



SHUSWAP BAND
RESERVE #0 – BAND #605

EVACUATION PLAN

Version March 2022

Plan Flexibility and Confidentiality

This plan is considered a living document and is subject to changes to ensure accuracy and timeliness. The user of this information accepts full responsibility for any errors or omissions contained therein.

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As per the Freedom of Information and Protection of Privacy Act (Sec. 19.1.b), this document and its respective appendices, in its current state, are considered confidential in nature due to the sensitive information that may interfere with public safety and is therefore intended for official use only. All Freedom of Information Act requests regarding this document must be channeled through the Emergency Program Coordinator to ensure sensitive information is protected.

Note to the reader

Ensure you have the most current copy of the plan. The most current electronic version resides with the Shuswap Band Emergency Program Coordinator.

RECORD OF AMENDMENTS

No.	Date	Page #	Summary of Changes	Amended By

PLAN DISTRIBUTION

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No.	Version # or Date	Format	Recipient	Location	Date
1	March 2022	Print/PDF	Chief	Band Office	
2	March 2022	Print/PDF	Councillor		
3	March 2022	Print/PDF	Councillor		
4	March 2022	Print/PDF	Director of Operations		
5	March 2022	Print/PDF	Emergency Program Coordinator		
6	March 2022	Print/PDF	Health Director		

External Distribution List			
Format	Version	Agency	Date
PDF	March 2022	EMBC Regional Office	
PDF	March 2022	Regional District of East Kootenay	

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1.0 OVERVIEW

Efficient and effective evacuation response begins with mindful pre-planning as well as a comprehensive understanding of roles, responsibilities and how to operationalize the plan. The Shuswap Band evacuation plan was created with the intent to be functional and intuitive. This document provides context for community evacuations, key considerations and guidance around evacuation decision making.

The main substance of this plan, however, is in the form of position and evacuation stage-specific checklists. These checklists are not intended to be prescriptive. Rather, they are intended to provide guidance for critical “must do” and “should do” activities and allow for flexibility in decision making and business practices congruent with the dynamic nature of an event.

The Shuswap Band evacuation plan is designed to be a living and dynamic document and reflect the most current information and practices. To support this intent, best practices for plan socialization, exercise, review and revision have been identified.

This plan references the [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 2nd edition, 24 July 2021](#).

This evacuation plan is intended to supplement the existing Shuswap Band emergency plan already in place.

1.1 PURPOSE AND OBJECTIVES

The Shuswap Band Evacuation Plan is intended to be used in conjunction with the Shuswap Band emergency plan and the evacuation plans of partner agencies and key stakeholders. Whereas the emergency management plan outlines how the community will respond to an emergency within the community, the evacuation plan provides guidance on how to plan for and implement a community evacuation.

The main objectives of this plan are as follows:

- › Provide guidance on evacuating residents in a safe and efficient manner
- › Provide guidance on basic evacuation business processes
- › Build confidence in leading community evacuations
- › Encourage evacuation preparedness, training and plan familiarity to support community resiliency

By reading this plan and actively practicing what it advises, staff and volunteers involved in evacuation responses within this community can gain confidence in their evacuation roles and responsibilities. Plan familiarization will help reduce response times to emergencies, expedite the recovery process and increase resiliency to hazards.

1.2 PLAN ASSUMPTIONS

This evacuation plan assumes that:

- › The Shuswap Band emergency plan is accurate, current and has been exercised
- ☞ The Shuswap Band evacuation plan will be exercised on a regular basis
- ☞ All departments and stakeholder organizations within the community have evacuation plans for their own facilities
- ☞ Neighbouring communities are willing and able to support an evacuation by providing assistance with
 - ☞ Reception and/or resilience centres
 - ☞ Emergency Support Services (ESS)
- › All primary responder agencies are familiar with the plan and work towards its general intent
- › There is one person in the organization who is accountable for plan version control and ongoing maintenance of the plan
- › There is one person in the organization who is responsible for leading, implementing, coordinating and overseeing all evacuation planning activities
- › There is ongoing commitment from community leadership to support the evacuation plan
- › There is business continuity planning in place that identifies the continuity of essential operations during substantial events

1.3 INTEGRATION WITH OTHER RELATED PLANS AND DOCUMENTS

At this time, the Shuswap Band evacuation plan is linked to the Shuswap Band emergency plan. No agency linked plans have been shared.

It is recommended the following plans be developed and integrated:

- › Shuswap Band business continuity plan
- › Other Agency Emergency Plans

These plans will provide more detailed guidance on specific community emergency management phases. It is important to link any newly developed emergency plans or agreements from outside agencies or adjacent communities that may assist in the event of a coordinated response. Linking such plans will serve to identify how plans operate with respect to one another as well as assist users in finding relevant information quickly.

1.4 HOW TO USE THIS PLAN

The intended use of the evacuation plan is to:

- › Document and summarize best practices and lessons learned during evacuation plan activities including planning, training, exercising, socialization, activation, and process review
- › Act as a reference during an emergency or disaster for the Shuswap Band
- › Use the main plan as a general reference document and the checklists for operational guides

It is the responsibility of the Shuswap Band staff to understand and to familiarize themselves with the content in each section of the Plan. This will benefit plan users by enabling them to quickly find key information. To the extent possible, key information and best practices have been highlighted within the plan using the following icons:



These best practices can be found throughout the document



Note: Important information to take note of

1.4.1 Base Plan vs. Appendices

This evacuation plan is divided into two main sections: the base plan and the appendices. The base plan contains the background evacuation information and guidelines to assist the Shuswap Band community in planning for and conducting a community evacuation. It is designed to provide concise documentation of best practices, lessons learned and context to the community evacuation guidelines currently in place. The base plan is intentionally **NOT** prescriptive, and instead, directs users to the appendices section to find guidance on “what to do next”.

The appendices section contains quick reference material to assist the community when conducting a community evacuation as well as some evacuation reference materials.



- ↪ Appendix 1 – Elders and Known Vulnerable Populations List
An up-to-date list, or where to find an up-to-date list of Elders and Known Vulnerable Populations can be found here



- ↪ Appendix 2 – Reserve Evacuation Summaries
Information summaries of the inhabited reserves can be found here.



- ↪ Appendix 3 – Traffic Planning Information

Traffic route maps, designated muster areas, helispot locations and estimated resources can be found here.



- Appendix 4 – Band Council Resolution (BCR) Planning
A BCR checklist and template can be found here.



- Appendix 5 – Evacuation Checklists
Evacuation checklists by stage (Tactical, Alert, Order and Rescind) and position (Community Leadership and Key EOC positions) can be found here.



- Appendix 6 – Personal Preparedness Checklist
A list of personal items residents may want to consider gathering in advance of an evacuation order can be found here.



- Appendix 7 – Evacuation Templates
Evacuation specific templates and forms can be found here.



- Appendix 8 – Evacuation Maps



- Appendix 9 – Summary of Best Practices and Notes
All the notes and best practices in this document have been summarized here.



- Appendix 10 – Province of BC URLs

A list of hyperlinked website links for important resources can be found here



Appendix 11 – List of Acronyms

A list of acronyms used in this document can be found here.



Appendix 12 – List of Terminology

Definitions of Emergency Management terminology used in this document have been listed here.



Best Practice: Photocopy and store a copy of the relevant checklists in the binder of each emergency program leadership position. This binder should stay with the individual at all times. These positions include:

- › Chief and Council
- › Director of Operations
- › Emergency Program Coordinator



Best Practice: Store a set of the EOC command staff checklists in each workstation kit. The people tasked with a specific EOC role may also keep a copy in a large envelope taped to the inside of their office door. They include the following positions:

- › EOC Director
- › Information Officer
- › Operations Section Chief
- › Planning Section Chief
- › Logistics Section Chief
- › Finance Section Chief

2.0 PLAN ADMINISTRATION

2.1 CONFIDENTIALITY

This is a confidential document and in its current version, is not for public consumption. If a version is to be made public, it must be sanitized of any information that may be considered confidential by participating

agencies. This may include information such as private phone numbers or information relating to accessing certain facilities.

