TRAINING.....	9
3.8	SOCIALIZING THE PLAN .....	9
3.9	COMMUNITY EDUCATION .....	10
<b>4.0</b>	<b>EVACUATION OVERVIEW .....</b>	<b>11</b>
4.1	EVACUATION AUTHORITY .....	11
4.2	SHELTER-IN-PLACE.....	11
4.3	EVACUATION TYPES.....	11
4.3.1	Tactical Evacuation .....	11
4.3.2	Strategic Evacuation .....	12
4.3.3	Partial Evacuation .....	12
4.3.4	Complete Evacuation .....	12
4.3.5	Internal Evacuation .....	12
4.3.6	External Evacuation .....	12
4.4	EVACUATION STAGES.....	13
4.4.1	Evacuation Alert.....	13
4.4.2	Evacuation Order .....	13
4.4.3	Evacuation Rescind .....	14
4.5	REFUSAL TO LEAVE .....	14
4.6	SELF-EVACUATION.....	14
4.7	BAND COUNCIL RESOLUTIONS .....	15
4.7.1	Legislation and Regulations to Manage Evacuations.....	15
4.8	EVACUATION FLOW CHART .....	16
4.9	EVACUATION BRANCH ORGANIZATION CHART .....	18
4.10	EVACUATION ROLES AND RESPONSIBILITIES .....	19
4.10.1	Site Level .....	19
4.10.2	Community Leadership .....	19

4.10.3	Key EOC Positions .....	21
4.10.4	Provincial Government Support.....	23
4.10.5	Non-Government Organizations.....	27
4.10.6	Mutual Aid .....	28
<b>5.0</b>	<b>EVACUATION PRE-PLANNING .....</b>	<b>29</b>
5.1	KNOWN VULNERABLE POPULATIONS.....	29
5.2	LIVESTOCK RELOCATION.....	31
5.3	DOMESTIC ANIMALS.....	32
5.4	CULTURAL EVENTS AND LAND USE.....	33
5.5	CRITICAL INFRASTRUCTURE.....	33
<b>6.0</b>	<b>EVACUATION OPERATIONS.....</b>	<b>34</b>
6.1	WHEN TO EVACUATION.....	34
6.1.1	Wildfire .....	34
6.1.2	Hazardous Material Spill .....	35
6.1.3	Calculating Evacuation Triggers .....	35
6.1.3.1	Time Required to Notify Impacted Population.....	36
6.1.3.2	Potential Factors Influencing When to Evacuate .....	36
6.1.3.3	Time to Conduct Evacuations .....	36
6.2	RECEPTION CENTRES .....	37
6.3	EVACUATION BY ROAD .....	40
6.3.1	Evacuation Route Selection .....	41
6.3.2	Traffic Control Points .....	41
6.3.3	Traffic Barricades .....	41
6.3.4	TRANSPORTATION .....	42
6.4	EVACUATION BY AIR .....	42
6.5	EVACUATION BY WATER.....	42
6.6	MUSTER AREAS.....	43
6.7	COMMUNITY NOTIFICATION .....	43
6.7.1	Door-Knocking .....	44
6.8	COMMUNITY SECURITY .....	45
6.8.1	Security Checkpoints.....	45
6.8.1.1	Temporary Access into Evacuated Areas.....	46
6.8.1.2	Cross Jurisdictional Access .....	48
6.8.1.3	Temporary Access Escorts .....	48
6.8.2	Mobile Security Units.....	48
6.9	OFF-RESERVE COMMUNITY MEMBER SUPPORT .....	48
6.10	EMERGENCY SUPPORT SERVICE (ESS).....	49
6.10.1	ESS Support Planning Considerations .....	50
6.10.2	Host Communities.....	51
6.11	RE-ENTRY PLANNING .....	51
<b>7.0</b>	<b>FINANCIAL REIMBURSEMENT .....</b>	<b>52</b>
<b>APPENDICES.....</b>		<b>53</b>
<b>APPENDIX 1. ELDERS AND KNOWN VULNERABLE POPULATIONS .....</b>		<b>54</b>
<b>APPENDIX 2. RESERVE EVACUATION SUMMARIES .....</b>		<b>55</b>
<b>APPENDIX 3. TRAFFIC PLANNING INFORMATION.....</b>		<b>63</b>
	INTERNAL EVACUATION TRAFFIC ROUTES .....	63
	EXTERNAL EVACUATION TRAFFIC ROUTES .....	64
	POTENTIAL EVACUATION CHALLENGES .....	65
	INTERNAL EVACUATION TRAFFIC ROUTE MAPS .....	67

EXTERNAL EVACUATION TRAFFIC ROUTE MAPS – MERRITT .....	81
EXTERNAL EVACUATION TRAFFIC ROUTE MAPS – VERNON .....	88
DESIGNATED MUSTER AREAS .....	95
EVACUATION BY WATER MUSTER AREAS .....	95
TRAFFIC CONTROL POINTS .....	96
BARRICADES .....	96
SECURITY CHECKPOINTS .....	97
HELISPOT LOCATIONS .....	98
TK'EMLÚPS TRANSPORTATION RESOURCES .....	98
<b>APPENDIX 4. EVACUATION CHECKLISTS .....</b>	<b>99</b>
4.1 COMMUNITY LEADERSHIP .....	100
CHIEF AND COUNCIL – TACTICAL EVACUATION .....	101
CHIEF AND COUNCIL – EVACUATION ALERT .....	102
CHIEF AND COUNCIL – EVACUATION ORDER .....	103
CHIEF AND COUNCIL – EVACUATION RESCIND .....	104
EXECUTIVE DIRECTOR OF FINANCE – TACTICAL EVACUATION .....	105
EXECUTIVE DIRECTOR OF FINANCE – EVACUATION ALERT .....	106
EXECUTIVE DIRECTOR OF FINANCE – EVACUATION ORDER .....	108
EXECUTIVE DIRECTOR OF FINANCE – EVACUATION RESCIND .....	110
EMERGENCY PROGRAM COORDINATOR – TACTICAL EVACUATION .....	111
EMERGENCY PROGRAM COORDINATOR – EVACUATION ALERT .....	112
EMERGENCY PROGRAM COORDINATOR – EVACUATION ORDER .....	113
EMERGENCY PROGRAM COORDINATOR – EVACUATION RESCIND .....	114
COMMUNITY SPOKESPERSON – EVACUATION ALERT AND ORDER .....	115
COMMUNITY SPOKESPERSON – EVACUATION RESCIND .....	117
COMMUNITY SPOKESPERSON – TACTICAL EVACUATION KEY MESSAGING .....	118
COMMUNITY SPOKESPERSON – EVACUATION ALERT KEY MESSAGING .....	119
COMMUNITY SPOKESPERSON – EVACUATION ORDER KEY MESSAGING .....	120
COMMUNITY SPOKESPERSON – SHELTER-IN-PLACE KEY MESSAGING .....	121
COMMUNITY SPOKESPERSON – GENERAL EVACUATION KEY MESSAGING .....	122
<b>4.2 EOC LEADERSHIP .....</b>	<b>123</b>
INFORMATION OFFICER – TACTICAL EVACUATION .....	124
INFORMATION OFFICER – EVACUATION ALERT .....	126
INFORMATION OFFICER – EVACUATION ORDER .....	129
INFORMATION OFFICER – EVACUATION RESCIND .....	133
INFORMATION OFFICER – SHELTER-IN-PLACE KEY MESSAGING .....	135
EOC DIRECTOR – TACTICAL EVACUATION .....	136
EOC DIRECTOR – EVACUATION ALERT .....	137
EOC DIRECTOR – EVACUATION ORDER .....	139
EOC DIRECTOR – EVACUATION RESCIND .....	141
EOC OPERATIONS SECTION CHIEF – TACTICAL EVACUATION .....	142
EOC OPERATIONS SECTION CHIEF – EVACUATION ALERT .....	143
EOC OPERATIONS SECTION CHIEF – EVACUATION ORDER .....	144
EOC OPERATIONS SECTION CHIEF – EVACUATION RESCIND .....	145
EVACUATION BRANCH DIRECTOR – TACTICAL EVACUATION .....	146
EVACUATION BRANCH DIRECTOR – EVACUATION ALERT .....	147
EVACUATION BRANCH DIRECTOR – EVACUATION ORDER .....	150
EOC PLANNING SECTION CHIEF – TACTICAL EVACUATION .....	153
EOC PLANNING SECTION CHIEF – EVACUATION ALERT .....	154
EOC PLANNING SECTION CHIEF – EVACUATION ORDER .....	155
EOC PLANNING SECTION CHIEF – EVACUATION RESCIND .....	157
EOC LOGISTICS SECTION CHIEF – TACTICAL EVACUATION .....	158

EOC LOGISTICS SECTION CHIEF – EVACUATION ALERT .....	159
EOC LOGISTICS SECTION CHIEF – EVACUATION ORDER.....	160
EOC LOGISTICS SECTION CHIEF – EVACUATION RESCIND .....	161
EOC FINANCE SECTION CHIEF – TACTICAL EVACUATION .....	162
EOC FINANCE SECTION CHIEF – EVACUATION ALERT .....	163
EOC FINANCE SECTION CHIEF – EVACUATION ORDER.....	164
EOC FINANCE SECTION CHIEF – EVACUATION RESCIND .....	165
4.3 EVACUATION AUDIT CHECKLISTS .....	166
TACTICAL EVACUATION AUDIT .....	167
EVACUATION PRE-PLANNING AUDIT .....	168
EVACUATION ALERT AUDIT .....	170
EVACUATION ORDER AUDIT .....	173
EVACUATION RE-ENTRY AUDIT .....	176
<b>APPENDIX 5. PERSONAL PREPAREDNESS CHECKLIST .....</b>	<b>178</b>
<b>APPENDIX 6. EVACUATION TEMPLATES .....</b>	<b>180</b>
EVACUATION ALERT .....	181
EVACUATION ORDER.....	182
EXTRAORDINARY EVACUEE AUTHORIZATION FORM .....	184
EOC EVACUATION AREA ACCESS PERMIT .....	185
EOC EVACUATION AREA PASS-THROUGH PERMIT.....	186
EOC TEMPORARY ACCESS PERMIT PROCEDURES .....	187
EVACUATION ORDER LOG.....	188
SHELTER-IN-PLACE LOG.....	190
<b>APPENDIX 7. EVACUATION MAPS.....</b>	<b>192</b>
<b>APPENDIX 8. SUMMARY OF BEST PRACTICES.....</b>	<b>200</b>
<b>APPENDIX 9. PROVINCE OF BC URLS .....</b>	<b>204</b>
<b>APPENDIX 10. LIST OF ACRONYMS.....</b>	<b>206</b>
<b>APPENDIX 11. LIST OF TERMINOLOGY .....</b>	<b>208</b>
<b>ANNEX A .....</b>	<b>209</b>

## LIST OF TABLES

<i>Table 3-1 Tk'emlúps Reserves .....</i>	<i>2</i>
<i>Table 4-1 Incident Command Level Roles and Responsibilities .....</i>	<i>19</i>
<i>Table 4-2 Community Leadership Evacuation Roles and Responsibilities .....</i>	<i>19</i>
<i>Table 4-3. EOC Evacuation Roles and Responsibilities .....</i>	<i>21</i>
<i>Table 4-4. Provincial Government Evacuation Roles and Responsibilities .....</i>	<i>23</i>
<i>Table 4-5. Non-Government Roles and Responsibilities.....</i>	<i>27</i>
<i>Table 4-6. Mutual Aid Roles and Responsibilities .....</i>	<i>28</i>
<i>Table 6-1 Reception Centre Locations.....</i>	<i>37</i>

## LIST OF FIGURES

<i>Figure 4-4-1 Evacuation Flow Chart.....</i>	<i>17</i>
<i>Figure 4-2 Incident Command System (ICS) Org Chart - Sample Evacuation Branch.....</i>	<i>18</i>
<i>Figure 6-1 General Method for Calculating Evacuation Triggers.....</i>	<i>35</i>
<i>Figure 6-2 Reception Centre - Minimal Services Sample Set-up Diagram.....</i>	<i>38</i>
<i>Figure 6-3 Reception Centre - Full Services Sample Set-up Diagram .....</i>	<i>39</i>
<i>Figure 6-4 EMCR 10-Step Access Approval Process and 3-Step Exit process.....</i>	<i>47</i>

THIS PAGE INTENTIONALLY LEFT BLANK

## 2.0 PLAN OVERVIEW

---

Efficient and effective evacuation response begins with mindful pre-planning and a comprehensive understanding of roles and responsibilities and of how to operationalize the plan. The Tk'emlúps Evacuation Plan was created with the intent to be functional and intuitive. This document provides context for community evacuations, key considerations and guidance around evacuation decision making.

The main substance of the plan, however, is in the form of position and evacuation stage-specific checklists. These checklists are not intended to be absolutely prescriptive. Rather, they are intended to provide guidance for critical “must do” and “should do” types of activities and allow for flexibility in decision making and business practices congruent with the dynamic nature of an event.

The Tk'emlúps Evacuation Plan is designed to be a living and dynamic document and reflect the most current information and practices. To support this intent, best practices for plan socializing, exercise, review, and revision have been identified.

This plan references the [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 2nd edition, 24 July 2021](#).

This Tk'emlúps Evacuation Plan is intended to supplement the existing Tk'emlúps Emergency Plan already in place.

### 2.1 PURPOSE AND OBJECTIVES

The Tk'emlúps Evacuation Plan is intended to be used in conjunction with the Tk'emlúps Emergency Plan and the Emergency Plans of partner agencies and key stakeholders. Whereas the Emergency Management Plan outlines how the community will respond to an emergency within the community, the Evacuation Plan provides guidance on how to plan for and implement a community evacuation.

The main objectives of this plan are as follows:

- › Provide guidance on evacuating residents in a safe and efficient manner
- › Provide guidance on basic evacuation business processes
- › Build confidence in leading community evacuations
- › Encourage evacuation preparedness, training, and plan familiarity to support community resiliency



By reading this plan and actively practicing what it advises, staff and volunteers involved in evacuation responses within this community can gain confidence in their roles and responsibilities. This will help reduce response times to emergencies, expedite the recovery process and increase resiliency to hazards.

## 2.2 SCOPE

The area of interest for this plan is the Tk'emlúps community which spans approximately 136 square kilometres across 5 reserves situated in the south-central Interior of British Columbia. This Plan focuses primarily on the inhabited reserves.

