

EVACUATION PLAYBOOK CHIEF AND COUNCIL



Tk'emlúps te Secwépemc

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HOW TO USE THIS GUIDE

This first hour evacuation response guide was created to help emergency decision makers navigate the evacuation planning challenges commonly experienced during the critical first hour of response.

This document is not intended to replace the complete Tk'emlúps Evacuation Plan or operate as a stand-alone resource.

This guide consists of information relevant to the Chief and Council during the initial stages of a community evacuation. It includes the following information:



Government Roles and Responsibilities



Evacuation Flow Chart



Evacuation Decision Making Guidelines



Sample Evacuation Org Chart



Band Council Resolution Checklist



Chief and Council Evacuation Checklists



Community Spokesperson Evacuation Checklists



Community Spokesperson Key Messaging Checklists

1.0 ROLES AND RESPONSIBILITIES

COMMUNITY LEADERSHIP

POSITION	EVACUATION ROLES & RESPONSIBILITIES
COMMUNITY LEADERSHIP (Comprised of the Chief and Council as well as the Executive Director of Finance)	Responsible for: <ul style="list-style-type: none"> • EOC support, coordination, and/or public engagement as requested by the EOC Director • Providing policy direction and establishing priorities during all phases of an evacuation, as recommended by the EOC Director • Reports to the community
CHIEF AND COUNCIL	<ul style="list-style-type: none"> • Responsible for support activities to an evacuation event in their communities • Provide strategic guidance throughout the evacuation • Not typically involved in the EOC operations unless there are staffing shortages • Provide interpretation of existing policies, or develops new policies to address emerging situations • Provide continuity of governance • Chief or Councillor typically acts as the Community Spokesperson (with assistance from the Information Officer) • May issue a Band Council Resolution and authorize subsequent evacuation alerts, orders, and rescinds as appropriate (with assistance from the Executive Director of Finance and/or EOC Director) • It is important they are seen by community members and the network of supporting agencies as a confident and cohesive unit • Report to the community • <i>See Chief and Council Evacuation Checklists</i>
EXECUTIVE DIRECTOR OF FINANCE	<ul style="list-style-type: none"> • Carries ultimate responsibility for an Tk'emlúps community evacuation • Liaison to Chief and Council, the EOC Policy Group, external Stakeholders, and the EOC • Typically acts as EOC Director • Reports to Chief and Council during EOC activations • <i>See Executive Director of Finance Evacuation Checklist</i>
EMERGENCY PROGRAM COORDINATOR	<ul style="list-style-type: none"> • Typically acts as the Liaison Officer between Chief and Council, Executive Director of Finance, Emergency Management Committee, and the external agencies • Reports to Executive Director of Finance • <i>See Emergency Program Coordinator Evacuation Checklists</i>
COMMUNITY SPOKESPERSON	<ul style="list-style-type: none"> • This position may be designated to the Chief, Councillor, Executive Director of Finance, or Public Information Officer • May become the “face” of the emergency throughout the response and recovery process • Must remain calm and confident to reassure the impacted public • Must be available to conduct media interviews which can take place at any time of the day • Will speak on behalf of Community Leadership in all media interviews (with assistance from the Information Officer) • EOC Information Officer and EOC Director can provide support and factual information • Reports to Information Officer

	<ul style="list-style-type: none"> • See Appendix 5.1 Community Spokesperson Evacuation Checklists of Tk'emlúps Evacuation Plan
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KEY EOC POSITIONS

POSITION	EVACUATION RESPONSIBILITIES
EOC DIRECTOR	<p>Responsible for:</p> <ul style="list-style-type: none"> • Oversight of the Tk'emlúps evacuation during an EOC activation (the Executive Director of Finance has ultimate responsibility) • Activating the Tk'emlúps Evacuation Plan • Activating the EOC • Ensuring Community Leadership and government representatives are alerted and kept informed • Working with the Evacuation Branch Director to develop evacuation strategies • Initiating/authorizing early evacuation for vulnerable populations and livestock • Managing all aspects of the evacuation process • Preparing for and coordinating Evacuation Alerts, Orders, and Rescinds • Identifying and notifying potential host communities and maintaining communication between host communities through the entire evacuation process • Can be responsible for one or several events at the same time • Reports to Community Leadership • See Appendix 5.2 EOC Director Evacuation Checklists of Tk'emlúps Evacuation Plan
INFORMATION OFFICER	<p>Responsible for:</p> <ul style="list-style-type: none"> • Confirming factual information for EOC Director approval before it is released to the public and other organizations • Disseminating frequent, up-to-date, concise, and relevant information on the threat and evacuation activities to residents and the general public • Disseminating information and instructions to residents, including: <ul style="list-style-type: none"> ○ The specific areas affected ○ List of items evacuees should take with them ○ Departure times ○ Muster areas for people requiring transportation assistance ○ Simple instructions on evacuation routes ○ Reception Centre locations • Disseminating information and instructions regarding care for domestic pets and livestock • Reports to the EOC Director • See Appendix 5.2 EOC Information Officer Checklists of Tk'emlúps Evacuation Plan
OPERATIONS SECTION CHIEF	<p>Responsible for:</p> <ul style="list-style-type: none"> • Working with the EOC Director to develop evacuation objectives, strategies, and tactics • Assessing the number and type of resources required to achieve the evacuation objectives • Deploying and supervising evacuation resources • Ensuring evacuation objectives are completed

