

EOC DIRECTOR – EVACUATION ALERT

- Ensure personal safety and the safety of your family
- Obtain a briefing from lead responding agency Incident Commander / collect the following information:
 - Nature, status, and prognosis of the threat
 - Geographic area under threat including boundaries (e.g. street names, addresses, etc.)
 - Estimated numbers of community members, and structures at threat
 - Request they have a liaison attend the EOC
- Consult with Incident Commander, other response and support agencies, subject matter experts to confirm that an Evacuation Alert is required and to discuss evacuation decision guidelines
- Discuss with Executive Director of Finance and Emergency Program Coordinator if the recommendation for an Evacuation Alert should be accepted, modified, or dismissed
- Notify the policy group and first responder agencies as necessary
- Confirm with Executive Director of Finance, Emergency Program Coordinator and Evacuation Branch Director:
 - Potential ESS Reception Centre Location(s)
 - Potential Group Lodging Location(s)
 - 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 and local government representative with evacuees to provide a point of contact for and assist with host community ESS concerns
- Confirm with Emergency Program Coordinator there is an EMCR task number and whether more than one is required. If not issued, call EMCR **1-800-663-3456** and confirm:
 - An Evacuation Alert is being initiated
 - When/if EOC is being activated, what the hours are, and best forms of contact
 - Provide the best information on the nature of the event or threat, including how imminent it is
 - Provide the best estimate of how many people and/or properties are threatened
 - Provide documentation as required
 - Location and contact information for the EOC or primary community representative
 - Request a stakeholder coordination call as appropriate
 - Request any additional assistance you need through EMCR
 - Notification assistance (e.g. first responders, ground search and rescue, etc.)
 - Mapping support
- The need for a host community

EOC DIRECTOR – EVACUATION ALERT cont'd

- Consider activating a planning team to address:
 - Evacuation Operations
 - Evacuating vulnerable populations and addressing livestock relocation
 - Traffic Management
 - Security and Access Management
- Review the completed Evacuation Alert document with the Plans Section Chief and confirm it has been signed and a copy has been emailed to EMCR PREOC. Confirm it includes all the required information including:
 - Geographic description of the area
 - Alert notification times
 - Corresponding map with clear boundaries
- Consider evacuation alert communications to affected public, internal staff, and external stakeholder support agencies
 - Designated Muster Areas for residents, if required
- Ensure EOC staff and staff with incident response roles understand what is expected of them:
 - Are they exempt from the evacuation?
 - Should they first evacuate themselves and family and then report for duty?
 - Will they be permitted to remain in affected areas?
 - Is there a process for staff to be exempt from the Order, what is the process to apply?
- Brief the Designated Community Spokesperson, Chief and Council on the most current situational awareness as it evolves
- Consider the Triggers for Evacuation Decision Making **Section 11.0** in the **Tk'emlúps Evacuation Plan**
- Consider the need for a Tk'emlúps Representative to be present at the Responding Agency EOC and/or Command Post
- Review the **Evacuation Alert Audit** in **Appendix 4.3** (Optional)