Table 2-1 Tk'emlúps Reserves

NAME	TOTAL # DWELLINGS	# OF RESIDENTS*
Kamloops 1		Approx. 3950
Kamloops 2		
Kamloops 3		
Kamloops 4		
Kamloops 5	6	Temporary use
Hihium Lake 6	6	Temporary use

-  Inhabited Reserves  
 Uninhabited Reserves

Source: Tk'emlúps, StatsCan

## 2.3 PLAN LIMITATIONS

This plan does not address:

- The evacuation procedures of Tk'emlúps Band departments, facilities, and co-owned facilities
  - Please see respective department and facility emergency / evacuation plans
  - Please see Tk'emlúps critical infrastructure emergency / evacuation plans
- General community emergency response procedures
  - Please see Tk'emlúps emergency management plan

## 2.4 ASSUMPTIONS

This Evacuation Plan assumes that:

- › When updated, the Tk'emlúps Emergency Plan will be kept accurate, and be exercised on a regular basis
- › The Tk'emlúps Evacuation Plan is accurate, current and will be exercised on a regular basis
- › All departments and stakeholder organizations within the community have evacuation plans for their own facilities
- › Neighbouring communities are willing and able to support an evacuation in terms of providing assistance with
  - › Reception and/or resilience centres



- › Emergency Support Services (ESS)
- › All primary responder agencies are familiar with the plan and work towards its general intent
- › There is one person in the organization who is accountable for version control and ongoing maintenance of the plan
- › There is one person in the organization who is responsible for leading, implementing, coordinating, and overseeing all emergency management planning activities
- › There is ongoing commitment from Community Leadership to support the emergency program and evacuation plan
- › There is business continuity planning in place that identifies the continuity of essential operations during substantial events

## 2.5 INTEGRATION WITH OTHER RELATED PLANS AND DOCUMENTS

At this time, the Tk'emlúps Evacuation Plan is linked to the Tk'emlúps Emergency Plan. No agency linked plans have been shared.

It is recommended the following plans be developed and integrated:

- › Tk'emlúps Business Continuity Plan
- › Other Agency Emergency Plans

These plans will provide more detailed guidance on specific community emergency management phases. It is important to link any newly developed emergency plans or agreements from other agencies or adjacent communities that would assist in the event of a coordinated response. Linking these plans will serve to identify how plans operate with respect to one another as well as assist users in finding relevant information quickly.

## 2.6 NAVIGATING THE EVACUATION PLAN DOCUMENT

### 2.6.1 Base Plan

The intended use of the Evacuation Plan is to:

- › Document and summarize best practices and lessons learned during emergency plan activities including planning, training, exercising, socializing, activation, and review
- › Act as a reference during an emergency or disaster for the Tk'emlúps community
- › Use the main plan as a general reference document and the checklists for operational guides

It is the responsibility of the Tk'emlúps staff to understand and to familiarize themselves with the content in each section. This will benefit plan users by enabling them to find key information quickly. To the extent possible, key information and best practices have been highlighted within the plan using the following icons:



These best practices can be found throughout the document



**Note:** Important information to take note of

## 2.6.2 Base Plan vs. Appendices

This Evacuation Plan is divided into two main sections: the Base Plan and the Appendices. The Base Plan contains the background evacuation information and guidelines to assist the Tk'emlúps community in planning for and conducting a community evacuation. It is designed to provide concise documentation of best practices, lessons learned and context to the community evacuation guidelines currently in place. The Base Plan is intentionally NOT prescriptive, and instead, directs users to the Appendices Section to find guidance on “what to do next”.

The Appendices Section contains quick reference material to assist the community when conducting a community evacuation as well as some evacuation reference materials.



### › Appendix 1 – Elders and Known Vulnerable Populations List

An up-to-date list, or where to find an up to date list of Elders and Known Vulnerable Populations can be found here



### › Appendix 2 – Reserve Evacuation Summaries

Information summaries of the inhabited reserves can be found here.



### › Appendix 3 – Traffic Planning Information

Traffic route maps, designated muster areas, helispot locations and estimated resources can be found here.



### › Appendix 4 – Evacuation Checklists

Evacuation checklists by stage (Tactical, Alert, Order and Rescind) and position (Community Leadership and Key EOC positions) can be found here.



› Appendix 5 – Personal Preparedness Checklist

A list of personal items residents may want to consider gathering in advance of an evacuation order can be found here.



› Appendix 6 – Evacuation Templates

Evacuation specific templates and forms can be found here.



› Appendix 7 – Evacuation Maps

- › Reserve Maps
- › Overview Evacuation Traffic Route Maps



› Appendix 8 – Summary of Best Practices and Notes

All the Notes and Best Practices in this document have been summarized here.



› Appendix 9 – Province of BC URLs

A list of hyperlinked website links for important resources can be found here



› Appendix 10 – List of Acronyms

A list of acronyms used in this document can be found here.



› Appendix 11 – List of Terminology

Definitions of Emergency Management terminology used in this document have been listed here.



**Best Practice: Photocopy and store a copy of the relevant checklists in the binder of each emergency program leadership position. This binder should stay with the individual at all times. Consider storing an electronic copy on mobile devices, laptops and/or desktop computers. These positions include:**

- › Chief and Council
- › Executive Director of Finance
- › Emergency Program Coordinator



**Best Practice: Store a set of the EOC command staff checklists in each workstation kit. Quite often, the people that are tasked with a specific EOC role may also choose to keep a copy in a large envelope taped to the inside of their office door. They include the following positions:**

- › EOC Director
- › Information Officer
- › Operations Section Chief
- › Planning Section Chief
- › Logistics Section Chief
- › Finance Section Chief

## 3.0 PLAN ADMINISTRATION

---

### 3.1 CONFIDENTIALITY

This is a confidential document and in its current version, is not for public consumption. If a version is to be made public, it will need to be sanitized of any information that may be considered confidential by participating agencies. This may include things like private phone numbers or information related to accessing certain facilities.

### 3.2 PLAN MAINTENANCE

The Tk'emlúps Evacuation Plan is a dynamic, working document that requires regular review and update to reflect current information and best practices. The Tk'emlúps Emergency Program Coordinator (EPC) is responsible for this process. Where there is no EPC, then the responsibility rests with the Executive Director of Finance.

The Emergency Program Coordinator will:

- › Initiate and administer the review and revision process
- › Solicit updates

- › Maintain the Evacuation Plan content and ensure it is up to date. Three main elements of this plan that require ongoing maintenance include:
  - › Population estimates by Reserve
  - › Agency and Stakeholder contact information
  - › Mutual Aid Agreements and MOUs
- › Initiate and administer the review and revision process

The Evacuation Plan should be reviewed and updated once a year at a minimum. Evacuation Plan updates should occur whenever:

- › There are changes in Community Leadership structure and/or policy
- › Gaps or improvements in policy and/or procedures have been identified during program activities such as:
  - › Plan exercises, tabletops or activation identify gaps or improvements in policy and/or procedures
  - › Ongoing consultation with stakeholder groups including Tk'emlúps staff, community members, first responders, partnering communities and regional districts, and any relevant regional/provincial agencies established in the area
- › The results of an after-action-review from an actual event or incident identify new best practices or changes required

### **3.3 REVISIONS**

All members of the Emergency Management Committee and the Emergency Operations Centre staff are responsible for ensuring any and all new information is brought forward for regular updating, as required.

### **3.4 RECORD OF AMENDMENTS**

The Emergency Program Coordinator is the point of contact for any revisions. Minor revisions such as spelling, grammar and updating contact information may be done as needed by the EPC. Major revisions such as changes to content and procedures may be done in consult with the Emergency Management Committee as well as any other relevant stakeholders and departments.

Evacuation Plan amendments will be documented in the Record of Amendments table located on page i of this document. The updated Evacuation Plan will be re-distributed in accordance with Section 2.5 Plan Distribution.

### **3.5 PLAN DISTRIBUTION**

This plan is to be distributed and tracked by the Emergency Program Coordinator. Some copies may be distributed in hard-copy, paper format while others may be distributed in electronic PDF form. When a plan

copy is distributed the date of receipt will be recorded in the Plan Distribution table located on page iii of this document.

The current list of the plan versions and the location and/or individual it is assigned to should be kept in the Master Copy of the Plan. Responsibility and accountability for the Master Copy should be with EPC or the Executive Director of Finance.

Since this plan is a living document, any amendments must be distributed to all locations listed in the Plan Distribution table.

### 3.6 EXERCISING THE EVACUATION PLAN

The success of any community Evacuation Plan depends greatly on two factors:

1. How familiar staff are with it
2. How much training EOC staff have had specific to their role

Regular exercising parts of the plan will ensure that when your EOC is activated, staff and supporting agencies are familiar with each other and familiar with the business practices of your emergency program. Exercising the plan can be tied in with a local emergency committee. Members may include representatives from community leadership, local responder agencies, non-government support organizations, health authorities, government ministries and any stakeholder groups who may require EOC support from you at some point.



**Best Practice: Exercise the Evacuation Plan at least once a year, since this is often one of the most critical activities a community EOC engages in.**

- › Consider practicing a tactical evacuation or evacuation order being delivered late in the day
- › Practice identifying liaison agencies and running through their notification processes
- › Consider conducting a multi-agency/stakeholder tabletop mass evacuation exercise to reaffirm roles and responsibilities (e.g. IHA EPC, MoTI, Police of Jurisdiction, Fire Chief, etc.)
- › Review the process for setting up roadblocks (e.g., identify key stakeholders and review permitting processes and Information Officer key messaging and timelines)



**Best Practice: Consider adding a short tabletop exercise to the standing agenda of the Emergency Management Committee to test elements from both evacuation and business continuity plans**



**Best Practice:** Conduct at least one multi-agency/multi-stakeholder evacuation exercise per year to help reaffirm roles and responsibilities. This could be a full day event consisting of refresher training and a tabletop exercise in the afternoon



**Note:** There has been consistent provincial and federal funding available to communities for emergency exercises so keep an eye open for those opportunities

### 3.7 TRAINING

Ongoing training is key to a successful emergency program and evacuation plan. Training can be targeted to individuals who have been identified for specific roles, but it can also include core or foundational courses.

An example of general training to consider for all EOC and administrative staff can be:

- › An annual tabletop exercise testing elements of the evacuation plan and business continuity plan

An example of targeted training for individuals trained as Section Chiefs or other EOC key position can be:

- › Community Evacuation training from JIBC or another reputable company



**Note:** There is currently no formal training standard for emergency management training in BC nor is there a requirement for emergency management training to be delivered the JIBC or any other accredited institution. There are several private contractors who can deliver operational training as well. However, when selecting any of the institutions or private contractors, consider requesting client references for the training you are looking to have them deliver.

### 3.8 SOCIALIZING THE PLAN

It is to your benefit to socialize your emergency plan to a number of groups who may have some role to play during an emergency event in your community. Such groups include, but are not limited to:

- › Community Leadership
- › Key EOC Staff
- › General Staff
- › Responder Agencies
- › Neighbouring Communities
- › Other Support Agencies

It is particularly important for Chief and Council to understand their roles and responsibilities. They need to know what they are responsible for, and equally as important, they need to know what they are *not* responsible for. This is where a comprehensive training and review program may continue to build mutual trust between staff and leadership. Refer to **Section 10.0 Evacuation Roles and Responsibilities** for more information on community leadership evacuation responsibilities.

Key EOC personnel need to understand everyone's roles and responsibilities. The key EOC personnel should be a group of staff who are trained and actively involved in exercising the plan.

Educate general office administration and program staff of their roles and responsibilities during an evacuation so they understand what is expected from them. This awareness has strong linkages to effective business continuity planning. A high level of awareness among staff can be maintained if you do things like review one section of your evacuation plan once a month or include it as a mandatory agenda topic at regular staff meetings.

If responder agencies understand your plan, they will better understand their role in supporting it. Any neighbouring communities and/or other supporting agencies may be available to provide evacuation support, EOC staffing, and/or other resources so it is important to understand what that can look like in the context of your plan.

### 3.9 COMMUNITY EDUCATION

Community education with a focus on personal preparedness in advance of an evacuation is often an overlooked activity. Reduce potential evacuation challenges by developing a well-prepared community and consider scheduling annual education campaigns early spring before freshet season. Consider the following topics to include in public education campaigns:

- › Tips on how residents may prepare themselves in the event of an evacuation (i.e. personal supplies, recommendations for managing pets and livestock, etc.)
- › What does an evacuation alert, evacuation order and evacuation rescind mean?
- › What residents may expect in the event an evacuation is deemed necessary (i.e. how the emergency/evacuation notification system will work, neighbourhood security, ESS registration, etc.)



**Best Practice:** If you tie in a community dinner after the mock evacuation exercise, you will likely get a good turn out and may trigger a higher level of awareness around personal preparedness



## 4.0 EVACUATION OVERVIEW

---

### 4.1 EVACUATION AUTHORITY

The following individuals may activate the Evacuation Plan:

- › Band Chief or designate
- › Executive Director of Finance or designate
- › Executive Director of Member Services
- › Emergency Program Coordinator or designate

### 4.2 SHELTER-IN-PLACE

Consider Shelter-In-Place as the first or default option for protecting residents from a threat if it is safe to do so. A shelter-in-place order may offer the following advantages over an evacuation order:

- Improve the response outcome to a known threat
- Reduce the trauma experienced by community members
- Help promote quicker community recovery
- Reduce the number of resources and costs required.

See the Tk'emlúps Emergency Management Plan for detailed information on Shelter-in-Place and Shelter-In Community.

### 4.3 EVACUATION TYPES

In British Columbia, evacuations are characterized by the time required to evacuate a designated area. They are either tactical or strategic in nature.

#### 4.3.1 Tactical Evacuation

A tactical evacuation is conducted when the threat is sudden and immediate. Generally, there is no time to generate plans or issue evacuation orders. Tactical evacuations are typically led by the Incident Commander for the leading responding agency such as the police of jurisdiction with assistance from other agencies such as local Fire Departments, BC Wildfire Service, Search and Rescue organizations, and/or members of the community in an official capacity. Evacuated community members often have little or no time to organize their personal belongings or make arrangements for large animals or pets. They will often self-evacuate when there is a sudden threat.

### 4.3.2 Strategic Evacuation

A strategic evacuation is conducted when the threat is not sudden or imminent. When planned well, a strategic evacuation may be conducted quite efficiently and may minimize overall disruptions and trauma to evacuated community members.

A well-planned strategic evacuation incorporates strong communications (i.e. timely, relevant, and concise threat status updates and pre-evacuation instructions for residents) and follows a three-stage process:

1. Evacuation Alert
2. Evacuation Order
3. Evacuation Rescind

### 4.3.3 Partial Evacuation

Evacuations may be further characterized by how much of the designated area is required to evacuate as well as where residents will be evacuated to.

A partial evacuation is typically associated with the temporary displacement of one or multiple residences, a neighbourhood, or multiple subdivisions. A partial evacuation is typically supported by internal community capacity.