POSITION	EVACUATION RESPONSIBILITIES
	<ul style="list-style-type: none"> • Sharing all evacuation updates with the Planning Section Chief • Assuming the role of Evacuation Branch Director position unless designated to someone else • Reports to EOC Director • <i>See Appendix 5.2 EOC Operations Section Chief Checklists of Tk'emlúps Evacuation Plan</i>
<p>EVACUATION BRANCH DIRECTOR</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> • Working with the Planning Section to compile known information about affected populations, scope, and impacts • Making evacuation strategy recommendations to the Operations Section Chief • Identifying ESS Reception Centre and Group Lodging locations and confirming the locations with the EOC team • Collecting information on the status of evacuations • Estimating traffic capacity of designated evacuation routes and preparing an evacuation traffic plan • Coordinating with RCMP: <ul style="list-style-type: none"> ○ Door-to-door evacuation notifications ○ Selecting evacuation routes ○ Preparing an evacuation traffic plan • Estimating the time required to evacuate areas • Identifying muster areas for people who do not have transportation; identify special transportation requirements • Assisting with identifying facilities to receive evacuated animals • Reports to Operations Section Chief • <i>See Appendix 5.2 EOC Evacuation Branch Director Checklists of Tk'emlúps Evacuation Plan</i>
<p>PLANNING SECTION CHIEF</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> • Tracking and reporting the status on evacuation procedures: <ul style="list-style-type: none"> ○ Evacuation notification, number of residents evacuated, number of evacuees in reception centre facilities, etc. • Contributing traffic route maps to the Evacuation Traffic Plan • Anticipating sudden event changes that may impact evacuation operations and logistics • Supports all aspects of Evacuation planning, including Recovery and ESS • Reports to the EOC Director • <i>See Appendix 5.2 EOC Planning Section Chief Checklists of Tk'emlúps Evacuation Plan</i>
<p>LOGISTICS SECTION CHIEF</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> • Coordinating provisions for: <ul style="list-style-type: none"> ○ Evacuation of an area (transport vehicles, barricades, signs, heavy equipment, etc.) ○ Supporting evacuees (food, beds, clothing, water/water trailers, medical supplies, animal and pet supplies, sanitation services, lighting, generators, etc.) • Setting up Reception Centres and/or Mass Shelters • Activating mutual aid agreements

POSITION	EVACUATION RESPONSIBILITIES
	<ul style="list-style-type: none"> • Reports to the EOC Director • See Appendix 5.2 EOC Logistics Section Chief Checklists of Tk'emlúps Evacuation Plan
FINANCE SECTION CHIEF	<p>Responsible for:</p> <ul style="list-style-type: none"> • Tracking costs and the reimbursement process for evacuation activities • Confirming the financial expenditure approval process with the Operations Section Chief and the Logistics Section Chief • Confirming the EMCR EAF submission process with Logistics • Reports to the EOC Director • See Appendix 5.2 EOC Finance Section Chief Checklists of Tk'emlúps Evacuation Plan
EMERGENCY SUPPORT SERVICES (ESS)	<p>Responsible for:</p> <ul style="list-style-type: none"> • Working with EOC to determine locations of Reception Centres (RC) and Group Lodging (GL) • Establishing and managing RC and/or GL facilities under direction from the EOC • Collecting and coordinating evacuee support needs and services required • Communicating resource needs to the EOC • Dispensing essential supplies (e.g., food, water, beds, sanitation services, clothing, medical equipment and supplies) to evacuees • Providing 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) • Evacuee Registration intake • Reports to the Operations Section Chief

GOVERNMENT

AGENCY	ROLES & RESPONSIBILITIES
<p>BCEHS</p> <p>BC Emergency Health Service (Formerly BC Ambulance Service)</p> <p>Emergency: 911 or 1-800-461-9911 Non-Emergency: 250-376-4660 – Kamloops</p>	<ul style="list-style-type: none"> • Responsible for medical aid to injured people • Have a provincial agreement to evacuate facilities owned by health authorities and used to provide medical care • During initial response stages, they may provide dedicated support to the responder agencies • May provide a liaison to attend EOC as required
<p>BC OGC</p> <p>BC Oil and Gas Commission</p>	<ul style="list-style-type: none"> • Monitors oil and gas activities in immediate area and prescribed zone around area • 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 • Releases safety advisories to permit holders updating them on emergency event conditions

<p>BC Wildfire Service</p> <p>(Part of FLNRORD)</p> <p>Report a Fire: 1-800-663-5555 *5555 (cellphone)</p>	<ul style="list-style-type: none"> Responsible for leading the response to all wildfire operations on crown lands and on Reserve Lands by agreement with Indigenous Services Canada Provides recommendations to First Nations and Local Authorities on Evacuation Alerts, Orders, and Rescinds as it pertains to wildfires Assists with delineation and mapping for boundaries of recommended Evacuation Alerts and Orders May provide a dedicated community liaison to the EOC if requested WILL NOT PUT OUT STRUCTURE OR VEHICLE FIRES Will provide sprinkler protection units and personnel for protection work around structures and critical infrastructure
<p>CAF</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"> May provide extraction services to trapped evacuees May deliver emergency resources to difficult-to-reach areas May provide needed support as authorized by RFA May provide personnel and support for activities in support of wildfire and flood control Activated upon a request from EMCR through Public Safety Canada May provide a liaison to attend EOC as required
<p>EMCR</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"> Provides an EMCR Task Number for tracking purposes; this is necessary for any cost reimbursements from the Province Facilitates connection to supporting and assisting agencies 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) 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 May re-broadcast Community Leadership social media posts and website information It can be beneficial to request that an EMCR Regional Manager attend the EOC in person for the first few operational periods Accesses provincial volunteer resources (i.e., Search and Rescue, ESS Mobile Support Team, Provincial Emergency Radio Communications Service, PEP Air, Road Rescue) as required Coordinates any national and international supports required for impacted communities
<p>FLNRORD</p> <p>Ministry of Forests, Lands, Natural Resource Operations and Rural Development</p> <p>Thompson Rivers Natural Resource District</p> <p>250-371-6500</p>	<ul style="list-style-type: none"> May provide subject matter expertise Issues advisories and provides forecast updates through River Forecast Centre (RFC) Communicates with First Nations and Local Authorities on diking Authorities on flood mitigation works Can provide technical subject matter expertise to natural resource management and reforestation May provide expertise for support to rural economic development recovery May provide a liaison to attend EOC as required

