

## EOC PLANNING SECTION CHIEF – EVACUATION ORDER

- Ensure personal safety and the safety of your family
  - Confirm with EOC Director:
    - EMCR Task Number
    - The EOC has been activated
      - Confirm activation level (1, 2 or 3)
    - Nature and status of the threat
    - Geographic area(s) under threat and corresponding boundaries
    - Estimated numbers of community members, and structures at threat
    - Location, contact information and activation of ESS Reception Centre(s)
    - Location, contact information and activation of Group Lodging
    - Major evacuation route(s) and muster area(s) for residents, if required
    - ESS support has been activated
      - Identify their requirements (e.g. # of evacuees, special considerations, etc.)
      - Consider how to best support internally or at host community
    - The **Tk'emlúps Emergency Plan** and **Evacuation Plan** has been activated
    - The appropriate agencies are involved in the evacuation operations and support
    - Consider the need for any Subject Matter Experts (SMEs) under the Planning Section and request through the Logistics Section as appropriate
    - Assign a Recovery Planner during the early stages of the Evacuation if recovery is needed to:
      - Gathering initial scope / scale on the evacuation and the initial planning around re-entry
      - Planning for recovery if there are any impacts
    - Consider activating an Advance Planning unit to address the following support needs:
      - Response Operations
        - Evacuating vulnerable populations and addressing livestock relocation
      - Evacuation Operations
      - Traffic Management
      - Security and Access Management
      - EOC Staffing Plan
        - Anticipate 24/7 coverage for the first few operational periods and then modified workdays as the response support requirements stabilize
- Collect evacuation information relevant to field & site level operations, and strategic planning from a variety of sources including responding agencies, supporting agencies and Subject Matter Experts (SME's) about the:
  - Status and potential impacts of the threat(s)
  - Geographic area(s) under threat
  - Capacity and capabilities of responder and support agencies
  - Availability of additional support if needed

## EOC PLANNING SECTION CHIEF – EVACUATION ORDER cont'd

- Confirm with Planning 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
- Complete the Band Council Resolution (if required) and confirm with Information Officer that it is published online
  - Email copy of the BCR to EMCR PREOC: [preoc3.ops1@gov.bc.ca](mailto:preoc3.ops1@gov.bc.ca)
- Complete the Evacuation Order template and review with EOC Director
  - Map the geographic boundaries for the Order
    - Include matching map title, date, time, and a legend
    - Show only current Order boundaries (and Alert boundaries in a different colour, if applicable)
    - Keep maps simple - minimize the amount of data shown for easy viewing
    - If possible, identify evacuation routes and address points
    - If possible, photocopy map in colour for easy viewing
  - Ensure template is signed and email a copy to EMCR PREOC
- Consider re-entry planning well in advance of an evacuation rescind – go to **EOC Planning Section Chief – Evacuation Rescind Checklist**