2.2 PLAN MAINTENANCE

The Shuswap Band evacuation plan is a dynamic working document that requires regular review and update to reflect current information and best practices. The Shuswap Band Emergency Program Coordinator (EPC) is responsible for this process. Where there is no EPC, then the responsibility rests with the Director of Operations.

The Emergency Program Coordinator will:

- › Initiate and administer the review and revision process
- › Solicit updates
- › Maintain the evacuation plan content and ensure it is up to date. Three main elements of this plan that require ongoing maintenance include:
 - › Population estimates by Reserve
 - › Agency and Stakeholder contact information
 - › Mutual Aid Agreements and MOUs
- › Initiate and administer the review and revision process

The evacuation plan should be reviewed and updated once a year at a minimum. Evacuation plan updates should occur whenever:

- › There are changes in community leadership structure, policy and/or relevant legislation
- › Gaps or improvements in policy and/or procedures have been identified during program activities such as:
 - › When an evacuation plan exercise, tabletop exercise or plan activation identifies gaps or improvements in policy and/or procedures
 - › Ongoing consultation with stakeholder groups including Shuswap Band staff, community members, first responders, partnering communities and regional districts, and any relevant regional/provincial agencies established in the area
- › The results of an after-action-review from an actual community evacuation identify new best practices or changes required to the plan

2.3 REVISIONS

All members of the Emergency Management Committee and the Emergency Operations Centre staff are responsible for ensuring all new information is brought forward for regular updating, as required.

2.4 RECORD OF AMENDMENTS

The Emergency Program Coordinator is the point of contact for any revisions. Minor revisions such as spelling, grammar and updating contact information may be completed as needed by the EPC. Major revisions such as changes to content and procedures may only be completed in consultation with the Emergency Management Committee as well as any other relevant stakeholders and departments.

Evacuation plan amendments will be documented in the Record of Amendments table located on page iii of this document. The updated evacuation plan will be re-distributed in accordance with **Section 2.5 Plan Distribution**.

2.5 PLAN DISTRIBUTION

This plan is to be distributed and tracked by the Emergency Program Coordinator. Some copies may be distributed in hard-copy, paper format while others may be distributed in electronic PDF form. When a plan copy is distributed the date of receipt will be recorded in the plan distribution table located on page iv of this document.

The current list of the plan versions and the location and/or individual it is assigned to should be kept in the master copy of the Plan. Responsibility and accountability for the master copy should be with EPC the Director of Operations or Manager.

Since this plan is a living document, any amendments must be distributed to all locations listed in the Plan Distribution table.

2.6 EXERCISING THE EVACUATION PLAN

The success of any community evacuation plan depends greatly on two factors:

1. How familiar staff are with it
2. How much training EOC staff have had specific to their role

Regular exercising parts of the plan will ensure that when your EOC is activated, staff and supporting agencies are familiar with each other and familiar with the business practices of your emergency program. Exercising the plan can be tied in with a local emergency committee. Members may include representatives from community leadership, local responder agencies, neighbouring communities, non-government support organizations, health authorities, government ministries and any stakeholder groups who may require EOC support from you at some point.



Best Practice: Exercise the evacuation plan at least once a year since this is often one of the most

critical activities a community EOC engages in.

- ↻ Consider practicing a tactical evacuation or evacuation order being delivered late in the day
- ↻ Practice identifying liaison agencies and running through their notification processes
- ↻ Consider conducting a multi-agency/stakeholder tabletop mass evacuation exercise to reaffirm roles and responsibilities (e.g., IHA, EPC, MoTI, Police of Jurisdiction, Fire Chief, etc.)
- ↻ Review the process for setting up roadblocks (e.g., identify key stakeholders and review permitting processes and Information Officer key messaging and timelines)



Best Practice: Consider adding a short tabletop exercise to the standing agenda of the Emergency Management Committee to test elements from both evacuation and business continuity plans



Best Practice: Conduct at least one multi-agency/multi-stakeholder evacuation exercise per year to help reaffirm roles and responsibilities. This could be a full day event consisting of refresher training and a tabletop exercise in the afternoon



Note: There has been consistent provincial and federal funding available to communities for emergency exercises so keep an eye open for those opportunities

2.7 TRAINING

Ongoing training is key to a successful emergency program and evacuation plan. Training can be targeted to individuals who have been identified for specific roles but it can also include core or foundational courses.

An example of general training to consider for all EOC and administrative staff can be:

- › An annual tabletop exercise testing elements of the evacuation plan and business continuity plan

An example of targeted training for individuals trained as Section Chiefs or other EOC key position can be:

- › Community Evacuation training from a reputable company

2.8 SOCIALIZING THE PLAN

It is to your benefit to socialize your emergency plan to several groups who may have some role to play during an emergency event in your community. Such groups include, but are not limited to:

- › Community Leadership

- › Key EOC Staff
- › General Staff
- › Responder Agencies
- › Neighbouring Communities
- › Other Support Agencies

It is particularly important for Chief and Council to understand their roles and responsibilities. They need to know what they are responsible for, and equally as important, they need to know what they are *not* responsible for. This is where a comprehensive training and review program may continue to build mutual trust between staff and leadership. Refer to **Section 10.0 Evacuation Roles and Responsibilities** for more information on community leadership evacuation responsibilities.

Key EOC personnel need to understand everyone's roles and responsibilities. The key EOC personnel should be a group of staff who are trained and actively involved in exercising the plan.

Educate general office administration and program staff of their roles and responsibilities during an evacuation so they understand what is expected from them. This awareness has strong linkages to effective business continuity planning. A high level of awareness among staff can be maintained by reviewing one section of the Evacuation Plan a month or include it as a mandatory agenda topic at regular staff meetings.

If responder agencies understand the evacuation plan, they will better understand their role in supporting it. Any neighbouring communities and/or other supporting agencies may be available to provide evacuation support, EOC staffing, and/or other resources so it is important to understand what that can look like in the context of the Plan.

2.8.1 Community Education

Community education with a focus on personal preparedness in advance of an evacuation is an often overlooked activity. Reduce potential evacuation challenges by developing a well-prepared community and consider scheduling annual education campaigns early spring before freshet season. Consider the following topics to include in public education campaigns:

- ☞ Tips on how residents may prepare themselves in the event of an evacuation (i.e., personal supplies, recommendations for managing pets and livestock, etc.)
- ☞ What does an evacuation alert, evacuation order and evacuation rescind mean?
- ☞ What residents can expect in the event an evacuation is deemed necessary (i.e., how the emergency/evacuation notification system will work, neighbourhood security, ESS registration, etc.)
- ☞ Where to find official and up-to-date community evacuation information (i.e., the community Facebook page, the community website)



Best Practice: If you tie in a community dinner after the mock evacuation exercise, you will likely get a good turn out and may trigger a higher level of awareness around personal preparedness

3.0 SCOPE

The area of interest for this plan is the Shuswap Band situated on the in the East Kootenay District on the left bank of the Columbia River, 1 mile north of Invermere.

4.0 EVACUATION PLAN ACTIVATION

4.1 WHO CAN ACTIVATE THE EVACUATION PLAN

The following individuals may activate the Evacuation Plan:

- › Chief and Council or designate
- › Director of Operations or designate
- › Emergency Program Coordinator

4.2 EVACUATION PLAN ACTIVATION CRITERIA

The Evacuation Plan may be activated at any level of response.