### 4.3.4 Complete Evacuation

A complete evacuation refers to the displacement of an entire community. Due to a lack of ESS capacity, complete community evacuations are typically supported externally by another community and/or several organizations.

### 4.3.5 Internal Evacuation

An internal evacuation refers to sections of a community being supported locally within the community. This is typically the first choice unless the Reception Centre and ESS facilities are within the designated evacuation area.

### 4.3.6 External Evacuation

An external evacuation refers to situations where the ability for the community to provide ESS support locally is compromised. This may include situations where the primary and secondary EOC's may not be available, critical infrastructure may be damaged, there is a safety threat to staff and supporting organizations and/or reception centres and group lodging accommodations are within the evacuation alert or order boundaries.

## 4.4 EVACUATION STAGES

Within strategic evacuations, there are three stages; Evacuation Alert, Evacuation Order and Evacuation Rescind.

### 4.4.1 Evacuation Alert

An Evacuation Alert is typically issued when a potential or current threat may lead an Evacuation Order. During the Alert stage, residents are asked to prepare for a potential evacuation by gathering the personal supplies and belongings required for a minimum of three days.

Typically, there is a defined geographic area and a time constraint for evacuation alert notification, such as 1 hour, 2 hours, 4 hours etc. The intent of the time constraint is to allow residents time to organize themselves in the event of an evacuation order and for the EOC to engage in evacuation pre-planning. An Evacuation Alert also allows the evacuation planning team to initiate early evacuations of known vulnerable populations (community members who may require special assistance) as well as relocate domestic livestock. See Section 12.1 Known Vulnerable Populations and Section 12.2 Livestock Relocation for more information. An Evacuation Alert may be modified as required to remove or add areas.



**Note:** The specifics of the individual event and how imminent the threat is, may dictate the need to skip the Evacuation Alert stage and go straight to the Evacuation Order stage for certain impacted areas

### 4.4.2 Evacuation Order

This order is used under signature of the head of the Community Leadership. Evacuation orders can be extended as the situation warrants. They can also be rescinded over part of an area and kept in place for the rest.



**Best Practice:** In some cases where the event crosses jurisdictional or administrative boundaries, it may make sense to declare a joint Evacuation Order with the other community or Community Leadership and have common messaging.

### 4.4.3 Evacuation Rescind

Once the Community Leadership is satisfied that the threat has passed and evacuated community members can return home safely, rescinds are issued in writing by the Chief and Council or designate. It is common for an evacuation order to be rescinded and an alert remain in place if there's any chance the threat returning.

A complete or partial rescind of an evacuation order may occur when the immediate threat to public safety has passed. Different options also include:

- › A partial area of the overall order area
- › The entire order area
- › A partial or entire area with an alert still in place for some or part of it

## 4.5 REFUSAL TO LEAVE

Adults of sound mind who can make decisions about their wellbeing can legally refuse to leave their home and property. Those who decide not to evacuate are permitted to remain only on their property. Police of jurisdiction have legal authority to arrest and remove individuals found off of their property. Children and adults who are not able to make informed decisions for themselves can be evacuated under several different legal ways. If an evacuation order is being considered, consult with the police of jurisdiction on your options for people who refuse to leave.

## 4.6 SELF-EVACUATION

Volunteer evacuation occurs when a community member(s) chooses to evacuate before Community Leadership issues an Evacuation Order. Volunteer evacuations are typically **not eligible** for Provincial Emergency Social Support (ESS) resources such as food and lodging until the residents are issued an evacuation order. The Community Leadership may choose to offer ESS support during an Evacuation Alert stage and ISC may also provide some support.



**Note:** Vulnerable populations evacuating under an Alert **ARE ELIGIBLE** for Provincial ESS support. Additionally, a caretaker may be eligible for ESS support and should be prepared to have the Extraordinary Evacuee Authorization Form in Appendix 6 filled out.

If an order is issued, volunteer evacuees are only eligible within the time frame the alert was issued, not from the original time the volunteer evacuation occurred and **must report to designated ESS facilities to register for support**, either one established on band property, or to one in a nearby community. For at risk

residents requiring specialized medical or other form of special care, ESS may be available before an evacuation order is issued. Contact EMCR and request ESS for at risk community members.

## 4.7 BAND COUNCIL RESOLUTIONS

A common practice for non-treaty First Nations is to use Band Council Resolutions (BCRs) to identify extraordinary powers when required. While BCRs are not required for First Nations communities to access emergency support from EMCR, sharing the BCR with the local PREOC will clearly communicate community intentions as well as provide documentation for the Province.

### 4.7.1 Legislation and Regulations to Manage Evacuations

Tk'emlúps is supported by the Indian Act specifically as it relates to decision making around the use of band council resolutions for public safety. An existing Memorandum of Understanding (MOU) between the federal and provincial governments enables EMCR to provide emergency management services to non-treaty nations.

While non-treaty First Nations are not legally required to follow the Federal and Provincial emergency legislation as local authorities and treaty nations are, it is a best practice for communities to:

- › Declare a local state of emergency when some or all of the extraordinary powers are needed
- › Cancel a local state of emergency

See the Tk'emlúps Emergency Management Plan for detailed information on Band Council Resolutions.



**Note:** A BCR can be used to demonstrate access to extraordinary powers and to declare a State of Local Emergency on Indian Reserve lands. A BCR applies to reserve lands only and where possible, it should be done with the consensus support of a Council majority.



**Note:** A BCR is NOT required for a tactical evacuation when it is necessary to move people from harm immediately or to issue any kind of Evacuation notification. They are, however, commonly used for issuing an Evacuation Order.



**Note:** A BCR is NOT required to access financial support from EMCR or ISC.



**Note:** BCRs are a common practice, but in some cases, the same results may be better achieved

by creating a by-law that identifies the process that Chief and Council will use for issuing Evacuation Orders and the extraordinary powers they may access.



**Best Practice:** Where possible, issue an Evacuation Alert to community members who may be at threat, and then draw up the formal BCR and Evacuation Order papers to have them ready just in case they are needed.

## 4.8 EVACUATION FLOW CHART

Figure 4.1 is a flow chart showing key evacuation decisions and corresponding checklists within this plan available for reference.

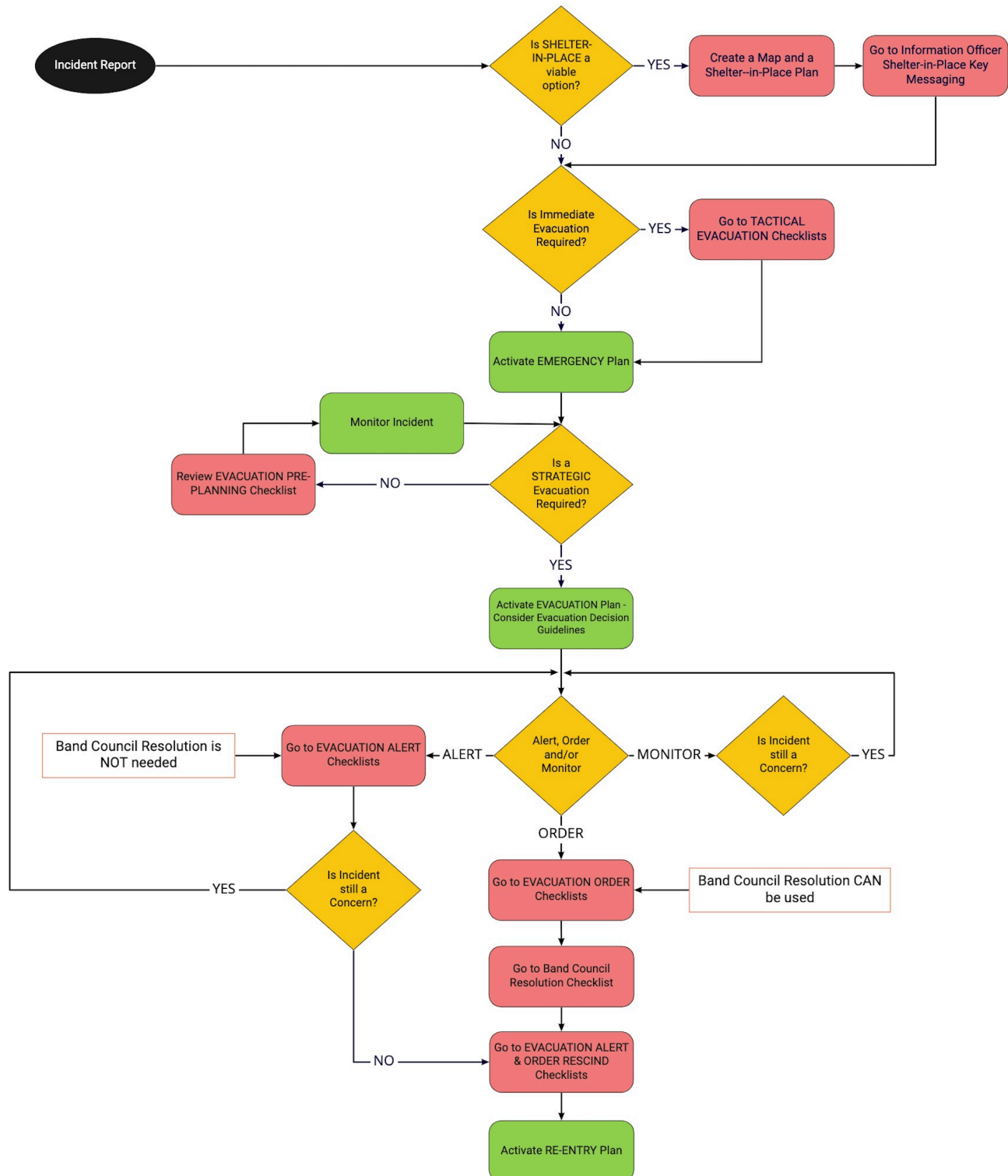


Figure 4-4-1 Evacuation Flow Chart  
SOURCE: Innomergence

## 4.9 EVACUATION BRANCH ORGANIZATION CHART

The following diagram displays the organizational structure of the EOC and is known as the organizational chart or org chart. The extent to which an EOC is activated is based on the emergency response and support required. The org chart follows the BC Emergency Management System - Incident Command Structure (ICS) model.

The Evacuation Branch typically works under the Operations Section Chief at the EOC. While the dynamics of an event will dictate actual support needs, a common starting point for an Evacuation Branch structure can look something like this:

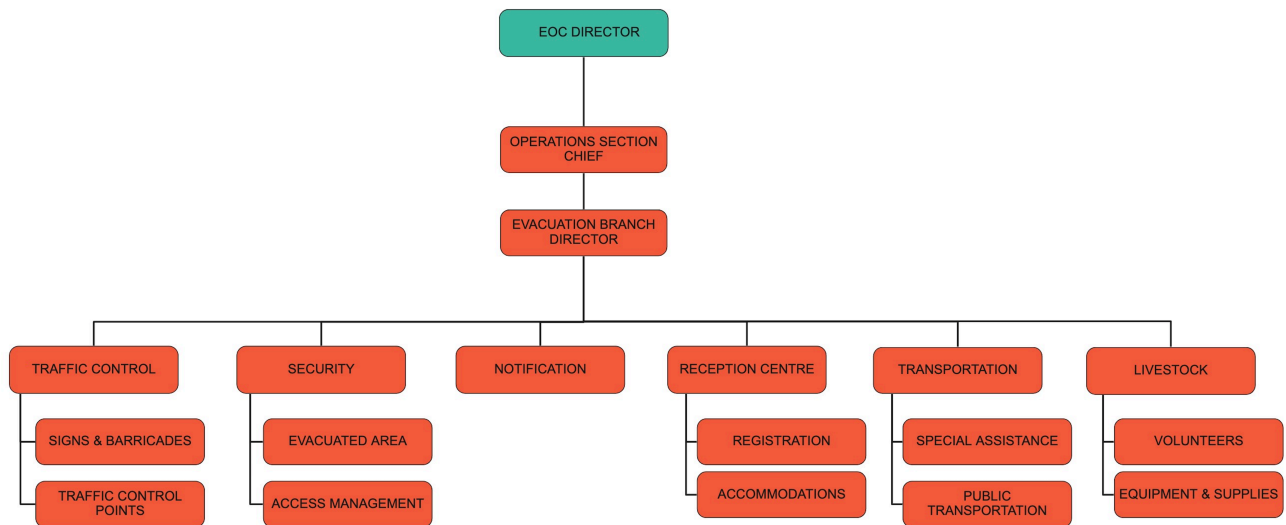


Figure 4-2 Incident Command System (ICS) Org Chart - Sample Evacuation Branch



**Note:** The boxes in the EOC org charts represent functions and NOT people. Not every box in the EOC org chart needs to be filled by a different person. One person may fill more than one box.



## 4.10 EVACUATION ROLES AND RESPONSIBILITIES

A successful Evacuation Plan requires a clear understanding of everyone's roles and responsibilities. Plan familiarization helps to create a cohesive operation where:

- › Expectations are shared and understood in advance
- › Individuals can immediately focus on their assigned tasks
- › Critical steps are not overlooked or duplicated
- › Multiple jurisdictions can integrate together seamlessly

In this section, the roles and responsibilities of the key stakeholders are outlined in the context of the evacuation planning and preparedness.

### 4.10.1 Site Level

Table 4-1 Incident Command Level Roles and Responsibilities

POSITION	EVACUATION ROLES & RESPONSIBILITIES
<b>INCIDENT COMMANDER (IC)</b>	Responsible for: <ul style="list-style-type: none"> <li>• The activities and safety of the responders involved at site level</li> <li>• Providing information and recommendations to the EOC for when an Evacuation Alert, Order or Rescind needs to be issued</li> <li>• If the emergency situation shows an immediate threat to the health and safety of people, the Incident Commander, may initiate a Tactical Evacuation</li> </ul>

### 4.10.2 Community Leadership

Community leadership is responsible for requesting and identifying the various supporting agencies that can provide assistance. It is important for them to understand everyone's roles and responsibilities to ensure the right knowledge and skills are applied. Being familiar with the variety of support systems available in advance, will help streamline response and possibly avoid the duplication of efforts.

