

EMERGENCY PROGRAM COORDINATOR – EVACUATION ORDER

- Ensure personal safety and the safety of your family
- Consult with the Executive Director of Finance and Incident Commander of lead responding agency, to confirm the threat warrants an evacuation order for some or all of the community
 - Gather information on the threat, hazards, and area under potential threat, including weather forecasts
 - Consult with other response and support agencies, subject matter experts and consider their recommendations
 - Consider evacuation decision triggers – **Tk’emlúps Evacuation Plan Section 11.0**
- Brief Chief and Council, Executive Director of Finance and EOC Director as appropriate on:
 - The hazard and threats including weather forecasts; consult with response and support agencies as appropriate
 - The nature and consequences of the direct threat
 - The area(s) to be evacuated
 - Areas of the community under potential threat and time required for actual evacuation, including any community members with medical and/or transportation needs
 - Number of community members that will be evacuated
 - Domestic livestock evacuation needs or status
 - The **Tk’emlúps Emergency Plan** and the **Tk’emlúps Evacuation Plan** have been activated
 - Issuing a Band Council Resolution – see Checklist in **Tk’emlúps Emergency Management Plan**
 - EOC level of activation, current staffing, and forecast staffing needs
 - Host communities and reception centre locations have been confirmed
 - ESS support at the reception centre(s) has been confirmed
 - Resources that have been requested from other communities, agencies and EMCR
 - Support available from other communities, agencies and EMCR
 - Any gaps in support identified that may present a challenge
 - Plan for Emergency Program continuity of operations has been activated
- Confirm with the Chief and Council, Executive Director of Finance and Information Officer who will be the primary spokesperson; ensure that this person will not be viewed as fatigued, stressed, or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event
 - Designated spokesperson to reference the **Community Spokesperson Evacuation Alert and Order Checklist** in **Appendix 4.1**
- Brief the Chief and Council and the designated Community Spokesperson on the most current and critical situational awareness as it evolves
- Participate in any evacuation support and planning activities as required