An Evacuation Plan Activation **REQUIRES:**

- ↪ The EOC to be activated (if it is safe to do so) in accordance with the Shuswap Band Emergency Management Plan
- ↪ An official recommended protective measure from the authority having jurisdiction, when determined to be the safest course of action



An Evacuation Plan Activation **DOES NOT REQUIRE:**

- ↪ Approval from EMBC
- ↪ A Band Council Resolution be issued on reserve

5.0 BAND COUNCIL RESOLUTIONS

A common practice for non-treaty First Nations is to use Band Council Resolutions (BCRs) to identify extraordinary powers when required. While BCRs are not required for First Nations communities to access

emergency support from EMBC, sharing the BCR with the local Provincial Regional Emergency Operations Centre (PREOC) clearly communicates community intentions and provides documentation for the Province.

5.1 EXTRAORDINARY POWERS

Effective emergency response often requires access to some or all common extraordinary powers that are typically identified during a formal Declaration of State of Local Emergency. The Emergency Program Act allows Treaty Nations (and Local Authorities) the ability to access some, or all extraordinary powers as required.

While declaring a SOLE is not required for non-treaty First Nations, it may be helpful to consider the following nine extraordinary powers when issuing a BCR. These 9 extraordinary powers are modelled after those identified in the provincial Emergency Program Act and are as follows:

- › Acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster
- › Authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster
- › Control or prohibit travel to or from any area on reserve
- › Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any area on reserve
- › Cause the evacuation of persons and the removal of livestock, animals and personal property from any area on reserve that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property
- › Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster
- › Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the minister to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster
- › Construct works considered by the minister to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster
- › Procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of a reserve for the duration of the state of local emergency

5.2 LEGISLATION AND REGULATIONS TO MANAGE EVACUATIONS

The Shuswap Band is supported by the Indian Act specifically as it relates to decision making around the use of band council resolutions for public safety. An existing Memorandum of Understanding (MOU) between

the federal and provincial governments enables EMBC to provide emergency management services to non-treaty nations.

While non-treaty First Nations are not legally required to follow the Federal and Provincial emergency legislation as local authorities and treaty nations are, it is a best practice for communities to:

- › Declare a local state of emergency when some or all extraordinary powers are needed
- › Cancel a local state of emergency when appropriate to do so

5.3 ISSUING A BAND COUNCIL RESOLUTION

Local Governments and Treaty First Nations who operate under Provincial legislation can access 9 extraordinary powers by declaring a State of Local Emergency. This is not available to Non-Treaty First Nations because they do not operate under the authority of the Provincial Emergency Program Act. The current best practice is to issue a Band Council Resolution (BCR) and identify the extraordinary powers required. The 9 extraordinary powers as they are identified in the Emergency Program Act and can be referenced in a BCR and are listed in **Section 5.1**.



Note: A BCR can be used to demonstrate access to extraordinary powers and to declare a State of Local Emergency on Reserve lands. A BCR applies only to reserve lands and where possible, it should be made with the consensus support of a Council majority.



Note: A BCR is NOT required for a tactical evacuation when it is necessary to move people from harm immediately or to issue any kind of Evacuation notification. They are, however, commonly used for issuing an evacuation order.



Note: A BCR is NOT required to access financial support from EMBC or ISC.



Note: BCRs are a common practice, but the same results may be better achieved by creating a by-law that identifies the process that Chief and Council will use for issuing evacuation orders and the extraordinary powers they may access.



Best Practice: Where possible, issue an Evacuation Alert to community members who may be at threat, and then draw up the formal BCR and Evacuation Order papers to have them ready in case they are needed.

5.3.1 Steps to a Band Council Resolution

The steps to using a Band Council Resolution (BCR) for an evacuation order are:

1. Confirm there is an imminent threat to some or all of the community
2. Identify the areas that are to be affected by the Resolution; this is usually a legal administrative boundary and/or a geographic description
3. Prepare a map of the affected area
4. If applicable, confirm the timeframe required for the Resolution. For reference, 7 days is the maximum allowable time for a Declaration of a State of Local Emergency (SOLE) as identified in the Emergency Program Act. It is important to note that BCRs are not bound to this rule. BCRs do **NOT** require to an expiration date.
5. Issue a letter under signature of the Chief or designate issuing a Band Council Resolution; include any extraordinary powers required as well as a description and map of the affected area
6. Send a copy of the BCR and supporting documentation to the regional EMBC office

See **Appendix 4** for the BCR Checklist.

5.4 LIMITATIONS OF THE BAND COUNCIL RESOLUTION

The police of jurisdiction are legally responsible for public safety in the area of their authority. Their current mandate takes into consideration that adults of sound mind who can make decisions about their wellbeing can legally refuse to leave their home and property. Children and adults who are not able to make informed decisions for themselves can be evacuated under several different potential legal ways. If an evacuation order is being considered, consult with the police of jurisdiction on the options for dealing with people who refuse to leave.

6.0 SHELTER-IN-PLACE

Consider shelter-in-place as the first or default option for protecting residents from a threat if it is safe to do so. A shelter-in-place order may offer the following advantages over an evacuation order:

- ☞ Improve the response outcome to a known threat
- ☞ Reduce the trauma experienced by community members
- ☞ Help promote a quicker community recovery
- ☞ Reduce the number of resources and costs required

6.1 SHELTER-IN-PLACE ORDER



A Shelter-In-Place Order **MEANS**:

- ☞ Directing residents to stay within the building they are currently in or find refuge in the closest safe building. **Appendix 5.1** – Community Spokesperson shelter-in-place key messaging
- ☞ An official recommended protective measure from the authority having jurisdiction, when determined to be the safest course of action



A Shelter-In-Place Order **DOES NOT MEAN**:

- ☞ Directing individuals to a particular ESS shelter
- ☞ The same thing as a community choosing **NOT** to evacuate after receiving recommendation to evacuate from the lead responding agency Incident Commander
- ☞ The same thing as an individual deciding **NOT** to evacuate after an evacuation order has been issued and direction has been given to immediately leave the area

A shelter-in-place order is generally issued to protect residents during the response phase from a hazard such as:

- › Accidental or intentional released chemical, biological, or radiological contaminants
- › Volcanic eruptions
- › Police incidents
- › Public disturbances
- › Severe weather events

Review the following limitations when considering shelter-in-place as the best hazard response action:

- ☞ It offers a limited level of protection
- ☞ It is not suitable for all hazards or long-term responses
- ☞ It assumes that individual's "shelter" is stable and provides protection from the hazard
- ☞ It assumes that critical infrastructure is not impacted (e.g., life-supporting utilities)
- ☞ It relies on personal preparedness and sufficient emergency supplies being available in the "shelter"
- ☞ Regular communications and information to the public is extremely important
- ☞ It may be highly stressful for those relatives and friends outside the impacted area

A shelter-in-place template for collecting resident information can be found in **Appendix 7 –Evacuation Templates**.

6.2 SHELTER-IN-COMMUNITY

A shelter-in-community occurs when residents still need access to community services. Examples of this may include:

- ☞ Warming centres during storms or prolonged power outages
- ☞ Cleaner air shelters for wildfire smoke relief

Any decisions to shelter-in-community should be made with guidance from First Nations Health Authority (FNHA) to address public health concerns. EMBC may consider some or all costs associated with shelter-in-community as eligible for reimbursement. If you are considering this as an option, contact EMBC prior to activation to confirm cost eligibility and to obtain a task number.



Best Practice: Advise residents to stay indoors and consider a cleaner air shelter for short term wildfire smoke. Depending on the potential duration of the poor air quality, consider temporarily relocating elders and vulnerable populations to an area of the Province where there is better air quality.