Table 4-2 Community Leadership Evacuation Roles and Responsibilities

POSITION	EVACUATION ROLES & RESPONSIBILITIES
<b>COMMUNITY LEADERSHIP</b> (Comprised of the Chief and Council as well as the Executive Director of Finance and Emergency Program Coordinator)	Responsible for: <ul style="list-style-type: none"> <li>• EOC support, coordination and/or public engagement as requested by the EOC Director</li> <li>• Providing policy direction and establishing priorities during all phases of an evacuation, as recommended by the EOC Director</li> <li>• Reports to the community</li> </ul>

<b>CHIEF AND COUNCIL</b>	<ul style="list-style-type: none"> <li>• Issues Band Council Resolutions and authorizes Evacuation Alerts, Orders and Rescinds</li> <li>• Ultimately responsible for support activities to an evacuation event in their communities</li> <li>• Provide strategic guidance throughout the evacuation</li> <li>• Not typically involved in the EOC operations unless there are staffing shortages</li> <li>• Provide interpretation of existing policies, or developing new policies to address emerging situations</li> <li>• Provide continuity of governance</li> <li>• Chief or Councillor typically acts as the Community Spokesperson (with assistance from the Information Officer)</li> <li>• May issue a Band Council Resolution and any subsequent evacuation alerts, orders, and rescinds as appropriate (with assistance from the Executive Director of Finance and/or EOC Director)</li> <li>• Continue to play a political role in terms of community leadership and protection. It is important they are seen by community members and the network of supporting agencies as a confident and cohesive unit</li> <li>• Report to the community</li> <li>• See <b>Appendix 4.1 Chief and Council Evacuation Checklists</b></li> </ul>
<b>EXECUTIVE DIRECTOR OF FINANCE</b>	<ul style="list-style-type: none"> <li>• Liaison to Chief and Council, the EOC Policy Group, external Stakeholders and the EOC</li> <li>• Reports to Chief and Council during EOC activations</li> <li>• See <b>Appendix 4.1 Executive Director of Finance Evacuation Checklist</b></li> </ul>
<b>EMERGENCY PROGRAM COORDINATOR</b>	<ul style="list-style-type: none"> <li>• Carries ultimate responsibility for an Tk'emlúps community evacuation</li> <li>• Typically acts as the Liaison Officer between Chief and Council, Executive Director of Finance, the Emergency Management Committee, and the external agencies</li> <li>• May act as EOC Director</li> <li>• Reports to Chief and Council</li> <li>• See <b>Appendix 4.1 Emergency Program Coordinator Evacuation Checklists</b></li> </ul>
<b>COMMUNITY SPOKESPERSON</b>	<ul style="list-style-type: none"> <li>• This position may be designated to the Chief, Councillor or other band member as deemed appropriate</li> <li>• May become the "face" of the emergency throughout the response and recovery process</li> <li>• Remain calm and confident so as to reassure the impacted public</li> <li>• Must be available to conduct media interviews which can take place at any time of the day</li> <li>• Will speak on behalf of Community Leadership in all media interviews (with assistance from the Information Officer)</li> <li>• EOC Information Officer and EOC Director can provide support and factual information</li> <li>• Reports to Information Officer</li> <li>• See <b>Appendix 4.1 Community Spokesperson Evacuation Checklists</b></li> </ul>

## 4.10.3 Key EOC Positions

Table 4-3. EOC Evacuation Roles and Responsibilities

POSITION	EVACUATION RESPONSIBILITIES
<b>EOC DIRECTOR</b>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Oversight of the Tk'emlúps evacuation during an EOC activation (the Executive Director of Finance has ultimate responsibility)</li> <li>• Activating the Tk'emlúps Evacuation Plan</li> <li>• Activating the EOC</li> <li>• Ensuring Community Leadership and government representatives are alerted and kept informed</li> <li>• Working with the Evacuation Branch Director to develop evacuation strategies</li> <li>• Initiating/authorizing early evacuation for vulnerable populations and livestock</li> <li>• Managing all aspects of the evacuation process</li> <li>• Preparing for and coordinating Evacuation Alerts, Orders and Rescinds</li> <li>• Identifying and notifying potential host communities and maintaining communication between host communities through the entire evacuation process</li> <li>• Can be responsible for one or several events at the same time</li> <li>• Reports to Community Leadership</li> <li>• See <b>Appendix 4.2 EOC Director Evacuation Checklists</b></li> </ul>
<b>INFORMATION OFFICER</b>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Disseminating frequent, up-to-date, concise, and relevant information on the threat and evacuation activities to residents and the general public</li> <li>• Disseminating information and instructions to residents, including: <ul style="list-style-type: none"> <li>○ The specific areas affected</li> <li>○ List of items evacuees should take with them</li> <li>○ Departure times</li> <li>○ Muster areas for people requiring transportation assistance</li> <li>○ Simple instructions on evacuation routes</li> <li>○ Reception Centre locations</li> </ul> </li> <li>• Disseminating information and instructions regarding care for domestic pets and livestock</li> <li>• Reports to the EOC Director</li> <li>• See <b>Appendix 4.2 EOC Information Officer Checklists</b></li> </ul>
<b>OPERATIONS SECTION CHIEF</b>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Working with the EOC Director to develop evacuation objectives, strategies, and tactics</li> <li>• Assessing the number and type of resources required to achieve the evacuation objectives</li> <li>• Deploying and supervising evacuation resources</li> <li>• Ensuring evacuation objectives are completed</li> <li>• Sharing all evacuation updates with the Planning Section Chief</li> <li>• Assuming the role of Evacuation Branch Director position unless designated to someone else</li> </ul>

POSITION	EVACUATION RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• Reports to EOC Director</li> <li>• See <b>Appendix 4.2 EOC Operations Section Chief Checklists</b></li> </ul>
<b>EVACUATION BRANCH DIRECTOR</b>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Compiling known information about affected populations, scope, and impacts</li> <li>• Making evacuation strategy recommendations to the EOC Director</li> <li>• Identifying ESS Reception Centre locations, Group Lodging locations, and confirming EOC Team is aware</li> <li>• Collecting information on the status of evacuations</li> <li>• Estimating traffic capacity of designated evacuation routes</li> <li>• Coordinating with the police of jurisdiction: <ul style="list-style-type: none"> <li>○ Door-to-door evacuation notifications</li> <li>○ Selecting evacuation routes</li> <li>○ Preparing an evacuation traffic plan</li> </ul> </li> <li>• Estimating the time required to evacuate areas</li> <li>• Identifying muster areas for picking up people who do not have transportation; identify special transportation requirements.</li> <li>• Assisting with identifying facilities to receive evacuated animals</li> <li>• Reports to Operations Section Chief</li> <li>• See <b>Appendix 4.2 EOC Evacuation Branch Director Checklists</b></li> </ul>
<b>PLANNING SECTION CHIEF</b>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Collecting and reporting the status on evacuation procedures: <ul style="list-style-type: none"> <li>○ Evacuation notification, number of residents evacuated, number of evacuees in reception centre facilities, etc.</li> </ul> </li> <li>• Contribute traffic route maps to the Evacuation Traffic Plan</li> <li>• Anticipating sudden event changes that may impact evacuation operations and logistics</li> <li>• Supports all aspects of Evacuation planning, including Recovery and ESS</li> <li>• Reports to the EOC Director</li> <li>• See <b>Appendix 4.2 EOC Planning Section Chief Checklists</b></li> </ul>
<b>LOGISTICS SECTION CHIEF</b>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Coordinating provisions for: <ul style="list-style-type: none"> <li>○ Evacuation of an area (transport vehicles, barricades, signs, heavy equipment, etc.)</li> <li>○ Supporting evacuees (food, beds, clothing, water/water trailers, medical supplies, animal and pet supplies, sanitation services, lighting, generators, etc.)</li> </ul> </li> <li>• Setting up Reception Centres and/or Mass Shelters</li> <li>• Activating mutual aid agreements</li> <li>• Reports to the EOC Director</li> <li>• See <b>Appendix 4.2 EOC Logistics Section Chief Checklists</b></li> </ul>
<b>FINANCE SECTION CHIEF</b>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Tracking costs and the reimbursement process for evacuation activities</li> <li>• Confirming the financial expenditure approval process with the Operations Section Chief and the Logistics Section Chief</li> <li>• Confirming the EMCR EAF form submission process with Logistics</li> </ul>

POSITION	EVACUATION RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• Reports to the EOC Director</li> <li>• See <b>Appendix 4.2 EOC Finance Section Chief Checklists</b></li> </ul>
<b>EMERGENCY SUPPORT SERVICES (ESS)</b>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Works with EOC to determine locations of Reception Centres (RC) and Group Lodging (GL)</li> <li>• Establishes and manages RC and/or GL facilities under direction from the EOC</li> <li>• Evacuee Registration intake</li> <li>• Collecting and coordinating evacuee support needs and services required</li> <li>• Communicating resource needs to the EOC</li> <li>• Dispensing essential supplies (e.g. food, water, beds, sanitation services, clothing, medical equipment, and supplies) to evacuees</li> <li>• Provides regular situational awareness to the EOC and EMCR on a variety of topics (e.g. number of registrants, approximate value of referrals distributed, additional supports required, and the current status of operations)</li> <li>• Reports to the Operations Section Chief</li> </ul>

#### 4.10.4 Provincial Government Support

Depending on the type of incident, a variety of ministries may be assigned to respond. These agencies can provide subject matter expertise. Emergency Management British Columbia (EMCR) is also available to assist and to provide contact information for any lead, or supporting roles or resources required.

Each of the following agencies either have a mandate to support public safety and/or have some support services that can be engaged. Consider requesting all agencies directly involved provide a liaison to physically attend the EOC. Some may have limited capacity, but others will be able to provide a liaison. All agencies will provide a primary contact.

Consider establishing a regular schedule of communications with each supporting agency involved. Most will defer to the daily EMCR coordination call held at your request, but it is critical for enhanced situational awareness that you have constant regular communications with the agencies, appropriate to the severity and stage of the event.

Table 4-4. Provincial Government Evacuation Roles and Responsibilities

AGENCY	ROLES & RESPONSIBILITIES
<b>BCEHS</b> BC Emergency Health Service	<ul style="list-style-type: none"> <li>• Responsible for medical aid to injured people</li> </ul>

<p><i>(Formerly BC Ambulance Service)</i></p> <p>Emergency: 911 or 1-800-461-9911 Non-Emergency: 250-376-4660 – Kamloops</p>	<ul style="list-style-type: none"> <li>• Have a provincial agreement to evacuate any facilities that are owned by the Interior Health Authority and used to provide medical care</li> <li>• During initial response stages, they may provide dedicated support to the responder agencies</li> <li>• May provide a liaison to attend EOC as required</li> </ul>
<p><b>BC OGC</b></p> <p>BC Oil and Gas Commission</p>	<ul style="list-style-type: none"> <li>• Monitors oil and gas activities in immediate area and prescribed zone around area</li> <li>• Contacts permit holders with assets within and surrounding evacuation area to ensure they are aware of the situation and taking precautions, if necessary, and enable ongoing communication between responding parties</li> <li>• Releases safety advisories to permit holders updating them on emergency event conditions</li> </ul>
<p><b>BC Wildfire Service</b></p> <p>(Part of FLNRORD)</p> <p>Report a Fire: 1-800-663-5555 *5555 (cellphone)</p>	<ul style="list-style-type: none"> <li>• Responsible for leading the response to all wildfire operations on crown lands and on Reserve Lands by agreement with Indigenous Services Canada</li> <li>• Provides recommendations to First Nations and Local Authorities on Evacuation Alerts, Orders and Rescinds as it pertains to wildfires</li> <li>• Assists with delineation and mapping for boundaries of recommended Evacuation Alerts and Orders</li> <li>• May provide a dedicated community liaison to the EOC if requested</li> <li>• <b>WILL NOT PUT OUT STRUCTURE OR VEHICLE FIRES</b></li> <li>• Will provide sprinkler protection units and personnel for protection work around structures and critical infrastructure</li> </ul>
<p><b>CAF</b></p> <p>Canadian Armed Forces</p> <p>1-800-663-3456 (EMCR)</p>	<p>Through written request by the Province in the form of a Request for Federal Assistance (RFA):</p> <ul style="list-style-type: none"> <li>• May provide extraction services to trapped evacuees</li> <li>• May deliver emergency resources to difficult-to-reach areas</li> <li>• May provide any needed support as authorized by RFA</li> <li>• May provide personnel and support for activities in support of wildfire and flood control</li> <li>• Activated upon a request from EMCR through Public Safety Canada</li> <li>• May provide a liaison to attend EOC as required</li> </ul>
<p><b>EMCR</b></p> <p>Emergency Management BC</p> <p>Emergency: 1-800-663-3456</p> <p>Non-Emergency: 250-371-5240</p>	<ul style="list-style-type: none"> <li>• Provides an EMCR Task Number for tracking purposes; this is necessary for any cost reimbursements from the Province</li> <li>• Facilitates connection to supporting and assisting agencies</li> <li>• Can provide financial support, secure additional resources (through resource requests and expenditure authorization for critical resources i.e. transportation services, security, physical blockades and Search and Rescue)</li> <li>• Upon request from the community EOC, they will host a multi-stakeholder coordination call starting in the first hour after the event has initiated and then scheduled as required</li> <li>• May re-broadcast Community Leadership social media posts and website information</li> <li>• It can be beneficial to request that an EMCR Regional Manager attend the EOC in person for the first few operational periods</li> </ul>

	<ul style="list-style-type: none"> <li>• Accesses provincial volunteer resources (i.e. Search and Rescue, ESS Mobile Support Team, Provincial Emergency Radio Communications Service, PEP Air, Road Rescue) as required</li> <li>• Coordinates any national and international supports required for impacted communities</li> </ul>
<b>FLNRORD</b>  Ministry of Forests, Lands, Natural Resource Operations and Rural Development  Thompson Rivers Natural Resource District 250-371-6500	<ul style="list-style-type: none"> <li>• May provide subject matter expertise</li> <li>• Issues advisories and provides forecast updates through River Forecast Centre (RFC)</li> <li>• Communicates with First Nations and Local Authorities on diking Authorities on flood mitigation works</li> <li>• Can provide technical subject matter expertise to natural resource management and reforestation</li> <li>• May provide expertise for support to rural economic development recovery</li> <li>• May provide a liaison to attend EOC as required</li> </ul>
<b>FNHA</b>  First Nations Health Authority  EH Duty Officer: 1-844-666-0711	<ul style="list-style-type: none"> <li>• Supports First Nation communities to respond to emergency events</li> <li>• May provide First Nations communities with support and essential services through existing programs for wellness and health emergency management in First Nations communities <ul style="list-style-type: none"> <li>• This may include things like potable water testing, air quality and access to health care</li> </ul> </li> <li>• May provide subject matter expertise to and/or environmental health staff to support re-entry planning and rapid damage assessment for First Nations communities</li> <li>• May provide a liaison to attend EOC as required</li> </ul>
<b>IHA</b>  Interior Health Authority  1-250-469-7070 (Corporate Office)	<ul style="list-style-type: none"> <li>• Maintains a network of hospitals, clinic and first aid posts in rural areas</li> <li>• BCEHS has agreement with IHA for transport of medically infirm from their facilities during an evacuation; confirm with IHA that this extends to their home stay clients</li> <li>• Can provide technical subject matter expertise to support re-entry planning</li> <li>• Provide a liaison to attend EOC required</li> </ul>
<b>ISC</b>  Indigenous Services Canada  1-800-567-9604	<ul style="list-style-type: none"> <li>• Has a legal mandate for public safety of on-reserve communities, which they extend through an agreement with EMCR to provide emergency management support services</li> <li>• May provide funding for unusual expenses not typically covered through the Provincial legislation</li> <li>• Supports community preparedness through the <b>EMAP</b> on a proposal basis</li> </ul>
<b>MoECC</b>  Ministry of Environment and Climate Change  Emergency: 1-800-663-3456 (EMCR) Non-emergency: 1-800-663-7867 or	<ul style="list-style-type: none"> <li>• Monitors, augments, or takes over the response to hazmat incidents related to evacuations</li> <li>• Provides technical advice to EOCs, First Nations and Community Leadership Fire Departments or Public Works</li> <li>• Identifies and evaluates immediate risks and impact on environment, human health, or infrastructure and as necessary advise agencies or parties to take protective action (i.e. shelter-in-place and evacuations) in the context of hazardous spills</li> <li>• Declares a State of Environmental Emergency when required</li> </ul>