<p>FNHA</p> <p>First Nations Health Authority</p> <p>EH Duty Officer: 1-844-666-0711</p>	<ul style="list-style-type: none"> • Supports First Nation communities to respond to emergency events • 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"> • This may include resources such as potable water testing, air quality and access to health care • May provide subject matter expertise to and/or environmental health staff to support re-entry planning and rapid damage assessment for First Nations communities • May provide a liaison to attend EOC as required
<p>IHA</p> <p>Interior Health Authority</p> <p>1-250-469-7070 (Corporate Office)</p>	<ul style="list-style-type: none"> • Maintains a network of hospitals, clinic and first aid posts in rural areas • 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 • Can provide technical subject matter expertise to support re-entry planning • Provide a liaison to attend EOC required
<p>ISC</p> <p>Indigenous Services Canada</p> <p>1-800-567-9604</p>	<ul style="list-style-type: none"> • Has a legal mandate for public safety of on-reserve community members, which they extend through an agreement with EMCR to provide emergency management support services • May provide funding for unusual expenses not typically covered through the Provincial legislation • Supports community preparedness through the EMAP on a proposal basis
<p>MoECC</p> <p>Ministry of Environment and Climate Change</p> <p>Emergency: 1-800-663-3456 (EMCR)</p> <p>Non-emergency: 1-800-663-7867 or 604-660-2421</p>	<ul style="list-style-type: none"> • Monitors, augments, or takes over the response to hazardous materials (hazmat) incidents related to evacuations on provincial crown land • Provides technical advice to EOCs, First Nations and Community Leadership, Fire Departments, or Public Works • Identifies and evaluates immediate risks and impact on environment, human health, or infrastructure and as necessary advises agencies or parties to take protective action (i.e., shelter-in-place and evacuations) in the context of hazardous spills • Declares a State of Environmental Emergency when required • Orders response or recovery actions to protect the environment and human health • May provide subject matter experts for advance planning support for hazardous materials management and natural resource management in EOC on a temporary basis
<p>MIRR</p> <p>Ministry of Indigenous Relations and Reconciliation</p>	<ul style="list-style-type: none"> • May provide community liaison services if requested • May provide support to consultation activities related to longer term recovery • May provide program support & expertise to economic recovery activities; may or may not have funding sources
<p>MoTI</p> <p>Ministry of Transportation and Infrastructure</p>	<ul style="list-style-type: none"> • 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

<p>Emergency: 1-866-707-7862 Non-emergency: 250-828-4220</p>	<ul style="list-style-type: none"> • Provides assistance with proposed messaging to public through DriveBC about alternate routes once an Evacuation Order is in effect • Responsible for traffic control in and out of evacuated areas with respect to provincial highways; can provide flagging contractors • Local Maintenance Contractors conduct roving patrols, assist evacuees with breakdowns along the route or fuel shortages, etc. • Has the authority to stop and redirect traffic • 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 • May provide a liaison to attend EOC as required
<p>MTAC Ministry of Tourism, Arts & Culture 1-800-663-7867</p>	<ul style="list-style-type: none"> • May provide support to consultation activities related to longer term recovery • May provide program support & expertise to economic recovery activities; may or may not have funding sources
<p>PSC Public Safety Canada 1-800-865-5667</p>	<ul style="list-style-type: none"> • Coordinates Provincial Request for Federal Assistance (RFA) and works with federal family to provide support on behalf of the Government of Canada
<p>RCMP Emergency: 911 Non-Emergency: 250-314-1800 – Tk'emlúps 250-828-3000 – Kamloops</p>	<ul style="list-style-type: none"> • Has a legal mandate for public safety, which includes leading tactical and strategic evacuations as well as maintaining security on the evacuated properties • Will require information, direction, and support from the Community EOC related to evacuation routes and reception centres • Will lead door knocking Evacuation Order notifications to residents, provide traffic control, increase outbound road capacity, and control access into the evacuated zone • ANTICIPATE THEY WILL NOT BE ABLE TO PROVIDE ENOUGH RESOURCES FOR 24/7 SECURITY IN EVACUATED AREAS • Facilitate Temporary Access as directed by EOC • Provide liaison to attend EOC as required