7.0 OVERVIEW OF EVACUATION TYPES AND STAGES

7.1 EVACUATION TYPES

In British Columbia, evacuations are characterized by the time required to evacuate a designated area. They are either tactical or strategic in nature.

7.1.1 Tactical Evacuation

A tactical evacuation is conducted when a threat is sudden and immediate. Generally, there is no time to generate plans or issue evacuation orders. Tactical evacuations are typically led by the Incident Commander for the leading responding agency such as the police of jurisdiction with assistance from other agencies such as local Fire Departments, BC Wildfire Service, Search and Rescue organizations, and/or members of the community in an official capacity. Evacuated community members often have little or no time to organize their personal belongings or make arrangements for large animals or pets. They will often self-evacuate when there is a sudden threat.

7.1.2 Strategic Evacuation

A strategic evacuation is conducted when the threat is not sudden or imminent. When planned well, a strategic evacuation may be conducted quite efficiently and may minimize overall disruptions and trauma to evacuated community members. Additionally, it will incorporate strong communication strategies including timely, relevant and concise threat status updates and pre-evacuation instructions for residents.

7.1.3 Partial Evacuation

Evacuations may be further characterized by how much of the designated area is required to evacuate as well as where residents will be evacuated to.

A partial evacuation is typically associated with the temporary displacement of one or multiple residences, a neighbourhood, or multiple subdivisions. A partial evacuation is typically supported by internal community capacity.

7.1.4 Complete Evacuation

A complete evacuation refers to the displacement of an entire community. Due to a lack of ESS capacity, complete community evacuations are typically supported externally by another community and/or several organizations.

7.1.5 Internal Evacuation

An internal evacuation refers to sections of a community being supported locally within the community. This is typically the first choice unless the Reception Centre and ESS facilities are within the designated evacuation area.

7.1.6 External Evacuation

An external evacuation refers to situations where the ability for the community to provide ESS support locally is compromised. This may include situations where the primary and secondary EOC's may not be available, critical infrastructure may be damaged, there is a safety threat to staff and supporting organizations and/or reception centres and group lodging accommodations are within the evacuation alert or order boundaries.

7.2 EVACUATION STAGES

Within strategic evacuations, there are three stages; evacuation alert, evacuation order and evacuation rescind.

7.2.1 Evacuation Alert

An evacuation alert is typically issued when a potential or current threat may lead to an evacuation order. During the alert stage, residents are asked to prepare for a potential evacuation by gathering the personal supplies and belongings required for a minimum of three days.

Typically, there is a defined geographic area and a time constraint for evacuation alert notification, such as 1 hour, 2 hours, 4 hours etc. The intent of the time constraint is to allow residents time to organize themselves in the event of an evacuation order and for the EOC to engage in evacuation pre-planning. An evacuation alert also allows the evacuation planning team to initiate early evacuations of known vulnerable populations (community members who may require special assistance) as well as relocate domestic livestock. See **Section 12.1 Known Vulnerable Populations** and **Section 12.2 Livestock Relocation** for more information. An evacuation alert may be modified as required to remove or add areas.



Note: The specifics of the individual event and how imminent the threat is may dictate the need to skip the evacuation alert stage and go straight to the evacuation order stage for certain impacted areas

7.2.2 Evacuation Order

The legal authority of the community leadership allows for an evacuation. This order is issued under signature of the head of the community leadership. Evacuation orders can be extended as the situation warrants. They can also be rescinded over part of an area and kept in place for the rest.



Best Practice: In some cases where the event crosses jurisdictional or administrative boundaries, it may make sense to declare a joint evacuation order with the other community or community leadership.

7.2.3 Evacuation Rescind

Once community leadership is satisfied that the threat has passed and evacuated community members can safely return home, rescinds are issued in writing by the Chief and Council or designate. It is common for an evacuation order to be rescinded and an alert remain in place if there is any chance of the threat returning.

A complete or partial rescind of an evacuation order may occur when the immediate threat to public safety has passed. Different options also include:

- › A partial area of the overall order area
- › The entire order area
- › A partial or entire area with an alert still in place for some or part of it

7.3 REFUSAL TO LEAVE

Adults of sound mind who can make decisions about their wellbeing can legally refuse to leave their home and property. Those who decide not to evacuate are permitted to remain only on their own property. Police of jurisdiction have legal authority to arrest and remove individuals found off their own property. Children and adults who are not able to make informed decisions for themselves can be evacuated under several different legal ways. If an evacuation order is being considered, consult with the police of jurisdiction on options for dealing with people who refuse to leave.

7.4 SELF-EVACUATION

Volunteer evacuation occurs when a community member chooses to evacuate before community leadership issues an evacuation order. Volunteer evacuations are typically **not eligible** for Provincial Emergency Social Support (ESS) resources such as food and lodging until community members are issued an evacuation order. Community leadership may choose to offer ESS support during an evacuation alert stage and ISC may also provide some support.



Note: Vulnerable populations and their caretakers evacuating under an Alert ARE ELIGIBLE for Provincial ESS support.

If an order is issued, volunteer evacuees are only eligible within the time frame the alert was issued, not from the original time the volunteer evacuation occurred and **must register for support at a designated ESS facility**, either one established on band property, or to one in a nearby community. EMBC may consider variances on a case-by-case basis. For at-risk community members requiring specialized medical or other form of special care, ESS may be available before an evacuation order is issued. Contact EMBC and request ESS for at-risk community members.