604-660-2421	<ul style="list-style-type: none"> <li>• Orders response or recovery actions to protect the environment and human health</li> <li>• May provide subject matter experts for advance planning support for hazardous materials management and natural resource management in EOC on a temporary basis</li> </ul>
<b>MIRR</b>  Ministry of Indigenous Relations and Reconciliation	<ul style="list-style-type: none"> <li>• May provide community liaison services if requested</li> <li>• May provide support to consultation activities related to longer term recovery</li> <li>• May provide program support &amp; expertise to economic recovery activities; may or may not have funding sources</li> </ul>
<b>MoTI</b>  Ministry of Transportation and Infrastructure  Emergency: 1-866-707-7862 Non-emergency: 250-828-4220	<ul style="list-style-type: none"> <li>• Works closely with First Nations and Local Authorities, and Police of Jurisdiction during the pre-planning of an Evacuation concerning traffic route selection, capacity and conditions and ensuring that all detours are viable for all types of traffic</li> <li>• Provides assistance with proposed messaging to public through DriveBC about alternate routes once an Evacuation Order is in effect</li> <li>• Responsible for traffic control in and out of evacuated areas with respect to provincial highways; can provide flagging contractors</li> <li>• Local Maintenance Contractors conduct roving patrols, assisting evacuees with breakdowns along the route or fuel shortages, etc.</li> <li>• <b>RESPONSIBLE FOR STAFFING TRAFFIC CONTROL ON PROVINCIAL HIGHWAYS</b></li> <li>• Has the authority to stop and redirect traffic</li> <li>• Prior to Evacuation Rescind, works closely with EOC to establish timing of re-entry and ensuring transportation infrastructure is in a condition to support evacuees returning home</li> <li>• May provide a liaison to attend EOC as required</li> </ul>
<b>MTAC</b>  Ministry of Tourism, Arts & Culture  1-800-663-7867	<ul style="list-style-type: none"> <li>• May provide support to consultation activities related to longer term recovery</li> <li>• May provide program support &amp; expertise to economic recovery activities; may or may not have funding sources</li> </ul>
<b>PSC</b>  Public Safety Canada 1-800-865-5667	<ul style="list-style-type: none"> <li>• Coordinates Provincial Request for Federal Assistance (RFA) and works with federal family to provide support on behalf of the Government of Canada</li> </ul>
<b>RCMP</b>  Emergency: 911  Non-Emergency: 250-314-1800 – Tk'emlúps 250-828-3000 – Kamloops	<ul style="list-style-type: none"> <li>• Has a legal mandate for public safety, which includes leading tactical and strategic evacuations as well as maintaining security on the evacuated properties</li> <li>• Will require information, direction, and support from the Community EOC related to evacuation routes, and reception centres</li> <li>• Will lead door-knocking Evacuation Order notifications to residents, provide traffic control, increase outbound road capacity, and control access into the evacuated zone</li> <li>• <b>ANTICIPATE THEY WILL NOT BE ABLE TO PROVIDE ENOUGH RESOURCES FOR 24/7 SECURITY IN EVACUATED AREAS</b></li> <li>• Facilitates Temporary Access as directed by EOC</li> <li>• Provide liaison to attend EOC as required</li> </ul>



## 4.10.5 Non-Government Organizations

Table 4-5. Non-Government Roles and Responsibilities

AGENCY	CONTACT NUMBERS	ROLES & RESPONSIBILITIES
<a href="#">Alert Canada</a> Animal Lifeline Emergency Response Team	250-809-7152  info@alertcanada.org	<ul style="list-style-type: none"> <li>Dedicated to animal welfare through the preparation for and the rescue of domestic animals and livestock in a disaster.</li> <li>Penticton, BC based charity</li> </ul>
<a href="#">BC211</a>	2-1-1	<ul style="list-style-type: none"> <li>24hr service helping to connect your community with appropriate programs and services (e.g. basic needs (food and shelter), mental health and addictions support, legal and financial assistance, support for seniors, etc.)</li> </ul>
<a href="#">BCSPCA</a>	250-376-7722	<ul style="list-style-type: none"> <li>Provides emergency boarding of pets and distribute pet food and supplies for evacuees.</li> </ul>
<a href="#">Billy Graham Rapid Response Team</a>	1-403-219-2300 or 1-800-293-3717	<ul style="list-style-type: none"> <li>Crisis trained chaplains provide emotional and spiritual care</li> </ul>
<a href="#">Canadian Disaster Animal Rescue Team (CDART)</a>	Info@cdart.org	<ul style="list-style-type: none"> <li>Disaster response services for domesticated animals</li> <li>Can deploy to a site or support remotely</li> </ul>
<a href="#">Canadian Red Cross</a>	Emergency Contact Line 1-888-800-6493	<ul style="list-style-type: none"> <li>Can provide services related to family reunification and reception centre management</li> <li>Ability to fund activities related to emergency shelter, food, and clothing after EMCR Emergency Support Services (ESS) program support is unavailable</li> <li>Can raise and distribute funds targeted at the specific event and develop programs for distribution of funds to local community members, businesses, and governance</li> <li>May provide a liaison to attend EOC as required</li> </ul>
<a href="#">Disaster Aid Canada</a>	1-778-265-8821	<ul style="list-style-type: none"> <li>Can provide and assist in delivering humanitarian aid, shelter, sustainable water systems and hygiene products</li> </ul>
<a href="#">FNESS</a> First Nations Emergency Services Society	1-888-822-3388  604-669-7305 or 250-377-7600	<ul style="list-style-type: none"> <li>Can provide technical guidance around wildland fuels management and structural fire protection</li> <li>May be able to source EOC support personnel internally and/or from other communities</li> <li>May provide forest fuel treatment works funding by ISC</li> <li>Conducts FireSmart training, firefighter training, runs workshops, fire awareness and prevention and supports EM plan development</li> <li>May provide a liaison to attend EOC as required</li> </ul>
<a href="#">Mennonite Disaster Service</a>	1-866-261-1274	<ul style="list-style-type: none"> <li>Can mobilize and support large numbers of volunteers for clean-up, repair, and rebuilding homes</li> <li>Can provide a liaison to attend EOC as required</li> </ul>

<a href="#"><u>Salvation Army</u></a>	Contact EMCR and ask for contact info: 1-800-663-3456	<ul style="list-style-type: none"> <li>• Can provide volunteer services related to food &amp; hydration, spiritual care, donations management, disaster social services, and long-term recovery</li> <li>• Have some capacity around emergency financial assistance to support survivor essential needs</li> <li>• May provide a liaison to attend EOC as required</li> </ul>
<a href="#"><u>Samaritan's Purse</u></a>	1-800-663-6500	<ul style="list-style-type: none"> <li>• Can mobilize and support large numbers of volunteers for disaster debris clean up in homes and neighbourhoods</li> <li>• Can provide liaison to attend EOC as required</li> </ul>
<a href="#"><u>St. John Ambulance</u></a>	250-561-1596	<ul style="list-style-type: none"> <li>• Can provide first aid services for reception centres and muster points</li> <li>• May have some capacity around transportation of medically infirm but BCHES should be consulted prior to engaging St. John Ambulance for medical transport</li> <li>• May provide a liaison to attend EOC as required</li> </ul>
<a href="#"><u>Spirit's Mission</u></a>	1-250-938-2211	<ul style="list-style-type: none"> <li>• Animal welfare, re-homing</li> </ul>
<a href="#"><u>Team Rubicon Canada</u></a>	info@teamrubicon.ca	<ul style="list-style-type: none"> <li>• Can provide assistance with Rapid Damage Assistance, sifting, home repairs, home rebuilds, cleaning and debris removal</li> </ul>
<a href="#"><u>World Renew</u></a>	1-888-975-3769	<ul style="list-style-type: none"> <li>• Can help with debris removal, assess unmet needs, home repairs and home rebuilds</li> </ul>

#### 4.10.6 Mutual Aid

Table 4-6. Mutual Aid Roles and Responsibilities

AGENCY	ROLES & RESPONSIBILITIES
<b>Skeetchestn Indian Band</b> Non-emergency: 250-373-2493	<ul style="list-style-type: none"> <li>• May provide support personnel to EOC under contract</li> <li>• May provide ESS support for evacuation in the form of personnel, reception centre and/or evacuee temporary shelter</li> </ul>
<b>City of Kamloops</b> Non-emergency: 250-828-3311 <b>Emergency: 250-828-3461</b>	<ul style="list-style-type: none"> <li>• May provide support personnel to EOC under contract; possibility of joint EOC model</li> <li>• May provide ESS support for evacuation in the form of personnel, reception centre and/or evacuee temporary shelter</li> </ul>
<b>City of Salmon Arm</b> Non-emergency: 250-803-4000	<ul style="list-style-type: none"> <li>• May provide support personnel to EOC under contract</li> <li>• May provide ESS support for evacuation in the form of personnel, reception centre and/or evacuee temporary shelter</li> </ul>
<b>Thompson Nicola Regional District</b> Non-emergency: 250-377-8673	<ul style="list-style-type: none"> <li>• May provide support personnel to EOC under contract</li> <li>• May provide ESS support for evacuation in the form of personnel, reception centre and/or evacuee temporary shelter</li> </ul>
<b>Neskonlith Indian Band</b> 250-679-3295	<ul style="list-style-type: none"> <li>• May provide support personnel to EOC under contract</li> <li>• May provide ESS support for evacuation in the form of personnel, reception centre and/or evacuee temporary shelter</li> </ul>
<b>Village of Chase</b>	<ul style="list-style-type: none"> <li>• May provide support personnel to EOC under contract</li> <li>• May provide ESS support for evacuation in the form of personnel, reception centre and/or evacuee temporary shelter</li> </ul>

Non-emergency: 250-679-3238	
<b>Secwépemc Health Caucus</b> 250-571-1000	<ul style="list-style-type: none"> <li>• May provide support personnel to EOC</li> <li>• May provide ESS support for evacuation</li> </ul>

## 5.0 EVACUATION PRE-PLANNING

Pre-planning goes a long way in the event of an evacuation. It is important to consider, identify, and prioritize the different types of evacuation assistance that may be required for a community.

### 5.1 KNOWN VULNERABLE POPULATIONS

Additional time is typically needed to evacuate residents requiring special care and assistance. It is a best practice to consider moving vulnerable populations during the Evacuation Alert stage to accommodate residents who require special care and assistance to:

- › Minimize the increased intensity and stress often experienced during an evacuation order
- › Ensure all residents have access to community emergency communications and support services

Tk'emlúps has several housing developments that may present additional challenges in the event of an evacuation. See Annex A for a more in-depth description of these developments that highlight some specific challenges as well as provide additional information to support an evacuation.



**Best practice: Collect information to better understand any specific care needs well in advance**

Examples of vulnerable populations may include, but are not limited to the following:

- › Community members with communication challenges (i.e. limited ability to speak, see, and hear; read or understand English, limitations in learning and understanding)
- › Community members with medical challenges (i.e. assistance with bathing or feeding, managing medications, on dialysis or oxygen, operating power-dependent equipment to sustain life)
- › Community members with independence challenges (maintaining functional independence with medical equipment such as wheelchairs, walkers, or scooters)
- › Community members with supervision needs (i.e. persons with dementia or Alzheimer's, prisoners, and unaccompanied children)
- › Community members with transportation needs (i.e. persons unable to drive due to disabilities, legal restrictions, socio-economic factors)
- › At-risk populations (i.e. transient or homeless, substance abuse issues, mental health challenges, partner/family violence and those experiencing intergenerational trauma)

- › Community members who speak English as a second language
- › Community members who are economically disadvantaged, uninsured, or homeless
- › Community members who are pregnant
- › Community members who are trans-gender
- › Community members who are LGBTQSAI+

A current list of known vulnerable populations (Elders, youth, and children as well as medically and mentally infirm) can be found within various agencies in the Tk'emlúps Community. These include the Tk'emlúps Community Services, Secwepemc Child and Family Services, and Q'wemtsín Health Society.

Consider participating in preparedness activities to engage and support non band members living on reserve who may have vulnerabilities when it comes to evacuations. This can include public education campaigns around developing personal preparedness plans and creating 'to go' kits in the event of evacuation.



**Best practice: Proactively engage known vulnerable individuals and confirm arrangements for safe travel to a Reception Centre or host community, other facility or to a family/friend's residence if required.**

Examples of properties and that may be vulnerable during an evacuation due to a high density of people, may include, but is not limited to:

- › Places of worship
- › Community facilities
- › Multi-family accommodations / housing
- › High density retail buildings
- › Outdoor gathering areas, depending on the time of year

See **Appendix 1** for a list of Tk'emlúps community facilities that may include known vulnerable populations.

The day of the week and time of day may pose different challenges and may influence the time needed to mobilize the community in the event of an evacuation. It is encouraged that the Tk'emlúps work collaboratively with any businesses, social support agencies and faith groups located within their jurisdiction.



**Best practice: Consider implementing / supporting a Neighbourhood Emergency Program (NEP) to encourage residents to create an evacuation support network within their neighbourhood**



**Note:** IHA is responsible for evacuating their medical patients (e.g., patients being cared for at home and those assigned to care for them) during the Evacuation Alert stage. Ensure Health Emergency Management BC (HEMCR) is notified of the Alert to confirm the authority can evacuate their patients quickly and to coordinate the evacuation process with all organizations needed to be involved.