MUTUAL AID

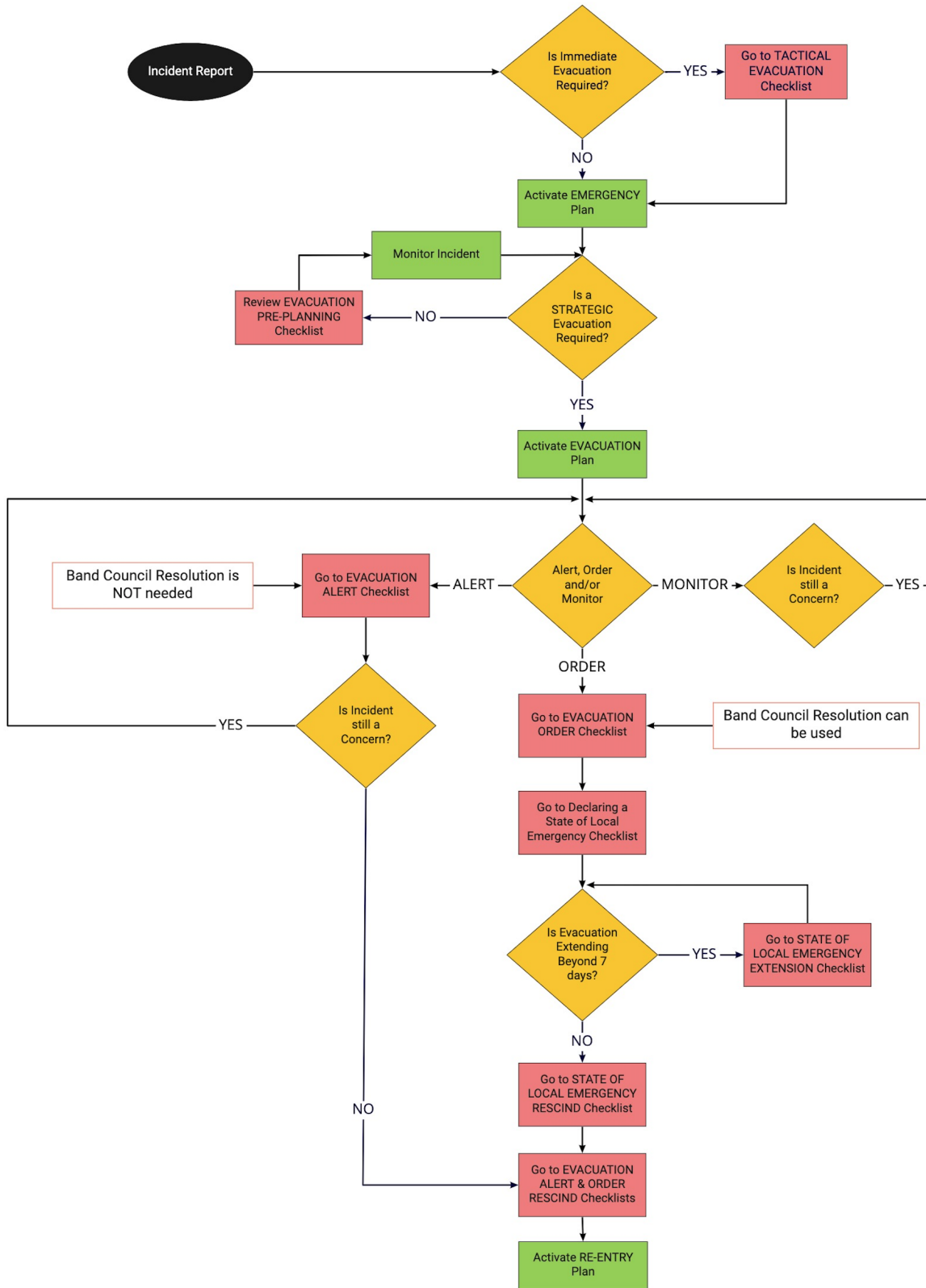
AGENCY	ROLES & RESPONSIBILITIES
Skeetchestn Indian Band Non-emergency: 250-373-2493	<ul style="list-style-type: none"> • May provide support personnel to EOC under contract • May provide ESS support for evacuation in the form of personnel, reception centre and/or evacuee temporary shelter
City of Kamloops Non-emergency: 250-828-3311 Emergency: 250-828-3461	<ul style="list-style-type: none"> • May provide support personnel to EOC under contract; possibility of joint EOC model • May provide ESS support for evacuation in the form of personnel, reception centre and/or evacuee temporary shelter
City of Salmon Arm Non-emergency: 250-803-4000	<ul style="list-style-type: none"> • May provide support personnel to EOC under contract • May provide ESS support for evacuation in the form of personnel, reception centre and/or evacuee temporary shelter
Thompson Nicola Regional District Non-emergency: 250-377-8673	<ul style="list-style-type: none"> • May provide support personnel to EOC under contract • May provide ESS support for evacuation in the form of personnel, reception centre and/or evacuee temporary shelter
Neskonlith Indian Band 250-679-3295	<ul style="list-style-type: none"> • May provide support personnel to EOC under contract • May provide ESS support for evacuation in the form of personnel, reception centre and/or evacuee temporary shelter
Village of Chase Non-emergency: 250-679-3238	<ul style="list-style-type: none"> • May provide support personnel to EOC under contract • May provide ESS support for evacuation in the form of personnel, reception centre and/or evacuee temporary shelter
Secwepemc Health Caucus 250-571-1000	<ul style="list-style-type: none"> • May provide support personnel to EOC • May provide ESS support for evacuation

NON-GOVERNMENT ORGANIZATIONS

AGENCY	CONTACT NUMBERS	ROLES & RESPONSIBILITIES
BC211	2-1-1	<ul style="list-style-type: none"> 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.)
Canadian Disaster Animal Rescue Team (CDART)	Info@cdart.org	<ul style="list-style-type: none"> Disaster response services for domesticated animals Can deploy to a site or support remotely
Canadian Red Cross	Emergency Contact Line 1-888-800-6493	<ul style="list-style-type: none"> Can provide services related to family reunification and reception centre management Ability to fund activities related to emergency shelter, food, and clothing after EMCR Emergency Support Services (ESS) program support is unavailable Can raise and distribute funds targeted at the specific event and develop programs for distribution of funds to local community members, businesses, and governance Can provide a liaison to attend EOC as required
Billy Graham Rapid Response Team	1-403-219-2300 or 1-800-293-3717	<ul style="list-style-type: none"> Crisis trained chaplains provide emotional and spiritual care
Disaster Aid Canada	1-778-265-8821	<ul style="list-style-type: none"> Can provide and assist in delivering humanitarian aid, shelter, sustainable water systems, and hygiene products
FNESS First Nations Emergency Services Society	1-888-822-3388 604-669-7305 or 250-377-7600	<ul style="list-style-type: none"> Can provide technical guidance around wildland fuels management and structural fire protection May be able to source EOC support personnel internally and/or from other communities May provide forest fuel treatment works funding by ISC Conducts FireSmart training, firefighter training, runs workshops, fire awareness and prevention, and supports EM plan development Can provide a liaison to attend EOC as required
Mennonite Disaster Service	1-866-261-1274	<ul style="list-style-type: none"> Can mobilize and support large numbers of volunteers for clean-up, repair, and rebuilding homes Can provide a liaison to attend EOC as required
Salvation Army	Contact EMCR and ask for contact info: 1-800-663-3456	<ul style="list-style-type: none"> Can provide volunteer services related to food & hydration, spiritual care, donations management, disaster social services, and long-term recovery Have some capacity around emergency financial assistance to support survivor essential needs Can provide a liaison to attend EOC as required
Samaritan's Purse	1-800-663-6500	<ul style="list-style-type: none"> Can mobilize and support large numbers of volunteers for disaster debris clean up in homes and neighbourhoods Can provide liaison to attend EOC as required