8.0 EVACUATION FLOW CHART

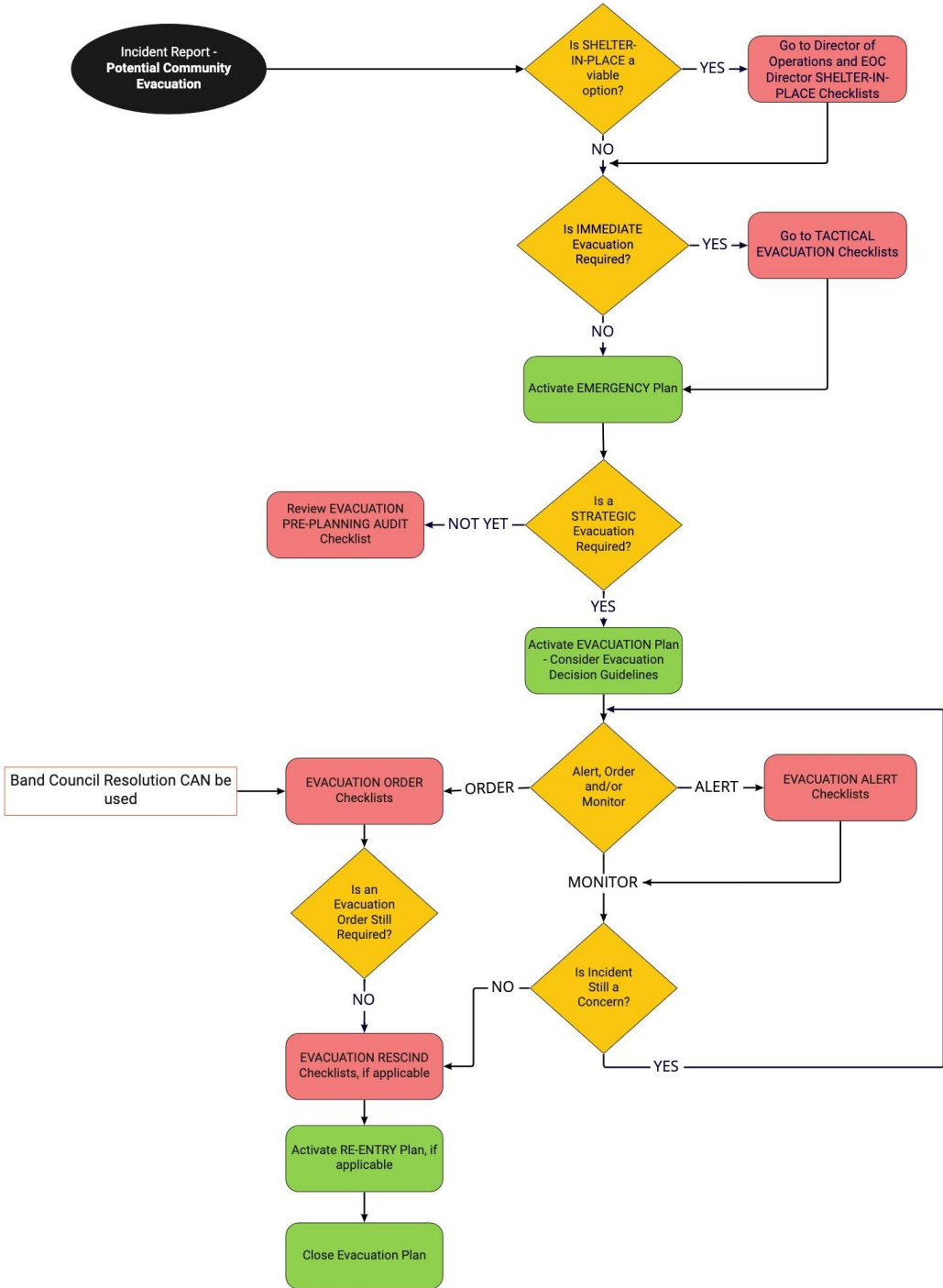


Figure 8-1 Evacuation Flow Chart
SOURCE: Innomergence

9.0 EVACUATION ORGANIZATION

9.1 EVACUATION BRANCH ORGANIZATIONAL CHART

The following diagram displays the organizational structure of the EOC and is known as the organizational chart or “org chart”. The extent to which an EOC is activated is based on the emergency response and support required. The organization chart follows the BC Emergency Management System - Incident Command Structure (ICS) model.

The Evacuation Branch typically works under the Operations Section Chief at the EOC. While the dynamics of an event will dictate actual support needs, a common starting point for an Evacuation Branch structure can look something like this:

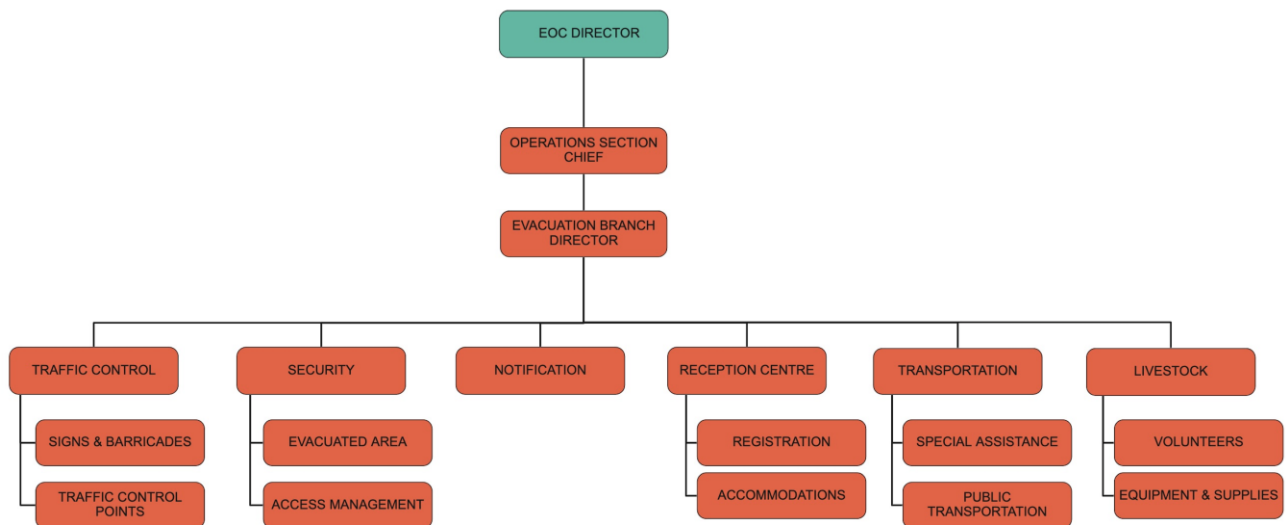


Figure 9-1 Incident Command System (ICS) Org Chart - Sample Evacuation Branch



Note: The boxes in the EOC org charts represent functions and NOT people. Not every box in the EOC organizational chart needs to be filled by a different person. One person may fill more than one box.

10.0 EVACUATION ROLES AND RESPONSIBILITIES

A successful evacuation plan requires a clear understanding of everyone's roles and responsibilities. Plan familiarization helps to create a cohesive operation where:

- › Expectations are shared and understood in advance
- › Individuals can immediately focus on their assigned tasks
- › Critical steps are not overlooked or duplicated
- › Multiple jurisdictions can integrate seamlessly

In this section, the roles and responsibilities of the key stakeholders are outlined in the context of the evacuation planning and preparedness.

10.1 SITE LEVEL

Table 10-1 Incident Command Level Roles and Responsibilities

POSITION	EVACUATION ROLES & RESPONSIBILITIES
INCIDENT COMMANDER (IC)	Responsible for: <ul style="list-style-type: none"> • The activities and safety of the responders involved at site level • Providing information and recommendations to the EOC for when an Evacuation Alert, Order or Rescind needs to be issued • If the emergency situation shows an immediate threat to the health and safety of people, the Incident Commander may initiate a Tactical Evacuation

10.2 COMMUNITY LEADERSHIP

Community leadership is responsible for requesting and identifying the various supporting agencies that can provide assistance. It is important for community leadership to understand everyone's roles and responsibilities to ensure the right knowledge, skills and resources are applied. Being familiar with the variety of support systems available in advance, will help streamline response and avoid the duplication of efforts.

Table 10-2 Community Leadership Evacuation Roles and Responsibilities

POSITION	EVACUATION ROLES & RESPONSIBILITIES
COMMUNITY LEADERSHIP (Comprised of the Chief and Council as well as the Director of Operations)	Responsible for: <ul style="list-style-type: none"> • EOC support, coordination and/or public engagement as requested by the EOC Director • Providing policy direction and establishing priorities during all phases of an evacuation, as recommended by the EOC Director • Reports to the community

CHIEF AND COUNCIL	<ul style="list-style-type: none"> • Responsible for support activities to an evacuation event in their communities • Provide strategic guidance throughout the evacuation • Not typically not involved in the EOC operations unless there are staffing shortages • Provide interpretation of existing policies, or develops new policies to address emerging situations • Provide continuity of governance • Chief or Councillor typically acts as the Community Spokesperson (with assistance from the Information Officer) • May issue a Band Council Resolution and authorize subsequent evacuation alerts, orders, and rescinds as appropriate (with assistance from the Director of Operations and/or EOC Director) • It is important they are seen by community members and the network of supporting agencies as a confident and cohesive unit • Report to the community • See Appendix 5.1 Chief and Council Evacuation Checklists
DIRECTOR OF OPERATIONS	<ul style="list-style-type: none"> • Carries ultimate responsibility for a Shuswap Band community evacuation • Liaison to Chief and Council, the EOC Policy Group, external Stakeholders and the EOC • Typically acts as EOC Director • Reports to Chief and Council during EOC activations • See Appendix 5.1 Director of Operations Evacuation Checklist
EMERGENCY PROGRAM COORDINATOR	<ul style="list-style-type: none"> • Typically acts as the Liaison Officer between Chief and Council, Director of Operations, Emergency Management Committee and the external agencies • Reports to Director of Operations • See Appendix 5.1 Emergency Program Coordinator Evacuation Checklists
COMMUNITY SPOKESPERSON	<ul style="list-style-type: none"> • This position may be designated to the Chief, Councillor, Director of Operations or Public Information Officer • May become the “face” of the emergency throughout the response and recovery process • Must remain calm and confident to reassure the impacted public • Must be available to conduct media interviews which can take place at any time of the day • Will speak on behalf of Community Leadership in all media interviews (with assistance from the Information Officer) • EOC Information Officer and EOC Director can provide support and factual information • Reports to Information Officer • See Appendix 5.1 Community Spokesperson Evacuation Checklists

