

## CHIEF AND COUNCIL – EVACUATION ALERT

- Confirm with the Executive Director of Finance and the community Emergency Program Coordinator (EPC) there is a threat that warrants an evacuation alert for some or all of the community
  - Gather information on the area under potential threat, including weather forecasts
  - Consider recommendations from other agencies
  - Consider evacuation decision triggers identified in the **Tk'emlúps Evacuation Plan Section 11.0**
  - Consult with other response and support agencies, subject matter experts and consider their recommendations
  - Consider areas of the community under potential threat and time required for actual evacuation, including any community members with medical and/or transportation needs
- Confirm the following with the Executive Director of Finance and EPC together:
  - The **Tk'emlúps Band Emergency Plan** has been activated
  - The EOC has been activated
    - Confirm activation level (1, 2 or 3)
  - The **Tk'emlúps Band Evacuation Plan** has been activated
  - Potential host communities and reception centre locations
  - The type of support available from EMCR and how that works
  - The need for a 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
  - Review:
    - The process for Declaring a State of Local Emergency
    - The process for initiating an Evacuation Order
    - The **Tk'emlúps Business Continuity Plan**
- Confirm with the Executive Director of Finance, EPC and the Information Officer who will be the primary community spokesperson
  - Designated spokesperson to reference the **Community Spokesperson Evacuation Alert and Order Checklist in Appendix 4.1**
- Review the **Tk'emlúps Business Continuity Plan** with the Executive Director of Finance
- Participate in any evacuation preparedness and planning activities as required
- Consider the need for a Band Council Resolution and the process for issuing one
- Be prepared to assume your role and responsibility as identified in the **Chief and Council – Evacuation Order Checklist in Appendix 4.1**