<u>St. John Ambulance</u>	250-372-3853	<ul style="list-style-type: none"> • Can provide first aid services for reception centres and muster points • May have some capacity around transportation of medically infirm but BCHES should be consulted prior to engaging St. John Ambulance for medical transport • Can provide a liaison to attend EOC as required
<u>Spirit's Mission</u>	1-250-938-2211	<ul style="list-style-type: none"> • Animal welfare, re-homing
<u>Team Rubicon Canada</u>	info@teamrubicon.ca	<ul style="list-style-type: none"> • Can provide assistance with Rapid Damage Assessments, sifting, home repairs, home rebuilds, cleaning, and debris removal
<u>World Renew</u>	1-888-975-3769	<ul style="list-style-type: none"> • Can help with debris removal, assess unmet needs, home repairs, and home rebuilds

2.0 EVACUATION FLOW CHART



3.0 EVACUATION DECISION MAKING GUIDELINES

WILDFIRE

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

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

HAZARDOUS MATERIALS 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

GENERAL METHOD FOR 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

4.0 BAND COUNCIL RESOLUTION CHECKLIST

Based on recommendations from the Executive Director of Finance or EOC Director in consultation with the available hazard-specific subject matter experts (technical specialists and traditional knowledge keepers), it is the responsibility of Chief and Council to determine if and when a Declaration of State of Local Emergency, evacuation alert or order, and Band Council Resolution (BCR) is required. In some cases, a bylaw may be a better option.

- Is there time to convene a council meeting?
 - If Yes, then consider submitting a written declaration to council for passing of bylaw
 - If No, then consider a BCR to reinforce the evacuation alerts & orders, as well as Declaration of State of Local Emergency
- Clearly define the specific geographic boundaries of the area under Resolution and prepare a map
 - Use civic addresses, street names, lot #s, IR# or any combination that works for your community
- If applicable, define a timeframe required for the Resolution
- Complete the written BCR for submission to Chief or designate for signature
- Include the extraordinary powers that are required
- Any evacuation alerts & orders, as well as a Declaration of State of Local Emergency should include:
 - A map of the area with boundaries clearly delineated
 - Signature of Chief or designate
- Publish / Post notice of declaration for affected residents
- Submit a copy of the Completed and Signed BCR to EMCR PREOC at:

Central Region
 1255-D Dalhousie Drive
 Kamloops, BC
 V2C 5Z5

Phone: 250-371-5240
 Fax: 250-371-5246

Email: preoc3.ops1@gov.bc.ca

5.0 CHIEF AND COUNCIL EVACUATION CHECKLISTS

CHIEF AND COUNCIL – TACTICAL EVACUATION

For additional guidance see EMCR's Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021

- Ensure personal safety and safety of your family
- Confirm with the Executive Director of Finance and the Emergency Program Coordinator (EPC) the following:
 - Nature and status of the threat
 - Geographic area(s) to be evacuated
 - Geographic area(s) under threat
 - Who is leading the Evacuation Support Operations
 - The Operations Section Chief or someone else may assume the role of Evacuation Branch Director in the initial stages as an appropriate support organization is being developed
 - The Executive Director of Finance will assume or designate the role of EOC Director as appropriate
 - Estimated numbers of community members, and structures at threat
 - Evacuation route(s)
 - ESS support has been activated and identify their requirements
 - Location of ESS Reception Centre(s)
 - The **Tk'emlúps Emergency Plan** has been activated
 - The appropriate agencies are involved in the evacuation operations and support
 - The EOC has been activated
 - Confirm activation level (1, 2, or 3)
 - The **Tk'emlúps Evacuation Plan** has been activated
 - The need for elevated actions such as evacuation orders, and to what extent
- Confirm with the Executive Director of Finance, EPC and Information Officer who will be the primary spokesperson
 - Designated Community Spokesperson to reference the **Community Spokesperson Evacuation Alert and Order Checklist**
- Be prepared to assume your role and responsibility as identified in the **Evacuation Order Checklist**

CHIEF AND COUNCIL – EVACUATION ORDER

For additional guidance see EMCR's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia \(July, 2019\)](#)

- Ensure personal safety and safety of your family
- Confirm with the Executive Director of Finance and the community Emergency Program Coordinator (EPC) there is a threat that warrants an evacuation order for some or all of the community
 - Confirm the nature and consequences of the event or threat
 - Determine area(s) to be evacuated
 - Estimated numbers of community members and structures at threat
 - Evacuation route(s)
 - Consider areas of the community under potential threat and time required for actual evacuation, including any community members with special medical and/or transportation needs
 - Consider the recommendations from other response and support agencies and subject matter experts
 - The **Tk'emlúps Emergency Plan** has been activated
 - EOC has been activated, and that it is located in a safe location that will not be compromised by the event or threat
 - Confirm activation level (1, 2, or 3)
 - The **Tk'emlúps Evacuation Plan** has been activated
 - Consider evacuation decision triggers as identified in the **Tk'emlúps Evacuation Plan**
 - The need for a Band Council Resolution, if yes – see the **BCR Checklist**
 - ESS support has been activated and identify their requirements
 - Location of ESS Reception Centre(s)
 - Host communities and Reception Centre locations are at the ready
 - Additional support has been requested from other communities, agencies, and EMCR as required
 - The appropriate agencies are involved in the evacuation operations and support
 - Any gaps in support identified that may cause challenges
- Confirm with the Executive Director of Finance, EPC, and Information Officer who will be the primary community spokesperson
 - Designated spokesperson to reference the **Community Spokesperson Evacuation Alert and Order Checklist**
- Sign Band Council Resolution if required
- Sign Evacuation Order
- Identify a representative of Community Leadership that can act as Liaison for the community members at the reception centre if it is in another community
- Participate in any evacuation preparedness planning and support activities as required
- Review the **Tk'emlúps Business Continuity Plan** with the Executive Director of Finance