10.3 KEY EOC POSITIONS

Table 10-3 EOC Evacuation Roles and Responsibilities

POSITION	EVACUATION RESPONSIBILITIES
EOC DIRECTOR	<p>Responsible for:</p> <ul style="list-style-type: none"> • Oversight of the Shuswap Band evacuation during an EOC activation (the Director of Operations has ultimate responsibility) • Activating the Shuswap Band evacuation plan • Activating the EOC • Ensuring Community Leadership and government representatives are alerted and kept informed • Working with the Evacuation Branch Director to develop evacuation strategies • Initiating/authorizing early evacuation for vulnerable populations and livestock • Managing all aspects of the evacuation process • Preparing for and coordinating Evacuation Alerts, Orders and Rescinds • Identifying and notifying potential host communities and maintaining communication between host communities through the entire evacuation process • Can be responsible for one or several events at the same time • Reports to Community Leadership • See Appendix 5.2 EOC Director Evacuation Checklists
INFORMATION OFFICER	<p>Responsible for:</p> <ul style="list-style-type: none"> • Confirming factual information for EOC Director approval before release to the public and other organizations • Disseminating frequent, up-to-date, concise and relevant information on the threat and evacuation activities to residents and the general public • Disseminating information and instructions to residents, including: <ul style="list-style-type: none"> ○ The specific areas affected ○ List of items evacuees should take with them ○ Departure times ○ Muster areas for people requiring transportation assistance ○ Simple instructions on evacuation routes ○ Reception Centre locations • Disseminating information and instructions regarding care for domestic pets and livestock • Reports to the EOC Director • See Appendix 5.2 EOC Information Officer Checklists
OPERATIONS SECTION CHIEF	<p>Responsible for:</p> <ul style="list-style-type: none"> • Working with the EOC Director to develop evacuation objectives, strategies and tactics • Assessing the number and type of resources required to achieve the evacuation objectives • Deploying and supervising evacuation resources • Ensuring evacuation objectives are completed • Sharing all evacuation updates with the Planning Section Chief

POSITION	EVACUATION RESPONSIBILITIES
	<ul style="list-style-type: none"> • Assuming the role of the Evacuation Branch Director position unless designated to someone else • Reports to EOC Director • <i>See Appendix 5.2 EOC Operations Section Chief Checklists</i>
EVACUATION BRANCH DIRECTOR	<p>Responsible for:</p> <ul style="list-style-type: none"> • Working with the Planning Section to compile known information about affected populations, scope and impacts • Making evacuation strategy recommendations to the Operations Section Chief • Identifying ESS Reception Centre and Group Lodging locations and confirming the locations with the EOC team • Collecting information on the status of evacuations • Estimating traffic capacity of designated evacuation routes and preparing an evacuation traffic plan • Coordinating with RCMP: <ul style="list-style-type: none"> ○ Door-to-door evacuation notifications ○ Selecting evacuation routes ○ Preparing an evacuation traffic plan • Estimating the time required to evacuate areas • Identifying muster areas for people who do not have transportation; identify special transportation requirements • Assisting with identifying facilities to receive evacuated animals • Reports to Operations Section Chief • <i>See Appendix 5.2 EOC Evacuation Branch Director Checklists</i>
PLANNING SECTION CHIEF	<p>Responsible for:</p> <ul style="list-style-type: none"> • Tracking and reporting the status on evacuation procedures: <ul style="list-style-type: none"> ○ Evacuation notification, number of residents evacuated, number of evacuees in reception centre facilities, etc. • Contributing traffic route maps to the Evacuation Traffic Plan • Anticipating sudden event changes that may impact evacuation operations and logistics • Supporting all aspects of Evacuation planning, including Recovery and ESS • Reports to the EOC Director • <i>See Appendix 5.2 EOC Planning Section Chief Checklists</i>
LOGISTICS SECTION CHIEF	<p>Responsible for:</p> <ul style="list-style-type: none"> • Coordinating provisions for: <ul style="list-style-type: none"> ○ Evacuation of an area (transport vehicles, barricades, signs, heavy equipment, etc.) ○ Supporting evacuees (food, beds, clothing, water/water trailers, medical supplies, animal and pet supplies, sanitation services, lighting, generators, etc.) • Setting up Reception Centres and/or Mass Shelters • Activating mutual aid agreements • Reports to the EOC Director • <i>See Appendix 5.2 EOC Logistics Section Chief Checklists</i>

POSITION	EVACUATION RESPONSIBILITIES
FINANCE SECTION CHIEF	Responsible for: <ul style="list-style-type: none"> • Tracking costs and the reimbursement process for evacuation activities • Confirming the financial expenditure approval process with the Operations Section Chief and the Logistics Section Chief • Confirming the EMBC EAF submission process with Logistics • Reports to the EOC Director • See Appendix 5.2 EOC Finance Section Chief Checklists
EMERGENCY SUPPORT SERVICES (ESS)	Responsible for: <ul style="list-style-type: none"> • Working with EOC to determine locations of Reception Centres (RC) and Group Lodging (GL) • Establishing and managing RC and/or GL facilities under direction from the EOC • Evacuee Registration intake • Collecting and coordinating evacuee support needs and services • Communicating resource needs to the EOC • Dispensing essential supplies (e.g., food, water, beds, sanitation services, clothing, medical equipment, and supplies) to evacuees • Providing regular situational awareness to the EOC and EMBC on a variety of topics (e.g. number of registrants, approximate value of referrals distributed, additional supports required, and the current status of operations) • Reports to the Operations Section Chief

10.4 PROVINCIAL GOVERNMENT SUPPORT

Depending on the type of incident, a variety of ministries may be assigned to respond. These agencies can provide subject matter expertise. Emergency Management British Columbia (EMBC) is also available to assist and to provide contact information for any lead, or supporting roles or resources required.



Best Practice: Consider requesting all directly involved agencies provide a liaison to physically attend the EOC. Some may have limited capacity, but others will be able to provide a liaison. All agencies will provide a primary contact.

Consider establishing a regular schedule of communications with each supporting agency involved. Most will defer to the daily EMBC coordination call held at your request, but it is critical for enhanced situational awareness that you have constant regular communications with the agencies, appropriate to the severity and stage of the event.

Each of the following agencies either have a mandate to support public safety and/or have some support services that can be engaged.

