

EOC DIRECTOR – EVACUATION ORDER

- Ensure personal safety and the safety of your family
- Collect information / obtain a briefing from the Incident Commander
 - Nature, status, and prognosis of the threat
 - Geographic area under threat
 - Estimated numbers of community members, and structures at threat
 - Request they have a liaison attend the EOC
 - Any site support needs required
- Consult with Incident Commander, available hazard specific Subject Matter Experts (e.g. traditional indigenous knowledge keepers and technical specialists) to confirm an Evacuation Order is required
- Discuss with Executive Director of Finance and Emergency Program Coordinator if the recommendation for an Evacuation Alert should be accepted, modified, or dismissed
- Determine the evacuation support needs of Incident Commander
- Consider activating an EOC Deputy Director
- Consult with Chief and Council on the need for a Band Council Resolution – see **Checklist** in **Tk'emlúps Emergency Management Plan**
- Confirm with Executive Director of Finance, Emergency Program Coordinator and Evacuation Branch Director:
 - 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)
 - Reception Centre location(s) and activation
 - Group Lodging locations if required
 - ESS support has been activated
 - Major evacuation routes
 - Muster areas and any transportation resources required
 - Is a host community required? If yes,
 - Discuss with EMCR the need to coordinate host community selection
 - Ensure the host community is able to receive evacuees
 - Confirm total # evacuees and any special considerations
 - Consider sending a well-known and respected community representative with evacuees to provide a point of contact for and assist with host community ESS concerns
 - EMCR Task Number, call **1-800-663-3456** if it hasn't already been done
- Consider requesting from EMCR:
 - Supporting agencies provide a representative to attend the EOC until further notice
 - Assistance with evacuation notification (e.g. first responders, ground search and rescue)
 - A stakeholder coordination call as appropriate
 - Lead Agency
 - MoTI
 - IHA and BCEHS – IHA operated facilities
 - MoAFF – livestock planning
 - Host community representative and Evacuee Liaison if applicable

EOC DIRECTOR – EVACUATION ORDER cont'd

- Consider activating the following groups under the EOC Operations Section:
 - Evacuation Operations Branch with appropriate logistics support
 - Traffic Management Group
 - Security and Access Management Group

- Confirm with EOC Information Officer and EOC 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

- Consider activating a Recovery Planner to assist with:
 - Gathering initial scope / scale on the evacuation and the initial planning around re-entry
 - Planning for recovery if there are any impacts

- Review the completed Evacuation Order template with the Plans Section Chief and confirm it has been signed and a copy has been sent to PREOC

- Establish a regular communications schedule with the Policy Group, EOC staff and Support Agencies

- Have 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
 - Engage other communities and/or EMCR for assistance with additional personnel as required

- Consider the need for a Tk'emlúps Liaison to be present at the responding lead agency EOC / Command Post

- Brief Chief and Council on the most current situational awareness as it evolves

- Review the **Evacuation Order Audit** in **Appendix 4.3** (Optional)