CHIEF AND COUNCIL – EVACUATION ALERT

For additional guidance see EMCR's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia \(July, 2019\)](#)

- Confirm with the Executive Director of Finance and the community Emergency Program Coordinator (EPC) there is a threat that warrants an evacuation alert for some or all of the community
 - Gather information on the area under potential threat, including weather forecasts
 - Consider recommendations from other agencies
 - Consider evacuation decision triggers identified in the **Tk'emlúps Evacuation Plan**
 - Consult with other response and support agencies, subject matter experts and consider their recommendations
 - Consider areas of the community under potential threat and time required for actual evacuation, including any community members with medical and/or transportation needs
- Confirm the following with the Executive Director of Finance and EPC together:
 - The **Tk'emlúps Emergency Plan** has been activated
 - The EOC has been activated
 - Confirm activation level (1, 2, or 3)
 - The **Tk'emlúps Evacuation Plan** has been activated
 - Potential host communities and reception centre locations
 - The type of support available from EMCR and how that works
 - The need for a formal request to other host communities
 - Internal communications protocols to staff
 - External communications protocols to first responders and other support agencies
 - External communications protocols to general public
 - External communications protocols to media, traditional and social
 - Review:
 - The process for Declaring a State of Local Emergency
 - The process for initiating an Evacuation Order
 - The **Tk'emlúps Business Continuity Plan**
- Confirm with the Executive Director of Finance, EPC, and the Information Officer who will be the primary community spokesperson
 - Designated spokesperson to reference the **Community Spokesperson Evacuation Alert and Order Checklist**
- Review the **Tk'emlúps Business Continuity Plan** with the Executive Director of Finance
- Participate in any evacuation preparedness and planning activities as required
- Consider the need for a Band Council Resolution and the process for issuing one
- Be prepared to assume your role and responsibility as identified in the **Chief and Council – Evacuation Order Checklist**

CHIEF AND COUNCIL – EVACUATION RESCIND

For additional guidance see EMCR's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Confirm with the Executive Director of Finance and the Emergency Program Coordinator (EPC) that:
 - The threat has passed and to what extent it might return
 - Their recommendations for rescind measures are appropriate
 - Recovery planning and re-entry planning has been initiated
 - Timing for partial or complete re-entry is appropriate
 - Safety of returning evacuated community members has been addressed
 - Communications to evacuated community members has been addressed
 - Communications to support agencies and stakeholders has been addressed

- If filling in as the designated spokesperson, reference the **Community Spokesperson Evacuation Rescind Checklist**

- Sign evacuation rescind paperwork

- Participate in Town Hall meeting with Information Officer and EOC Director

6.0 COMMUNITY SPOKESPERSON EVACUATION CHECKLISTS

COMMUNITY SPOKESPERSON – EVACUATION ALERT AND ORDER

For additional guidance see EMCR's [Emergency Operations Centre \(EOC\) Communications Toolkit](#)

- Ensure personal safety and the safety of your family
- Prior to any interviews receive a briefing from the Incident Commander, EOC Director, and/or Emergency Program Coordinator and confirm:
 - Accuracy of information
 - Type of event and location
 - Who the lead response agency is
 - Known and potential impacts; ensure only factual information is released to public
 - Current responder agency activities
 - What community leadership and the EOC are doing to support the event
 - Level of engagement with neighbouring communities
 - Level of engagement with neighbouring communities
 - Consider opportunities for joint Evacuation Alerts, Orders, Rescinds, and information sharing and messaging
 - Instructions required to give the general public
 - Identify geographic areas under the alert and order
 - Location or reception centre and preferred routes
 - Where they can go to get more information including public phone numbers, online sources, poster board locations, and/or any town hall sessions that are planned
 - When the next public incident update will be, and how it will be delivered
 - What to do when an evacuation occurs (personal preparedness)
 - Any other messaging that is appropriate
- Identify any information that is confidential and/or sensitive to any official investigations surrounding the event and ensure it does not get released
- Ensure that all staff, EOC personnel, and responders know that all media inquiries are to be directed to the EOC Information Officer for follow up
- To better prepare yourself for the interview(s), confirm:
 - Which traditional media will be attending the interview and what social media platforms are being used officially by the EOC or Community Leadership
 - Ask the interviewer(s) ahead of time:
 - What their questions will be and what their intended storyline is
 - When and how it will be broadcast
 - What other agencies may be required to participate in the interview; consider lead agency, responder agencies, and other support organizations
- During the interview(s):
 - Follow the “CAC” principle: *Concern, Action, Commitment*
 - Ensure messaging conveys empathy, addresses what is being done to respond to the situation and expresses that all efforts are focused on supporting those affected
 - Only speak to factual information that has been approved by the EOC Director (this is especially critical in situations that involve injuries or fatalities or if property has been damaged or destroyed)

COMMUNITY SPOKESPERSON – EVACUATION ALERT AND ORDER cont'd

- During the interview(s) cont'd:
 - Where questions are asked and you cannot answer, avoid the phrase “No comment” and instead, refer them to a subject matter expert if one is available or use one of the following responses:
 - “I’m not the best person to address that, but I will connect you with someone who can.”
 - “We’re not yet at a stage where we have that information. When we do, we will share it.”
 - “At this time, we are focussed on responding to the situation at hand. Once things have stabilized, I would be happy to get you some information on that.”
 - Remain calm and confident in order to reassure the impacted public
- Understand that you may be become the “face” of the emergency and likely will remain so through the recovery process. This may be taxing on you and your loved ones, especially if the Tk'emlúps Leadership actions come under scrutiny or criticism.
- Incorporate self-care and manage fatigue to avoid coming across as tired, stressed, or combative. Otherwise, public perception on Tk'emlúps Leadership and their ability to deal with the event may be negatively impacted.