Table 10-4 Provincial Government Evacuation Roles and Responsibilities

AGENCY	ROLES & RESPONSIBILITIES
<p>BCEHS</p> <p>BC Emergency Health Service (Formerly BC Ambulance Service)</p> <p>Emergency: 911 or 1-800-461-9911 Non-Emergency: 250-342-9292 – Invermere</p>	<ul style="list-style-type: none"> Responsible for medical aid to injured people Have a provincial agreement to evacuate any facilities owned by the Interior Health Authority and used to provide medical care During initial response stages, they may provide dedicated support to the responder agencies May provide a liaison to attend EOC as required
<p>BC OGC</p> <p>BC Oil and Gas Commission</p>	<ul style="list-style-type: none"> Monitors oil and gas activities in immediate area and prescribed zone around area Contacts permit holders with assets within and surrounding evacuation area to ensure they are aware of the situation and taking precautions, if necessary, and enable ongoing communication between responding parties Releases safety advisories to permit holders updating them on emergency event conditions
<p>BC Wildfire Service</p> <p>(Part of FLNRORD)</p> <p>Report a Fire: 1-800-663-5555 *5555 (cellphone)</p>	<ul style="list-style-type: none"> Responsible for leading the response to all wildfire operations on crown lands and on Reserve Lands by agreement with Indigenous Services Canada Provides recommendations to First Nations and Local Authorities on Evacuation Alerts, Orders and Rescinds as it pertains to wildfires Assists with delineation and mapping for boundaries of recommended Evacuation Alerts and Orders May provide a dedicated community liaison to the EOC if requested WILL NOT PUT OUT STRUCTURE OR VEHICLE FIRES Will provide sprinkler protection units and personnel for protection work around structures and critical infrastructure
<p>CAF</p> <p>Canadian Armed Forces</p> <p>1-800-663-3456 (EMBC)</p>	<p>Through written request by the Province in the form of a Request for Federal Assistance (RFA):</p> <ul style="list-style-type: none"> May provide extraction services to trapped evacuees May deliver emergency resources to difficult-to-reach areas May provide needed support as authorized by RFA May provide personnel and support for activities in support of wildfire and flood control Activated upon a request from EMBC through Public Safety Canada May provide a liaison to attend EOC as required
<p>EMBC</p> <p>Emergency Management BC</p> <p>Emergency: 1-800-663-3456</p>	<ul style="list-style-type: none"> Provides an EMBC Task Number for tracking purposes; this is necessary for any cost reimbursements from the Province Facilitates connection to supporting and assisting agencies Can provide financial support, secure additional resources (through resource requests and expenditure authorization for critical resources i.e. transportation services, security, physical blockades and Search and Rescue)

<p>Non-Emergency: 250-371-5240</p>	<ul style="list-style-type: none"> • Upon request from the community EOC, they will host a multi-stakeholder coordination call starting in the first hour after the event has initiated and then scheduled as required • May re-broadcast Community Leadership social media posts and website information • It can be beneficial to request that an EMBC Regional Manager attend the EOC in person for the first few operational periods • Accesses provincial volunteer resources (i.e., Search and Rescue, ESS Mobile Support Team, Provincial Emergency Radio Communications Service, PEP Air, Road Rescue) as required • Coordinates any national and international supports required for impacted communities
<p>FLNRORD Ministry of Forests, Lands, Natural Resource Operations and Rural Development</p>	<ul style="list-style-type: none"> • May provide subject matter expertise • Issues advisories and provides forecast updates through River Forecast Centre (RFC) • Communicates with First Nations and Local Authorities on diking Authorities on flood mitigation works • Can provide technical subject matter expertise to natural resource management and reforestation • May provide expertise for support to rural economic development recovery • May provide a liaison to attend EOC as required
<p>FNHA First Nations Health Authority EH Duty Officer: 1-844-666-0711</p>	<ul style="list-style-type: none"> • Support First Nation communities to respond to emergency events • May provide First Nations communities with support and essential services through existing programs for wellness and health emergency management in First Nations communities <ul style="list-style-type: none"> • This may include resources such as potable water testing, air quality and access to health care • May provide subject matter expertise to and/or environmental health staff to support re-entry planning and rapid damage assessment for First Nations communities • May provide a liaison to attend EOC as required
<p>IHA Interior Health Authority 1-250-469-7070 (Corporate Office)</p>	<ul style="list-style-type: none"> • Maintains a network of hospitals, clinic and first aid posts in rural areas • BCEHS has agreement with IHA for transport of medically infirm from their facilities during an evacuation; confirm with IHA that this extends to their home stay clients • Can provide technical subject matter expertise to support re-entry planning • Provide a liaison to attend EOC required
<p>ISC Indigenous Services Canada 1-800-567-9604</p>	<ul style="list-style-type: none"> • Has a legal mandate for public safety of on-reserve community members, which they extend through an agreement with EMBC to provide emergency management support services • May provide funding for unusual expenses not typically covered through the Provincial legislation • Supports community preparedness through the EMAP on a proposal basis
<p>MoECC</p>	<ul style="list-style-type: none"> • Monitors, augments, or takes over the response to hazardous materials (hazmat) incidents related to evacuations on provincial crown land

<p>Ministry of Environment and Climate Change</p> <p>Emergency: 1-800-663-3456 (EMBC)</p> <p>Non-emergency: 1-800-663-7867 or 604-660-2421</p>	<ul style="list-style-type: none"> • Provides technical advice to EOCs, First Nations and Community Leadership Fire Departments or Public Works • Identifies and evaluates immediate risks and impact on environment, human health or infrastructure and as necessary advise agencies or parties to take protective action (i.e., shelter-in-place and evacuations) in the context of hazardous spills • Declares a State of Environmental Emergency when required • Orders response or recovery actions to protect the environment and human health • May provide subject matter experts for advance planning support for hazardous materials management and natural resource management in EOC on a temporary basis
<p>MIRR</p> <p>Ministry of Indigenous Relations and Reconciliation</p>	<ul style="list-style-type: none"> • May provide community liaison services if requested • May provide support to consultation activities related to longer term recovery • May provide program support & expertise to economic recovery activities; may or may not have funding sources
<p>MoTI</p> <p>Ministry of Transportation and Infrastructure</p> <p>Emergency: 1-866-707-7862</p> <p>Non-emergency: 250-828-4220</p>	<ul style="list-style-type: none"> • Works closely with First Nations and Local Authorities, and Police of Jurisdiction during the pre-planning of an Evacuation concerning traffic route selection, capacity and conditions and ensuring that all detours are viable for all types of traffic • Provides assistance with proposed messaging to public through DriveBC about alternate routes once an Evacuation Order is in effect • Responsible for traffic control in and out of evacuated areas with respect to provincial highways; can provide flagging contractors • Local Maintenance Contractors conduct roving patrols, assisting evacuees with breakdowns along the route or fuel shortages, etc. • Has the authority to stop and redirect traffic • Prior to Evacuation Rescind, works closely with EOC to establish timing of re-entry, and ensuring transportation infrastructure is in a condition to support evacuees returning home • May provide a liaison to attend EOC as required
<p>MTAC</p> <p>Ministry of Tourism, Arts & Culture</p> <p>1-800-663-7867</p>	<ul style="list-style-type: none"> • May provide support to consultation activities related to longer term recovery • May provide program support & expertise to economic recovery activities; may or may not have funding sources
<p>PSC</p> <p>Public Safety Canada</p> <p>1-800-865-5667</p>	<ul style="list-style-type: none"> • Coordinates Provincial Request for Federal Assistance (RFA) and works with federal family to provide support on behalf of the Government of Canada
<p>RCMP</p> <p>Emergency: 911</p> <p>Non-Emergency: 250-342-9292 - Invermere</p>	<ul style="list-style-type: none"> • Has a legal mandate for public safety, which includes leading tactical and strategic evacuations as well as maintaining security on the evacuated properties • Will require information, direction and support from the Community EOC related to evacuation routes and reception centres

	<ul style="list-style-type: none"> • Will lead door knocking Evacuation Order notifications to residents, provide traffic control, increase outbound road capacity and control access into the evacuated zone • ANTICIPATE THEY WILL NOT BE ABLE TO PROVIDE ENOUGH RESOURCES FOR 24/7 SECURITY IN EVACUATED AREAS • Facilitate Temporary Access as directed by EOC • Provide liaison to attend EOC as required
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10.5 NON-GOVERNMENT ORGANIZATIONS

