

EVACUATION BRANCH DIRECTOR – EVACUATION ORDER

- Ensure personal safety and the safety of your family
- Confirm the EMCR Task Number issued with the EOC Operations Section Chief
- Confirm an Evacuation Order has been issued by Chief and Council
- Request any additional assistance you need through the EOC Operations Section Chief
- Confirm with EOC Operations Section Chief:
 - Nature of the event or threat, including how imminent it is
 - Geographic area(s) under threat
 - Best estimate of how many people and/or properties are threatened
 - ESS Host locations (Internal / External Evacuation) have been activated
 - Evacuation Routes
 - Muster areas for residents requiring transportation
 - Residents with special transportation requirements
 - Known vulnerable populations estimate
 - Youth and elders
 - Residents with health considerations
 - Number of domestic pets
 - Number of domestic livestock and any special evacuation considerations
 - Facilities and locations for evacuated livestock
 - Support agencies who need to be contacted and who will contact them
- Review the Reserve Evacuation Summaries
- Evacuate known vulnerable populations as appropriate
- Evacuate domestic livestock as appropriate

Consider the need for a Notification Group:

- Coordinate with Police of Jurisdiction:
 - Number of personnel required to assist with door-to-door notification
 - Brief personnel on notification protocols
- Coordinate community resources as required
 - Teams, Vehicles, Evacuation Notification Kits (stored in the Fire Hall) etc.
 - Request Community Plans with house information from Planning Section
 - Consider sending trusted community representatives to accompany police of jurisdiction
 - Conduct briefing, deploy, and track resources
- Coordinate Evacuation Alert and personal preparedness key messaging with Information Officer
- Collect the following updated information and share with the Planning Section:
 - Number and location of residents already evacuated
 - Number and location of residents evacuating
 - Number and location of residents refusing to leave
 - Number and location of residents requiring transportation assistance
 - Number and location of residents requiring special transportation assistance
- Coordinate Evacuation Order and personal preparedness key messaging with Information Officer

EVACUATION BRANCH DIRECTOR – EVACUATION ORDER cont'd

Consider the need for a Traffic Management Group to coordinate with Police of Jurisdiction and MoTI:

- Review Reserve Evacuation Summaries in the **Tk'emlúps Evacuation Plan**
- Identify traffic route assignments for evacuated areas using all available outbound lanes
- Consider the need to prioritize evacuation by neighbourhood
- Assign public works or a designate to secure all evacuation routes, helispots and muster areas as required
- Consider the need for adjusting traffic signal lights
- Post route direction signs
- Consider a designated inbound route for responders, tow trucks and fuel trucks
- Assign traffic control personnel to potential traffic control/choke points
- Establish security check points and intercept all inbound traffic; consider the need for police presence
- Assign patrols on traffic routes to clear stalled/broken down vehicles
- Consider the need to assign traffic control personnel to control flow onto highway entrance ramps
- Consider the need to pre-position of towing services
- Monitor traffic patterns via on ground observations / traffic cameras and redirect flow as needed
- Consider the need for redirecting or closing down sections of the highway to inbound travel
- Confirm pertinent evacuation information with Information Officer
 - Evacuation departure routes and reception centres
 - Designated muster areas for bus transportation
 - Any other key messaging

Consider the need for a Transportation Group

- Confirm the number of evacuees without vehicles needing transportation assistance
- Confirm the number of evacuees with special transportation requirements
- Determine type and number of transportation vehicles required and request through Logistics Section Chief
- Confirm pertinent evacuation information with Information Officer
 - Designated muster areas
 - A transport plan for residents without vehicles
- Consider the need for designating an inbound first responder traffic route and the need for opening up a multiple lane outbound traffic route for evacuees
- Discuss with MoTI the need for :
 - Opening up highways to maximize multiple outbound lanes of traffic
 - Pre-positioning traffic control assistance at key on/off ramp locations
 - Pre-positioning tow trucks along highway to clear large vehicle obstructions

EVACUATION BRANCH DIRECTOR – EVACUATION ORDER cont'd

Consider the need for a Security Group:

- Determine number of security resources required
- Request security resources through Logistics
- Give a briefing to the security resources and deploy them
- Review the 10-step temporary access flow chart – **Tk'emlúps Evacuation Plan Section 19.1**
- Consider the need for qualified escort(s) for anyone passing through an evacuated area
- Coordinate with police of jurisdiction to:
 - Pre-identify security checkpoints into evacuated areas
 - Strategically designate security checkpoints for temporary access into the evacuated area
 - Confirm temporary access procedures and coordinate system with security resources on site
 - Confirm a reporting structure for checkpoint personnel, Police of Jurisdiction, contractors and the EOC as required
 - Establish a clear point of contact for both the checkpoint personnel and EOC for efficient communications
 - Identify to whom the EOC Master Lists will be sent and through what channel and identify how the completed/expired Master Lists will be returned to the EOC (i.e. Master Lists may be emailed to the police of jurisdiction detachment who then provides the Master Lists to their officers at the beginning of their shifts or emails/delivers the Master Lists to checkpoint personnel
Identify who the EOC Master Lists will be returned and when (i.e. email and at the end of each operational period)
 - Provide copies of the Temporary Access Permit Procedures handout – **Appendix 7**
- For temporary cross-jurisdictional access, instruct requestors to submit a copy of their form to each respective jurisdiction

Consider the need for a Reception Centre Group:

- Coordinate building access and any on site equipment required by the ESS group
- Coordinate with Logistics any additional resources required (e.g. lighting, generators, sanitation, additional cleaning services, etc.)
- Review host location parking plans
 - Assign personnel to supervise parking activities
 - Consider designated parking for Reception Centre support staff
- Consider the need for additional Logistics to help support the evacuation branch groups
- Coordinate with Logistics a community representative to be located at the Reception Centre to greet community members and be a spokesperson for their community needs
 - The community representative would maintain contact with evacuees and update Operations on a regular basis
 - Ensure mental health needs are addressed
 - Ensure evacuees have prescriptions