COMMUNITY SPOKESPERSON – EVACUATION RESCIND

For additional guidance see EMCR's [Emergency Operations Centre \(EOC\) Communications Toolkit](#)

- Prior to any interviews, receive a briefing from the Incident Commander, Executive Director of Finance, EOC Director, Information Officer (IO), and/or Emergency Program Coordinator (EPC) and confirm:
 - The threat has passed and to what extent it might return
 - Expected dates and times by area or neighbourhood as appropriate
 - A full or partial rescind; will still be evacuation alerts in place and if so, what areas
 - Public safety messaging
 - Where to get more information on:
 - Safe re-entry
 - Damage assessment
 - Location and contact information for the Recovery Centre and other support agencies
 - A Re-entry Plan is in place and what are the key points from it that need to be communicated to the public and stakeholders and by what media types
- Review the Communications Plan for the rescind notification with the Executive Director of Finance and the IO
- Confirm the timing and location(s) of any media interview and/or events
- To better prepare yourself for the interview(s), confirm:
 - Which traditional media will be attending the interview and what social media platforms are being used officially by the EOC or Community Leadership
 - Ask the interviewer(s) ahead of time:
 - What their questions will be
 - What their intended storyline is
 - When and how it will be broadcast
 - What other agencies may be required to participate in the interview; consider lead agency, responder agencies, and other support organizations
- During the interview(s):
 - Follow the “CAC” principle: Concern, Action, Commitment
 - Ensure messaging conveys empathy, address what is being done to respond to the situation and express that all efforts are focused on supporting those affected
 - Only speak to factual information that has been approved by the EOC Director
 - Where questions are asked and you cannot answer, avoid the phrase “No comment” and instead, refer them to a subject matter expert if one is available or use one of the following responses:
 - “I’m not the best person to address that, but I will connect you with someone who can.”
 - “We’re not yet at a stage where we have that information. When we do, we will share it.”
 - “At this time, we are focussed on responding to the situation at hand. Once things have stabilized, I would be happy to get you some information on that.”
 - Remain calm and confident in order to reassure the impacted public
- Identify any information that is confidential and/or sensitive to any official investigations surrounding the event and ensure it does not get released
- Ensure that all staff, EOC personnel, and responders know that all media inquiries are to be directed to the EOC Information Officer for follow up

7.0 COMMUNITY SPOKESPERSON KEY MESSAGING CHECKLISTS

COMMUNITY SPOKESPERSON – TACTICAL EVACUATION KEY MESSAGING

For additional guidance see EMCR's [Emergency Operations Centre \(EOC\) Communications Toolkit](#)

- ❑ A primary consideration is to set the tone / expectation for the public by striking a balance between clearly communicating directions and not causing unnecessary panic
- ❑ Avoid jargon – plain language should be utilized whenever possible
- **You must leave your home as soon as possible**
- Due to an ongoing <emergency> posing an immediate threat to public safety, emergency personnel are executing a tactical evacuation of the following area(s) or neighbourhood(s): <affected areas >
- Proceed immediately to <Reception Centre location> using the following route(s): <in town or out-of-town directions>
- The Muster Area if you require transportation assistance is at: <Location>
- <If there is no Reception Centre designated due to the nature of the evacuation, instruct evacuees to a well-known and safe muster area where they can be further assisted / directed>
- You must yield to emergency vehicles and **follow all instructions you receive from emergency officials**
- If you do not have means of transportation or need other assistance, please contact the Emergency Operations Centre immediately at <contact info>
- Emergency personnel may come to your door to inform you of the evacuation and to ensure you are leaving. Do not wait to speak to an official – if you are receiving this notice, leave immediately. These could be police, firefighters, or search & rescue volunteers. They may leave flagging tape or other signage on your front door or elsewhere to indicate your status.
- *Please monitor the Tk'emlúps Facebook Page at: <https://www.facebook.com/TkemlupsteSecwepemc>*
- for further information and updates, or tune to <local radio station> for further alerts

COMMUNITY SPOKESPERSON – EVACUATION ORDER KEY MESSAGING

For additional guidance see EMCR's [Emergency Operations Centre \(EOC\) Communications Toolkit](#)

- ❑ A primary consideration is to set the tone / expectation for the public by striking a balance between clearly communicating directions and not causing unnecessary panic
- ❑ Avoid jargon – plain language should be utilized whenever possible

- **You must leave your home as soon as possible**
- Due to an ongoing <emergency> posing an immediate threat to public safety, Tk'emlúps has issued an **Evacuation Order** for the following area(s) or neighbourhood(s): <affected areas>
- Proceed immediately to <Reception Centre Location > using the following route: <in town or out-of-town directions>
- You must yield to emergency vehicles and only travel on the routes provided above. **For your own safety, you must follow all instruction you receive from emergency officials.**
- If you do not have the means of transportation or need other assistance, please contact the Emergency Operations Centre immediately at <contact info>.
- Emergency personnel may come to your door to inform you of the evacuation and to ensure you are leaving. Do not wait to speak to an official – if you are receiving this notice, leave immediately. These could be police, firefighters, or search & rescue volunteers. They may leave flagging tape or other signage on your front door or elsewhere to indicate your status.
- Before leaving your home, turn off all indoor lights and lock your doors
- If you are instructed to do so, shut off your home's water supply, any propane appliances. **Do not turn off your home's gas supply unless explicitly instructed to do so by emergency officials.**
- Please monitor the Tk'emlúps Emergency Operations Centre website at: <website link> for further information and updates, or tune to <local radio station> for further alerts
- Please monitor the Tk'emlúps Facebook Page at: <https://www.facebook.com/TkemlupsteSecwepemc> for further information updates
- If you have not registered at a Reception Centre, register online for Evacuee Registration and Assistance at: <https://ess.gov.bc.ca/>

