

EOC OPERATIONS SECTION CHIEF – EVACUATION ORDER

- Ensure personal safety and the safety of your family
- Confirm with the EOC Director that an EMCR Task Number has been issued and confirm the number
- Collect information/obtain briefing from Incident Commander and forward information to EOC Director
 - Nature and status of the threat
 - Geographic area(s) under threat
 - Best estimate of how many people and/or properties are threatened
 - Determine/confirm which area(s) are to be evacuated first
- Assign EOC Operations staff to positions as they arrive and brief them at regular intervals
- Confirm the need for support agency presence in the EOC with the EOC Director and Liaison Officer and have the Liaison Officer contact the relevant agency(s)
- Consult with the EOC Director about activating the following under the Operations Section:
 - Evacuation Operations Branch with appropriate logistics support
 - Traffic Management Group
 - Security and Access Management
- Collect information on evacuation support needs from the Incident Commander
- Confirm that ESS support has been activated
- Confirm Reception Centre Location(s) and activation
- Confirm with Operations staff that no information related to the incident operations can be communicated outside the EOC unless approved by the EOC Director to:
 - Community members, family members, or friends
 - Social media
 - Traditional TV, newspaper, or radio media
- Assume the Evacuation Branch Director position or designate someone – see **Evacuation Branch Director Evacuation Order Checklist**
- Contribute to an EOC staffing plan drawn up to cover the needs; anticipate 24/7 coverage for the first few operational periods and then modified workdays as the response support requirements stabilize
- Identify any issues and communicate to the EOC Director as appropriate