

## EOC OPERATIONS SECTION CHIEF – EVACUATION ALERT

- Ensure personal safety and the safety of your family
- Collect information from the field and Site Level Operations and brief the EOC Director
  - Provide the best information on the 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
  - Request any additional assistance you need through EMCR
- Confirm with the EOC Director that an EMCR Task Number has been issued and confirm the number
- Assume the Evacuation Branch Director position or designate someone – see **Evacuation Branch Director Tactical Evacuation Checklist**
- Confirm with the EOC Director the need for a planning and logistics support to address:
  - Evacuation Operations
  - Traffic Management
  - Security and Access Management
- Assume the Evacuation Branch Director position or designate someone – see **Evacuation Branch Director Evacuation Alert Checklist**
- Confirm Evacuation Alert Communications to affected public, internal staff, and external stakeholder support agencies
- Consider the Triggers for Evacuation Decision Making – see **Tk'emlúps Evacuation Plan Section 11.0**
- Consider the need for additional Logistics to help support any ESS requests
  - 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