COMMUNITY SPOKESPERSON – EVACUATION ALERT KEY MESSAGING

For additional guidance see EMCR's [Emergency Operations Centre \(EOC\) Communications Toolkit](#)

- ❑ A primary consideration is to set the tone / expectation for the public by striking a balance between providing awareness and not causing unnecessary panic
- ❑ Avoid jargon – plain language should be utilized whenever possible
- Due to an ongoing <emergency> posing a potential threat to public safety, Tk'emlúps has issued an **Evacuation Alert** for the following area(s) or neighborhood(s): <affected areas>
- **You are not required to leave your home at this time.** However, this Alert means you need to be prepared to leave on short notice should the situation get worse
- Locate your family members and/or co-workers and designate a safe meeting place in the event of an Evacuation Order is issued
- Please prepare yourself and your family to leave on short notice. The province has a Preparedness Guide, and a Household Emergency Plan, both available here, that contain very useful info and tips: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/preparedbc/make-your-plan>
 - [Refer to the **Personal Preparedness Checklist** in the **Tk'emlúps Emergency Plan**]
- Arrange accommodation for your family if possible. In the event of an Evacuation Order, emergency accommodation will be provided if necessary
- Please monitor the Tk'emlúps Emergency Operations Centre at: <website link> for further information and updates or tune to <local radio station> for further alerts
- Please monitor the Tk'emlúps Facebook Page at: <https://www.facebook.com/TkemlupsteSecwepemc> for further information updates
- <You may include the information sources for other agencies involved, depending on the nature of the emergency, e.g., BC Wildfire>
- If and when an Evacuation Order is issued, **you will need to leave immediately.** Please follow the instructions from emergency officials. You will be required to register at a Reception Centre for financial assistance and other support.
- Emergency personnel may come to your door to inform you of the evacuation and to ensure you are leaving. These could be police, firefighters, or search & rescue volunteers. Please follow their instructions. They may leave flagging tape or other signage on your front door or elsewhere to indicate your status.
- If you require additional time or support to evacuate, you may decide to leave proactively before an Order is put in place. If you do so, you will not be eligible for financial assistance and lodging, so ensure that you make your own arrangements for somewhere to stay
- If you decide to leave your home proactively before an Order is put in place:
 - Turn off all indoor lights, your home's water supply, any propane appliances and lock your doors
 - **Do not turn off your home's gas supply unless explicitly instructed to do so by emergency officials**
- If you do not have means of transportation or need other assistance, please contact the Emergency Operations Centre at <contact info>

COMMUNITY SPOKESPERSON – SHELTER-IN-PLACE KEY MESSAGING

For additional guidance see EMCR's [Emergency Operations Centre \(EOC\) Communications Toolkit](#)

- ❑ A primary consideration is to set the tone / expectation for the public by striking a balance between clearly communicating directions and not causing unnecessary panic
- ❑ It has been observed in previous situations that the phrase “Shelter in Place” can be confusing for the public, so utilize plan language in the messaging as much as possible
- **Remain inside your home or whatever structure you are currently in**
- Due to a <type of incident>, emergency officials have instituted a “Shelter in Place” order, which means you must stay inside until further notice
- Once inside, do the following:
 - Close (and lock) all windows and exterior outside doors
 - Close every door inside the building
 - Turn off all fans, heating, and air conditioning systems
 - Do not use kitchen or bathroom vent fans
 - Do not use fireplaces. Close all dampers
 - Do not operate your clothes dryer
 - Get your emergency kit and turn on the radio
 - Cell phone towers may be overwhelmed, or infrastructure may be damaged during an emergency. It is ideal to have a hard-wired telephone in the room you select. If you do not have a hard-wired telephone, bring your cell phone and charger to ensure you have a method to communicate in the event of a life-threatening condition. Call your emergency contact
 - Go to an interior room without windows that is above-ground level if you can. Since some chemicals are heavier than air, avoid sheltering in basements
 - Bring your pets with you, and be sure to bring additional food and water supplies for them
 - Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room. A wet towel can also be used to seal along doors and windows
 - Monitor the radio, television, and [Emergency Info BC](#) online until you are told by local officials all is safe or you are told to evacuate
- Please monitor the Community Emergency Operations Centre website at: <insert website link here> for further information and updates, or tune to <local radio station> for further alerts
- Please monitor the Tk'emlúps Facebook Page at: <https://www.facebook.com/TkemlupsteSecwepemc> for further information updates

DO NOT leave your building or home until you receive notification that the danger has passed.

The hazardous material is toxic. The signs and symptoms of overexposure are as follows: [Insert signs and symptoms]. If you have any of these signs or symptoms and the order to shelter-in-place is still in effect, contact medical help by telephone at: [Insert contact number]. If shelter-in-place order has been rescinded, seek immediate medical attention at the following location: [Insert location and address]. If the situation is life-threatening or you are unable to move, dial 911 or the emergency response number in your area.

COMMUNITY SPOKESPERSON – GENERAL EVACUATION KEY MESSAGING

For additional guidance see EMCR's [Emergency Operations Centre \(EOC\) Communications Toolkit](#)

- We ask the public to avoid making phone calls unless absolutely necessary. Phone calls will overwhelm the local telecom network and prevent first responders and emergency officials from being able to communicate. If you need to reach friends or loved ones, use SMS text messages on your cell phone as they use very little bandwidth and do not put as much pressure on wireless networks
- We ask that all evacuees register at the <designated Reception Centre>, so we can provide support and assistance and to also track the number of evacuees in order to help reconnect and reunify families that may have been separated.
- You must yield to emergency vehicles and only travel on the routes provided above. **For your own safety, you must follow all instructions you receive from emergency officials.**
- Please monitor the Community Emergency Operations Centre website at: <insert website link here> for further information and updates or tune to <local radio station> for further alerts
- Please monitor the Tk'emlúps Facebook Page at: <https://www.facebook.com/TkemlupsteSecwepemc> for further information updates