**Best practice:** Work collaboratively with businesses, the school district, daycare facilities, social support agencies, and faith groups to ensure they are adequately prepared for an evacuation



**Best practice:** Consider authorizing the evacuation of support personnel for vulnerable people in the early stages of an evacuation (e.g. a family, friend, or caregiver to lessen undue stress to the vulnerable person). See *Appendix 6 – Extraordinary Evacuee Authorization Form*.

## 5.2 LIVESTOCK RELOCATION

Livestock owners have primary responsibility for evacuating their livestock. EMCR supports the evacuation of domestic livestock located on and off reserve during an Evacuation Alert. The intent is to move and get the animals to a safe location to ensure that traffic routes are not clogged with livestock trailers when it comes time to evacuate people.

Encourage livestock owners to pre-plan well in advance of an evacuation. Livestock owner pre-planning activities may include:

- › Reviewing available farm insurance programs for financial assistance
- › Contacting the BC Cattlemen's Association, BC Horse Council, or any other association or organization that supports domestic livestock activities
- › Creating a network/resource list with livestock owners in the community and in neighbouring communities and commercial horse-riding communities to:
  - › Assist each other in the event of an evacuation
  - › Develop a notification process within the group
- › Finding a host location/location for the animals for the duration of an evacuation period
  - › Identify where beef cattle / not lactating cattle will be moved to
  - › Once dairy cattle have begun providing milk, they should not be moved and must be milked daily
- › Arranging immediate transport measures
- › Arranging food and water supplies for the duration of an evacuation period
- › Identifying any outstanding resources that may be required

It is in the best interest of a community EOC to conduct livestock evacuation planning, notification, and procedures well in advance of an evacuation order to allow for the potential for emergency routes to be temporarily congested. A few evacuation pre-planning considerations for Community leadership include:

- › Holding a farming community (including private horse owners and hobby farm owners) meeting to:
  - › Communicate relevant, up-to-date information on the situation and status of the threat
  - › Develop a plan for how and when livestock owners will be notified
- › Prioritizing the evacuation of areas (livestock farmers) based on priority
- › Confirming evacuation traffic route
- › Confirming/compiling owner contact information, type, and approximate number of animals within each area or reserve
- › Confirming the number of volunteers required to assist with movement of animals
- › Equipment and supplies (i.e. fencing, stalls, feeding, watering, safety)
- › Documenting original condition of host locations to track and assess any damages
- › Confirming large animal veterinarian services are available during movement of animals if required
- › Confirming a plan for livestock disposal if required
- › Ensuring any unidentified stock requiring evacuation has ear tags or is marked with paint

Emergency Program Act states that municipalities in conjunction with the Ministry of Agriculture, Foods, and Fisheries (MoAFF) will support livestock evacuation planning in the event of a State of Local Emergency. Access to these supports can be obtained through EMCR.

See **Appendix 9 BC Government URLs** for the following livestock relocation (pdf) resources:

- › MoAFF Planning for Livestock Relocation during and Emergency Checklist
- › EMCR 2.01 Livestock Relocation Policy
- › EMCR Procedures for Livestock Relocation Reimbursement
- › EMCR Relocation Rate Card
- › EMCR Livestock Relocation FAQs



**Best Practice: Relocate domestic livestock (if necessary) during the Evacuation Alert stage**



**Note: Many of the direct costs required to move livestock and support livestock producers are eligible response costs through EMCR when certain conditions are met. (A SOLE is NOT required to evacuate livestock or to be eligible for financial reimbursement during the Alert stage) Contact EMCR prior to relocating livestock to confirm eligible reimbursement cost**

## 5.3 DOMESTIC ANIMALS

Residents have primary responsibility for evacuating and finding shelter and care for their pets and evacuation efforts should always be prioritized to assist humans. However, many people view their pets as members of their family and may hesitate to leave their home because they refuse to leave them behind and/or they're concerned for their well-being.

For this reason, it is a best practice to educate residents of their responsibility to provide food and water and to pre-arrange boarding in the event of an evacuation and for local authorities to provide options for domestic animal care.

Be prepared to facilitate shelter and care (i.e. food, medical) for domestic animals and to coordinate efforts with potential resources such as veterinarians, local and regional animal humane groups such as the SPCA, and volunteers. EMCR may not consider costs associated with caring for pets or non-domestic livestock during evacuations as eligible costs.

In the event domestic animal care services will be provided, review the following pre-planning considerations:

- › Confirm any public health considerations and liability issues in advance
- › Protocols for rescue workers who encounter animals
- › Confirm key messaging to evacuee owners (e.g. how much food to bring, if kennel cases are required, etc.)



**Best Practice: Educate residents of their responsibility to provide food and water and to pre-arrange boarding in the event of an evacuation. See Appendix 9 – Province of BC URLS – Evacuation for a Pet Planning Template weblink**



**Note: Domestic animals need to be housed in a facility separate from Group Lodging facilities due to potential allergies from exposure**



**Note: In most cases Emergency Support Services (ESS) coordinates a pet services function with assistance from local animal shelters and non-profit organizations**

## 5.4 CULTURAL EVENTS AND LAND USE

See the Tk'emlúps Emergency Plan for a list of the Tk'emlúps Cultural Facilities and Sites.

## 5.5 CRITICAL INFRASTRUCTURE

Critical infrastructure in the context of community evacuation planning refers to facilities and assets that are owned or utilized by the community, have dependencies that exist between them, are deemed essential to the daily operations and services of the Tk'emlúps community and are directly linked to community resiliency.

See the Tk'emlúps Emergency Plan for a detailed list of the critical infrastructure.

## 6.0 EVACUATION OPERATIONS

---

### 6.1 WHEN TO EVACUATION

The decision to evacuate can be complicated by many factors. The decision should always be made with the best available information and/or on the recommendation from subject matter experts. The decision to Shelter-In-Place should also be considered as a first option whenever possible.

Some incidents occur with little warning and/or escalate quickly, requiring an immediate tactical evacuation. These decisions are typically made using the best information available from the responders on site. The EOC can activate as appropriate to support these types of events. Some events may afford time for strategic planning. In either case, the evacuation checklists included in this plan will provide guidance. Where they may not be specific to a threat and/or circumstances, they can readily be adapted to meet the dynamic nature of the event.

Examples of decision triggers for wildfire and hazardous material spills, two main threat types for the Tk'emlúps community are presented for context.

#### 6.1.1 Wildfire

Depending on conditions, fire behaviour can be explosive in nature so each decision to evacuate should consider these triggers as well as other prevailing factors at the time. It is best to include fire behaviour modelling and recommendations from the BC Wildfire Service in your decision-making process as well.

Decision making guidelines can include:

- › Time for fire to reach community boundary < 48 hours under current & forecast weather conditions **AND:**
  - › Fire is out of control or not contained in next 24 hours **AND**
  - › Fire has the potential to move toward the community
- › Time for fire to reach community boundary < 24 hours under current & forecast weather conditions **AND:**
  - › Fire is out of control or not contained in next 6 hours **AND**
  - › Fire has the potential to move toward the community
- › Fire is at or inside community boundary **AND:**
  - › Is out of control **AND**



- › Has potential to threaten community or homes within 24 hours
- › Fire is inside community boundary **AND/OR** immediately threatening homes



**Best practice: Anticipate late afternoon wildfire evacuation orders and alerts by preparing potential evacuation documents and maps in advance. Consider adjusting the planning cycle and/or ensure the EOC is adequately staffed during that time of day.**

### 6.1.2 Hazardous Material Spill

Examples of hazmat evacuation triggers could include:

- › A sudden unplanned event such as a motor vehicle accident that is in or near the community and/or upwind if there is a plume
- › An explosion in or near the community that involves dangerous goods
- › Residue from a clandestine drug lab illegally dumped in or near the community

### 6.1.3 Calculating Evacuation Triggers

A simple formula that is commonly used for calculating evacuation triggers for all hazards is as follows:

**FORMULA FOR DETERMINING EVACUATION TIMELINE**

Time required to process the paperwork (drafting and sign-off) +  
 Time required to mobilize notification personnel +  
 Time required to notify impacted population +  
 Time required to physically conduct the evacuation +  
120 minutes contingency =  
**Trigger point for evacuation**

Figure 6-1 General Method for Calculating Evacuation Triggers

Source: [EMCR Evacuation Operational Guide for First Nations and Local Authorities in British Columbia](#)

### 6.1.3.1 Time Required to Notify Impacted Population

Estimates for each evacuation stage will be community as well as incident specific and should always be confirmed in a field exercise and/or live scenario. A general guideline often used for estimated the amount of time required to notify residents is ten houses per person per hour. This is a general guideline only and should always be confirmed in the field.

### 6.1.3.2 Potential Factors Influencing When to Evacuate

Some incident-specific factors that may influence the estimated time required to complete each stage in the evacuation timeline include, but are not limited to:

- › How imminent the threat is
- › Area and/or facilities at risk
- › Population size and demographics
- › How prepared are the residents? (i.e. have they been on alert?)
- › Time of year, day of week and time of day
- › Current and forecasted weather
- › Whether neighbouring communities are impacted
- › Where impacted residents can be evacuated to
- › Evacuation route availability and capacity, and congestion
- › Availability of transportation resources
- › Availability of traffic management resources
- › Availability of support agencies and resources
- › Advice received from the responding agency Incident Commander and/or available hazard-specific subject matter experts (i.e. Traditional Indigenous Knowledge Keepers and technical specialists)

### 6.1.3.3 Time to Conduct Evacuations

Time to conduct an evacuation may be influenced by any number of factors including those listed in 11.4. Other factors may include road capacity.

The US Highway Capacity Manual (HCM) is the primary reference for operational traffic analysis and methodologies. While this resource was developed for the United States, many other countries have adopted the HCM for their own use and the calculations are widely accepted.

Road capacity of a single lane can typically be estimated between 1600 and 1800 vehicles per hours. This estimate is based on a continuous flow of traffic that maintains a two second headway between vehicles.

It is important to note that along with the seasonal conditions and the nature of the hazard, there are monthly, daily, and hourly variations in traffic demand that should be taken into account when considering evacuation triggers. In a mass evacuation situation, there may be competing demands from several approaches to the evacuation route and capacity per hour can be significantly reduced. Other constraints that may reduce capacity per hour estimates include railway crossings, traffic signals, intersections, and

driver behaviour. As such, these road capacity estimates are best used for planning purposes only. A best practice is to exercise and review an external evacuation annually while taking into consideration any number of the factors that may influence the capacity estimate.

## 6.2 RECEPTION CENTRES

Depending on the nature and scale of an event, in-person support services may be delivered on site or at a safe facility known as a reception centre. Community centres, churches, recreation centres and schools are often selected as community reception centres. See Figures 6-2 and 6-3 for sample Reception Centre set-up diagrams.

When selecting a suitable reception centre, consider the following questions:

- › Can it manage the number of estimated volume of evacuees, including possible expansion if other evacuations occur in the area?
- › Does it have enough space for other support agencies?
- › Can it facilitate some level of food services, whether it be a commercial kitchen or imported food trucks?
- › Does it have adequate parking?
- › Does it have adequate washroom and personal hygiene facilities?
- › Will it be available for the expected duration of the evacuation?
- › Does it possibly allow for domestic pets to be kenneled within close proximity
- › Could mass shelter be possibly co-located with this facility?

The designated Reception Centres for the Tk'emlúps community are listed in Table 6-1.

Table 6-1 Reception Centre Locations

Reception Centre Type	Building Name	Approx. Capacity*	Address	Phone Number
Primary	Pow Wow Arbor	1000	100 – 345 Powwow Trail	250-314-1552
Secondary	Moccasin Square Gardens	250	357-345 Chief Alex Thomas Way	250-314-1552
Alternate	Skeetchestn Indian Band	250	330 Main Dr. (Savona)	250-373-2493

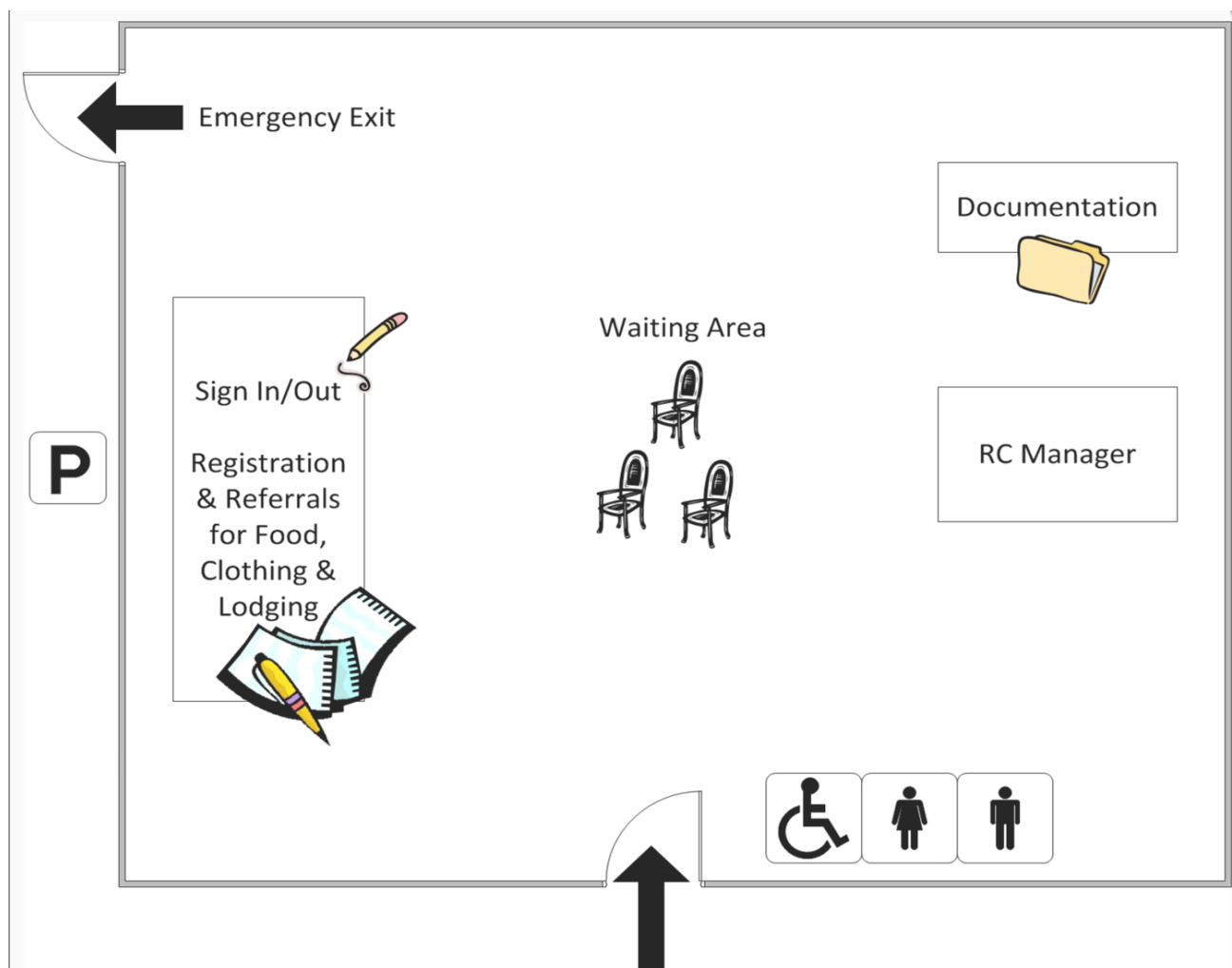


Figure 6-2 Reception Centre - Minimal Services Sample Set-up Diagram  
SOURCE: EMCR Emergency Training Manual

