

EMERGENCY PROGRAM COORDINATOR – EVACUATION ALERT

- Ensure personal safety and the safety of your family
- Consult with the Executive Director of Finance and Incident Commander of lead responding agency, to confirm the threat warrants an evacuation alert for some or all of the community
 - Identify the hazards that are, or may become a direct threat to the community
 - Gather information on the area under potential threat, including weather forecasts
 - Consult with other response and support agencies, subject matter experts and consider their recommendations
 - Consider evacuation decision triggers as identified in the **Tk'emlúps Evacuation Plan Section 11.0**
 - Consider the time required for actual evacuation, including known vulnerable populations and any community members with medical and/or transportation needs
 - Consider domestic livestock evacuation needs in advance of the threat
- Confirm with Executive Director of Finance and/or EOC Director, Information Officer and elected officials as directed:
 - 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 Emergency Plan** and the **Tk'emlúps Evacuation Plan** have been activated
 - Potential host communities and Reception Centre locations
 - ESS support needs as required
 - Potential alternate host communities if required
 - Support available from EMCR and how that works
 - Potential resources to be requested from other communities and/or EMCR
 - Confirm a plan for Emergency Program continuity of operations
 - Process for Band Council Resolution
 - Process for initiating an Evacuation Order
 - Need for any 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
- Confirm with Chief and Council, Executive Director of Finance and Information Officer who will be the primary spokesperson; ensure that this person will not be viewed as fatigued, stressed, or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event
 - Designated spokesperson to reference the **Community Spokesperson Evacuation Alert and Order Checklist** in **Appendix 4.1**
- Brief the Chief and Council and the designated Community Spokesperson on the most current and critical situational awareness as it evolves
- Participate in any evacuation preparedness and planning activities as required