

EOC PLANNING SECTION CHIEF – EVACUATION ALERT

- Ensure personal safety and the safety of your family
- Confirm with the EOC Director:
 - EMCR Task Number
 - The EOC has been activated and confirm activation level (1, 2 or 3)
 - Nature and status of the threat
 - Geographic area(s) under threat and corresponding boundaries
 - Estimated number of community members and structures at threat
 - Major Evacuation Routes
 - Reception Centre location(s), if yes confirm contact information
 - The need for Group Lodging, if yes confirm contact information
 - ESS has been notified and requirements have been identified
 - Consider need for approved Extraordinary Evacuee Authorization forms to be distributed
 - The **Tk'emlúps Emergency Plan** and **Evacuation Plan** have been activated
 - The need for a Recovery Planner to assist with:
 - Gathering initial scope & scale for re-entry planning
 - Planning for recovery if there are any impacts
 - The need for an advance planning unit to address the following support needs:
 - Evacuation Operations; Evacuating vulnerable populations and livestock relocation
 - Traffic Management
 - Security and Access Management
 - EOC Staffing Plan
 - Confirm EOC orientation process for incoming mutual aid and liaisons with EOC Liaison Officer; Consider including liaisons in planning and advance planning
- Collect 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 and their respective boundaries
 - Estimated numbers of community members, and structures at threat
 - Capacity and capabilities of responder and support agencies
 - Availability of additional support if needed
- Complete the Evacuation Alert template and review with EOC Director
 - Create a map of the geographic boundaries under Evacuation Alert
 - Include matching map title, date, time, and a legend
 - Show only current Alert boundaries (and Order boundaries 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 PREOC: preoc3.ops1@gov.bc.ca
- Consider preparing the necessary documentation to issue an Evacuation Order in advance