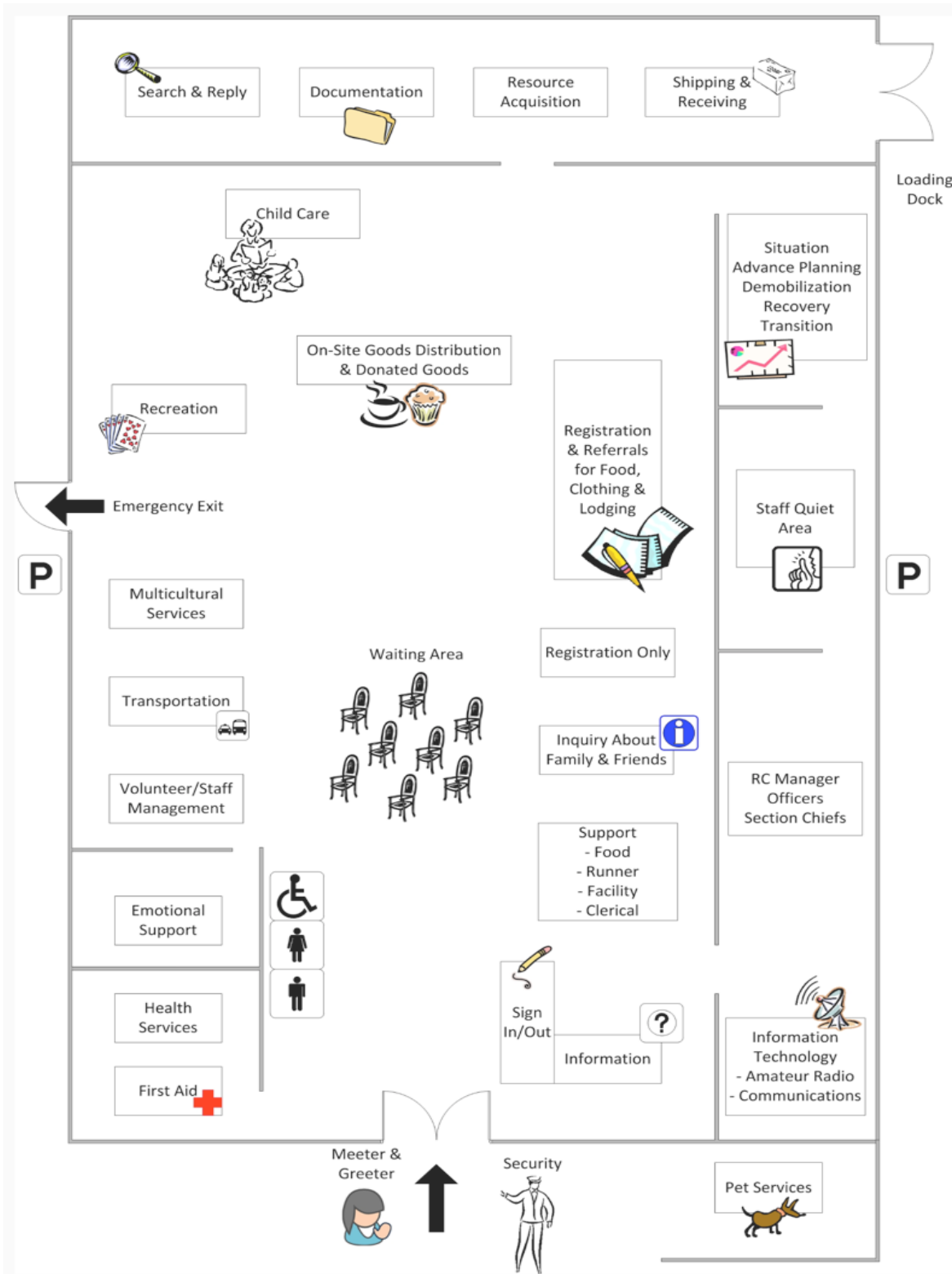


Figure 6-3 Reception Centre - Full Services Sample Set-up Diagram  
SOURCE: EMCR Emergency Training Manual

### 6.3 EVACUATION BY ROAD

Evacuation by road is the preferred and most effective method of travel when it is safe to do so. The location, proximity and severity of the threat will ultimately determine the viable traffic routes and potential reception centres. However, other factors such as available ESS facilities may require sections of the community to evacuate to different locations.

In order to maximize evacuation efficiency, consider:



Utilizing all outbound viable traffic corridors



Designating emergency response traffic routes for first responder vehicles



Designating all lanes of select main corridors for outbound traffic flow



Pre-positioning traffic control points (personnel to direct traffic) at key bottle neck intersections



Pre-positioning tow trucks at locations where there's a potential for large transport vehicles to block traffic routes and to assist broken down vehicles if required



Coordinating evacuation route planning with MoTI, Public Works, the Police of Jurisdiction and other appropriate authorities (i.e. BC Parks and FLNRORD) to confirm:

- › Current road conditions and industrial use
- › Traffic routes are open and safe
- › Traffic resources are in place



## Establishing Security Checkpoints to prevent unauthorized Personnel from entering or leaving the evacuated area

See **Appendix 3 Traffic Route Planning** and **Appendix 7 Maps** and for a summary of muster areas, traffic control points, and evacuation routes.



**Best Practice: Copy and distribute the Traffic Route Planning Section to agencies such as the Public Works department, RCMP and Ministry of Transportation (MoTI) so that all are working from a common approach.**

### 6.3.1 Evacuation Route Selection

Evacuation route selection is typically done once the decision to evacuate an area is made. Depending on the urgency of the evacuation (tactical vs. strategic), evacuation route selection may be done initially by the responding agency and/or residents take it upon themselves to flee the area. Depending on the scope and scale of the disaster, route determination is often best done with the input from the local authority, MoTI, and other relevant agencies.

Despite all efforts to designate a specific evacuation route, residents may still choose to use a backroad or locally known option instead. This possibility should be considered and efforts to prevent this from occurring (i.e., using barricades, signs etc.) should be made if the travel corridors have been deemed unsafe.

### 6.3.2 Traffic Control Points

Traffic control points are geographic road intersections with a likely potential for traffic congestion. Traffic management is recommended for these locations. See **Appendix 3** for potential traffic control points where traffic control personnel may be helpful. Local traffic control resources may be limited, and the coordination of traffic control resources will ultimately depend on the location of the threat, the area affected, the selected evacuation routes and how quickly residents need to be evacuated.

### 6.3.3 Traffic Barricades

Traffic barricades are a useful resource for directing traffic when traffic management resources are limited. They can be particularly useful when complementing security checkpoints and restricting access to evacuated areas. See **Appendix 3** for a list of potential barricade locations to aid in access management.

### 6.3.4 TRANSPORTATION

Estimate the number of residents requiring transportation and create a plan for transportation resources in advance. See **Appendix 3** for a summary of Tk'emlúps owned vehicles, where they are located and how to access them.

Instruct residents to make their way to the designated muster areas. From there, the buses will re-locate community members to a safe zone or Reception Centre. If the community buses are not available, contact BC Transit Kamloops for any additional buses required.



**Best practice: If possible, contact BC Transit handyDART before an Evacuation Alert to request resources be placed on standby**

## 6.4 EVACUATION BY AIR

If traffic routes are no longer safe to travel, then contact EMCR to request assistance with procuring aircraft for the evacuation. They will engage services such as BC Wildfire Services to find and manage the aircraft while you focus in on getting people out to a safe location. Helicopter landing zones, also commonly referred to as helispots, have been identified within each inhabited reserve.

If there is going to be an air evacuation, it is important that you are able to provide the GPS location (latitude and longitude) for aircraft. Here are some key locations for helicopter landing zones near the community. They are listed in ***Degrees Decimal Minutes (DDM)*** format, and it is important that you communicate that when requesting assistance. The pilots will enter these coordinates into their GPS units so they can get to you quicker. See **Appendix 3** for a summary of potential helispots (helicopter landing zones).



**Note: Additional time may be required to source helicopters during the summer months due to Wildfires. If it is an emergency, contact EMCR for assistance.**

## 6.5 EVACUATION BY WATER

The following Tk'emlúps reserves have water access and boat rescue may be a possibility depending on available resources, seasonality and water levels, and the nature of the hazard.

- › Kamloops 1 EMZ A
- › Kamloops 1 EMZ C



- › Kamloops 1 EMZ D
- › Kamloops 1 EMZ E
- › Kamloops 5
- › Hihium 6

## 6.6 MUSTER AREAS

A muster area is a designated area where residents gather to obtain more information and/or access mass transportation in the event of a multiple home or community wide evacuation.

If muster areas are required, try to select locations close to the main highway or road and open areas wherever possible. By doing so, these locations will have the safety of the larger fuel free zone and a safe landing area for helicopters if road access is cut off for any reason. As such, muster areas are best identified as far in advance as possible.

When selecting muster areas, consider the following:

- › It is close to a main highway to allow for easier ground transport?
- › It is close to a helispot or an airstrip?
- › It is large enough in size to accommodate a bus for mass transport and potentially many vehicles?
- › Is there shelter nearby?

If the entire community is being evacuated then look for support from other communities to the north or south, depending on the status of the highway. If the highway is blocked in both directions, then consider an air evacuation or a marine evacuation option as identified in **Sections 16.0 Evacuation by Air** and **17.0 Evacuation by Water** of this plan, respectively. See **Appendix 3** for a summary of the muster areas listed by Reserve.

## 6.7 COMMUNITY NOTIFICATION

Tk'emlúps will notify residents of evacuation information by posting on the Tk'emlúps Facebook page as well as the Tk'emlúps website. Additionally, Tk'emlúps, along with the City of Kamloops, and the TNRD have access to the mobile application Voyent Alert! and Tk'emlúps is in the process of setting up business practices for application of the Voyent Alert system. Every effort will be made to notify residents with as much notice as possible. All evacuation alert and evacuation order notifications will be followed up with door-knocking. See **Appendix 7.2 Information Officer Checklists** and **Appendix 7.1 Community Spokesperson** for key messaging.



**Best practice: Collect information to better understand any specific care needs well in advance as possible.**



**Best practice: Educate community members on how the Tk'emlúps community emergency notification system will work in advance and consider making it annual practice before fire season.**

### 6.7.1 Door-Knocking

Resident notification in the form of door-knocking is typically organized and conducted by the police of jurisdiction but may also include other emergency response agencies. Community Leadership is however, required to “establish procedures by which those persons who may be harmed or who may suffer loss are notified of an emergency or impending disaster” under the Emergency Program Act, [Community Leadership Emergency Management Regulation](#). It is strongly recommended that all communities determine notification procedures in collaboration with their local police of jurisdiction detachment. Work with the RCMP to develop a process for transferring resident information to the EOC in a timely manner.

An evacuation door knocking template and a procedures handout for collecting resident information can be found in **Appendix 6 Evacuation Templates – Evacuation Log**. It is important to note that communities and agencies may operate using a different colour-coding or identification system, so it is important to confirm procedures well in advance.

An evacuation door knocking template and a procedures handout for collecting resident information can be found in **Appendix 6 Evacuation Templates – Evacuation Log**. It is important to note that communities and agencies may use the same colour coding system for triaging their events and it may conflict with those used during evacuations and cause confusion, so it is important to confirm procedures well in advance.

Evacuation teams will need a set of supplies to keep track of and mark properties they have visited. Consider creating and/or refreshing multiple Evacuation Notification Kits every spring before freshet season.

A Notification Kit may include:

- ☐ A clipboard with copies of the Evacuation Log – **Appendix 6**
- ☐ A copy of the evacuation reporting procedures handout – **Appendix 6**
- ☐ Colour-coded flagging tape
- ☐ Waterproof pens
- ☐ Waterproof markers
- ☐ A Notification Safety Checklist:
  - ☐ Each team has a radio communication (in the event cell towers go down)
  - ☐ A copy of the Evacuation (Alert or Order) with a map of the geographic boundaries and list of property addresses if possible
  - ☐ A safety briefing has been conducted addressing:
    - ☐ Current state of threat

- ☐ Chain of command
- ☐ Potential hazards and safety concerns
- ☐ Communications channel and safety check-ins
- ☐ Escape routes
- ☐ Key messaging to residents
- ☐ Any other questions / concerns

The safety of first responders is the first priority at all times; this includes exposure to hazards (i.e. smoke, fire, and fast-moving water) and exposure to situations that may cause critical incident stress and/or post-traumatic stress disorder (PTSD). Every effort should be made to ensure first responders delivering notifications are not placed in a position of risk or called to work alone.



**Note: Normally community members will comply with evacuation instructions however, it should be clearly communicated that emergency response personnel will not return for residents who refuse to comply with an evacuation order.**



**Best practice: Provide Notification Kits to the police detachment in advance of an emergency**



**Best practice: Coordinate annual Evacuation Notification Refresher Training with representatives from first responding agencies (including police of jurisdiction) who may be involved in evacuation notification every spring to review standard operating procedures**

## 6.8 COMMUNITY SECURITY

### 6.8.1 Security Checkpoints

Security checkpoints restrict access to an evacuated area and are typically established and controlled by the police of jurisdiction. At some point, the police of jurisdiction will require the community to set up and/or maintain security checkpoints if they are unable to do so themselves. Consider sourcing experienced security contractors in advance of an evacuation. It may also be necessary to hire security teams to patrol evacuated neighbourhoods to prevent any criminal activity. Work with the local police of jurisdiction to determine how to best manage checkpoints.

When planning and coordinating security checkpoints consider the following:

- › Checkpoints tend to experience the majority of activity during the first few days of an evacuation

- › Strategically select the checkpoints that will facilitate temporary access into the evacuated areas to better prioritize police resources

See **Appendix 3 Traffic Route Planning** and **Appendix 7 Maps** for more information on main security checkpoints information and locations.



**Best Practice: Source experienced security contractors to staff security checkpoints in advance**

#### 6.8.1.1 Temporary Access into Evacuated Areas

Permitting access to evacuated areas may assist with re-entry and recovery operations and thereby mitigate the overall impact to evacuees, the community, and stakeholders. The Community Leadership has primary authority for approving or denying non-response related requests for temporary access into an evacuated area. However, work with the lead responding agency to discuss and implement a temporary access plan that prioritizes the safety of the responders and the general public.

EMCR has created a standardized 10-step temporary access approval process and 3-step exit process to help community EOCs facilitate consistent, timely, safe, and effective access into evacuated areas. See Figure 16-1 for an illustrated flowchart.

For more information on temporary access guidelines and procedures see **Appendix 9 – BC Government URLs** for the weblink to **EMCR Guidelines for Managing Access to Areas Under Evacuation Order**

To find templates for this process, see:

- › **Appendix 9 – BC Government URLs** for the weblink
- › **Appendix 6 – Evacuation Templates** for the approved Temporary Access form

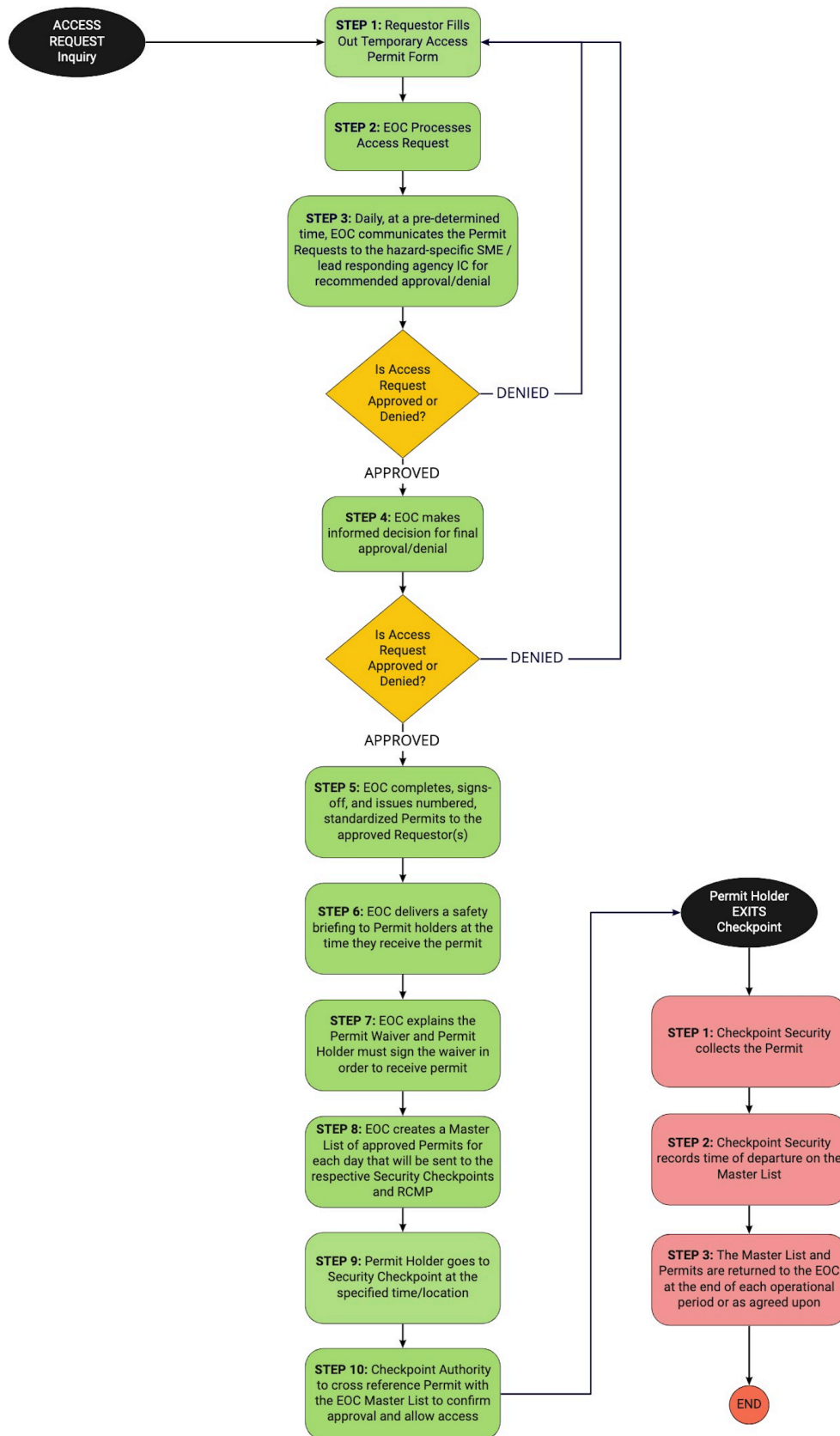


Figure 6-4 EMCR 10-Step Access Approval Process and 3-Step Exit process

### 6.8.1.2 Cross Jurisdictional Access

By adopting a standardized approach to temporary access approval, an individual or agency requiring temporary access to multiple jurisdictions may be able to do so in a more efficient and seamless manner. EMCR PREOC may assist in coordinating access approval with the various authorities but cannot approve access into evacuated areas.

### 6.8.1.3 Temporary Access Escorts

Consider the need to provide a safety escort taking into consideration the status of the threat, risk, and permit requestors with vulnerabilities. This will require coordination through the site level Incident Command Post.



**Best practice: If possible, consider providing a safety escort to accompany all individuals/agencies passing through an evacuated area**

## 6.8.2 Mobile Security Units

Reducing crime in evacuated areas can be a challenge. Consider hiring security patrol companies to help maintain the security of evacuated areas within the community, especially in neighbourhoods where complete security access is not achievable.

## 6.9 OFF-RESERVE COMMUNITY MEMBER SUPPORT

The Local Authority of jurisdiction has responsibility for off-reserve community members residing within their municipal or regional administrative boundaries. In the event of an evacuation order, off-reserve members may register and may potentially be eligible for Emergency Support Service (ESS) provided by the same Local Authority. See **Section 21.0** for more information on ESS.

Sometimes Community Leadership may want to provide evacuation support services to community members living off-reserve in order to provide more personalized care. This may take form in the following ways:

- › Being the official source of timely and accurate emergency information for off-reserve members
- › Providing guidance to accessing possible ESS support if it exists for them
- › Providing off-reserve members with community funded support that may be above and beyond EMCR eligible expenses

Off-reserve member support for those who already reside in a municipal community or regional district is not currently an EMCR standard practice and as such, activities of this nature may not always be financially reimbursed. Consider reaching out to your PREOC in advance to discuss the values of this approach and what this system could look like.

A few best practices to establish an off-reserve ESS program may include, but is not limited to:

- › Establishing a working relationship with the Emergency Program Coordinator with the Local Authority of jurisdiction
  - › Learn about the Local Authority evacuation planning in place
    - › How community members will be notified of an evacuation, the best source of information for off-reserve community members
  - › Request to be added to their agency communication distribution list
  - › Advocate for members / bring attention to any specific known vulnerable population needs if relevant
- › Conducting an evacuation preparedness education campaign for off-reserve members and educate members on:
  - › How to be prepared
  - › Where to find official evacuation information
  - › What support services Community Leadership will provide in the event of an evacuation
- › Establishing a system for off-reserve members to contact their community Emergency Program Coordinator (EPC) if ESS resources are not available within the Local Authority of jurisdiction
- › Establishing a system to ensure members select only ONE avenue for ESS support: either with their Community Leadership OR with their Local Authority of jurisdiction where the option exists

Unique considerations when supporting off-reserve members include:

- › The need for a designated community representative to establish and maintain contact with off-reserve members during the emergency / evacuation event
- › The need for a dedicated 24/7 emergency phone number and a system for ensuring continuous monitoring
  - › Regularly publishing this phone number to be used by off-reserve community members
- › How support items such as gift cards purchased by Community Leadership will be delivered to community members living off-reserve

## 6.10 EMERGENCY SUPPORT SERVICE (ESS)

It is the responsibility of the Community Leadership to establish a community-based emergency response program to coordinate the provision of essential support services to evacuees. The goal of ESS is to help people begin to re-establish themselves as quickly as possible after a disaster.

Tk'emlúps has a verbal mutual aid agreement with the City of Kamloops for all levels of ESS. Please see the Tk'emlúps Emergency Management Plan for emergency contact information and detailed information specific to ESS.



**Note: Ensure your community has mutual aid agreements with various neighbouring communities in place. EMCR may not be able to provide adequate support in the event numerous communities are evacuating at the same time.**

### 6.10.1 ESS Support Planning Considerations

Whether you are receiving evacuees from a neighbouring community or are hosting evacuees from your own community, collect the following basic information in advance:

- › Approximate number of evacuees
- › Number of evacuees requiring accommodations (not including those who have found accommodations themselves) Confirm evacuees who will be getting billeted
  - › Billet hosts can receive a daily amount from EMCR for billeting others
- › Number of evacuees requiring special care (e.g., hospitalization, elders, infants, children, and cultural considerations such as language, diet, and gender sensitivities)
- › Number of domestic pets requiring shelter
- › Number of domestic livestock requiring re-location / support
- › Estimated Time of Arrival of evacuees into the community
- › Main traffic routes and traffic sign locations

You may be asked to provide the following resources

- › Tables and chairs for workstations
- › Security personnel to watch over donated goods and supplies
- › Logistics support from the EOC, including people to help with the initial set up of signs, workstations etc.
- › Additional telephones and internet access



**Best Practice: Whenever possible, host evacuees in a community that is similar to the one they are evacuating from so they may feel more comfortable. Consider cultural needs including diet, language, gender sensitivities etc.**



**Best Practice: If possible, try to send a well-known and respected community member with evacuees to the host community to act as a Community Navigator to help:**

- Provide comfort and support to evacuees
- Navigate the stressful situation of an evacuation
- Be a reliable source of information for evacuees
- Assist with the host community's ESS staff with difficult situations



### 6.10.2 Host Communities

Although there is no legislation in place requiring a community to act as a host community, a Provincial Declaration of a State of Local Emergency allows the province to potentially compel a community to provide support. Regardless, it is in the best interest of a community to consider hosting external evacuees since there is so much to be benefitted from proactively building and fostering strong relationships with other communities in order to support each other in times of need.

Tk'emlúps can currently host an ESS level 1 or level 2 activation.



**Note: Establish relationships with potential host communities in advance of an evacuation**

## 6.11 RE-ENTRY PLANNING

A well-planned re-entry process helps minimize potential trauma and the disruption affecting evacuated community members. Every effort should be made to get community members back into their homes as soon as possible after the event and when it is safe to do so. This allows the community to return to their “new normal” and start rebuilding their lives after the event.

In some cases where critical services such as power and water, and/or where homes may have been damaged or destroyed, only some of the evacuated community members will be able to return home safely.

A Rapid Damage Assessment (RDA) is one of the first steps that should be considered early on in the process and **as soon as it is possible and once it is safe to conduct**. An RDA is a quick assessment to determine whether or not it is safe to enter a building, it is **NOT** a structural or environmental assessment conducted by qualified professionals. In situations where an RDA identifies it may not be safe for residents to return to their homes, a qualified professional assessor and trades people may need to be involved. FNESS or EMCR can assist with procuring trained assessors.

More information on the RDA process can be found at the BC Housing website:

<https://www.bchousing.org/about/post-disaster-building-assessments>

Other considerations in the re-entry process may include:

- › Restoration of critical infrastructure and facilities
- › Transportation of evacuated community members
- › Availability of power and potable water for residents and critical facilities
- › Restoration of emergency services
- › Restoration of food and fuel supplies
- › Safety concerns in the general area such as downed power lines, burnt out danger trees etc.
- › Levels of industrial recovery activity (e.g. lots of heavy equipment and vehicles using the community road)



**Best practice:** Activate the Advance Planning Unit during early stages of an event. If there is obvious or suspected recovery activities, activate a Recovery Planner to make re-entry and the restoration of services as efficient as possible.

## 7.0 FINANCIAL REIMBURSEMENT

---

Activate the Finance Section during the initial stages of the first operational period of the event so that cost tracking and procurement practices can be put into place early. Evacuation financial reimbursement is managed through EOC Expenditure Authorization Forms (EAFs). Contact the EMCR PREOC or Regional Duty Manager at 1-800-663-3456 to determine what evacuation response expenditures may be eligible for reimbursement.

Guidance for provincial reimbursement for eligible costs to support evacuees may be found in **Appendix 9 BC Government URLs – Evacuee Living Assistance Guidelines (EMCR Policy 5.03)**.

Guidance for submitting claims for host community response cost reimbursement can be found in **Appendix 9 BC Government URLs – Host Community Response Costs**.

It may be helpful to designate a community employee as an ESS financial representative to assist community members with cost reimbursement submissions.

See the Tk'emlúps Band Emergency Plan and the Financial Assistance for Emergency Response and Recovery Costs guidelines (link provided in **Appendix 9**) for more information and guidelines on cost reimbursement guidelines.

# APPENDICES

## APPENDIX 1. ELDERS AND KNOWN VULNERABLE POPULATIONS

Specific information around vulnerable members of Tk'emlúps are housed with a variety of support agencies within the Tk'emlúps Community. Contact the following agencies for further information.

- Secwepemc Child and Family Services
- Q'wemtsín Health Society
- Tk'emlúps Community Services

List of Tk'emlúps Known **Vulnerable Population Facilities**

RESERVE	FACILITY NAME	APPROX CAPACITY	ADDRESS	PHONE NUMBER
Kamloops 1 EMZ C	Copper Quarter Campground	65 sites long term and 95 sites short term	485 Mt. Paul Centre Way	236-425-2005
Kamloops 1 EMZ D	Silver Sage Trailer Park	100	98-771 Athabasca St. E	250-828-2077
Kamloops 1 EMZ D	Silver Sage RV Park	42 RV sites, 4 tent areas	98 – 771 Athabasca St. E	250-828-2077
Kamloops 1 EMZ D	G and M Trailer Park	192	220 G and M Road	250-374-1519
Kamloops 1 EMZ E	Little Fawn Nursery		234-345 Chief Alex Thomas Way	250-828-9767
Kamloops 1 EMZ E	Sk'elep School of Excellence		365 Powwow Trail	250-828-9777

\*this information can also be found in the Tk'emlúps te Secwépemc Emergency Plan Appendix 1

- › Ensure known vulnerable population facilities have evacuation plans in place
- › Consider evacuating vulnerable population facilities during the evacuation alert phase to reduce the stress that may be experienced during a more intense evacuation order phase

## APPENDIX 2. RESERVE EVACUATION SUMMARIES

---