Table 10-5 Non-Government Roles and Responsibilities

AGENCY	CONTACT NUMBERS	ROLES & RESPONSIBILITIES
Alert Canada Animal Lifeline Emergency Response Team	250-809-7152 info@alertcanada.org	<ul style="list-style-type: none"> • Dedicated to animal welfare through the preparation for and the rescue of domestic animals and livestock in a disaster. • Penticton, BC based charity
BC211	2-1-1	<ul style="list-style-type: none"> • 24hr service helping to connect your community with appropriate programs and services (e.g., basic needs (food and shelter), mental health and addictions support, legal and financial assistance, support for seniors, etc.)
BCSPCA	250-376-7722	<ul style="list-style-type: none"> • Can provide emergency boarding of pets and distribute pet food and supplies for evacuees • Can provide emergency boarding of pets and distribute pet food and supplies for evacuees.
Billy Graham Rapid Response Team	1-403-219-2300 or 1-800-293-3717	<ul style="list-style-type: none"> • Crisis trained chaplains provide emotional and spiritual care
Canadian Disaster Animal Rescue Team (CDART)	Info@cdart.org	<ul style="list-style-type: none"> • Disaster response services for domesticated animals • Can deploy to a site or support remotely
Canadian Red Cross	Emergency Contact Line 1-888-800-6493	<ul style="list-style-type: none"> • Can provide services related to family reunification and reception centre management • Ability to fund activities related to emergency shelter, food and clothing after EMBC Emergency Support Services (ESS) program support is unavailable • Can raise and distribute funds targeted at the specific event and develop programs for distribution of funds to local community members, businesses, and governance • May provide a liaison to attend EOC as required
Disaster Aid Canada	1-778-265-8821	<ul style="list-style-type: none"> • Can provide and assist in delivering humanitarian aid, shelter, sustainable water systems and hygiene products
FNESS	1-888-822-3388	<ul style="list-style-type: none"> • Can provide technical guidance around wildland fuels management and structural fire protection

First Nations Emergency Services Society	604-669-7305 or 250- 377-7600	<ul style="list-style-type: none"> • May be able to source EOC support personnel internally and/or from other communities • May provide forest fuel treatment works funding by ISC • Conducts FireSmart training, firefighter training, run workshops, fire awareness and prevention and supports EM plan development • Operating mandate is for First Nation land only • May provide a liaison to attend EOC as required
Mennonite Disaster Service	1-866-261-1274	<ul style="list-style-type: none"> • Can mobilize and support large numbers of volunteers for clean-up, repair and rebuilding homes • Can provide a liaison to attend EOC as required
Salvation Army	Contact EMBC and ask for contact info: 1-800-663-3456	<ul style="list-style-type: none"> • Can provide volunteer services related to food & hydration, spiritual care, donations management, disaster social services, and long-term recovery • Have some capacity around emergency financial assistance to support survivor essential needs • May provide a liaison to attend EOC as required
Samaritan's Purse	1-800-663-6500	<ul style="list-style-type: none"> • Can mobilize and support large numbers of volunteers for disaster debris clean up in homes and neighbourhoods • Can provide liaison to attend EOC as required
St. John Ambulance	250-561-1596	<ul style="list-style-type: none"> • Can provide first aid services for reception centres and muster points • May have some capacity around transportation of medically infirm but BCHES should be consulted prior to engaging St. John Ambulance for medical transport • May provide a liaison to attend EOC as required
Spirit's Mission	1-250-938-2211	<ul style="list-style-type: none"> • Animal welfare, re-homing
Team Rubicon Canada	info@teamrubicon.ca	<ul style="list-style-type: none"> • Can assist with Rapid Damage Assistance, sifting, home repairs, home rebuilds, cleaning and debris removal
World Renew	1-888-975-3769	<ul style="list-style-type: none"> • Can help with debris removal, assess unmet needs, home repairs and home rebuilds

10.6 MUTUAL AID

Table 10-6 Mutual Aid Roles and Responsibilities

AGENCY	ROLES & RESPONSIBILITIES
City of Cranbrook Non-emergency: 800-728-2726	<ul style="list-style-type: none"> • May provide support personnel to EOC under contract; possibility of joint EOC model • May provide ESS support for evacuation in the form of personnel, reception centre and/or evacuee temporary shelter
City of Kimberly Non-emergency: 250-427-5311	<ul style="list-style-type: none"> • May provide support personnel to EOC under contract • May provide ESS support for evacuation in the form of personnel, reception centre and/or evacuee temporary shelter
District of Invermere Non-emergency: 250-342-9281	<ul style="list-style-type: none"> • May provide support personnel to EOC under contract • May provide ESS support for evacuation in the form of personnel, reception centre and/or evacuee temporary shelter
Town of Golden Non-emergency: 250-344-2271	<ul style="list-style-type: none"> • May provide support personnel to EOC under contract • May provide ESS support for evacuation in the form of personnel, reception centre and/or evacuee temporary shelter
Regional District of East Kootenay Non-emergency: 250-489-2791	<ul style="list-style-type: none"> • May provide support personnel to EOC under contract • May provide ESS support for evacuation in the form of personnel, reception centre and/or evacuee temporary shelter
Secwepemc Health Caucus Non-emergency: 250-571-1000	<ul style="list-style-type: none"> • May provide support personnel to EOC under contract • May provide ESS support for evacuation in the form of personnel, reception centre and/or evacuee temporary shelter

11.0 WHEN TO EVACUATE

The decision to evacuate can be complicated by many factors. The decision should always be made with the best available information and/or on the recommendation from subject matter experts. The decision to Shelter-In-Place should also be considered as a first option whenever possible.

Some incidents occur with little warning and/or escalate quickly, requiring an immediate tactical evacuation. These decisions are typically made using the best information available from the responders on site. The EOC can activate as appropriate to support these types of events. Some events may afford time for strategic planning. In either case, the evacuation checklists included in this plan will provide guidance. Where they may not be specific to a threat and/or circumstances, they can readily be adapted to meet the dynamic nature of the event.

Examples of decision triggers for wildfire and hazardous material spill, two main threat types for the Shuswap Band community are presented for context.

11.1 WILDFIRE

Depending on conditions, fire behaviour can be explosive in nature so each decision to evacuate should consider these triggers as well as other prevailing factors at the time. It is best to also include fire behaviour modelling and recommendations from the BC Wildfire Service in the decision-making process.

Decision making guidelines can include:

- › Time for fire to reach community boundary < 48 hours under current & forecast weather conditions **AND:**
 - › Fire is out of control or not contained in next 24 hours **AND**
 - › Fire has the potential to move toward the community
- › Time for fire to reach community boundary < 24 hours under current & forecast weather conditions **AND:**
 - › Fire is out of control or not contained in next 6 hours **AND**
 - › Fire has the potential to move toward the community
- › Fire is at or inside community boundary **AND:**
 - › Is out of control **AND**
 - › Has potential to threaten community or homes within 24 hours
- › Fire is inside community boundary **AND/OR** immediately threatening homes



Best practice: Anticipate late afternoon wildfire evacuation orders and alerts by preparing potential evacuation documents and maps in advance

11.2 HAZARDOUS MATERIALS (HAZMAT) SPILL

Examples of hazmat evacuation triggers could include:

- › A sudden unplanned event such as a motor vehicle accident that is in or near the community and/or upwind if there is a smoke/gas plume
- › An explosion in or near the community that involves dangerous goods
- › Residue from a clandestine drug lab illegally dumped in or near the community

11.1 GENERAL METHOD FOR CALCULATING EVACUATION TRIGGERS

A simple formula that is commonly used for calculating evacuation triggers for all hazards is as follows:

FORMULA FOR DETERMINING EVACUATION TIMELINE

Time required to process the paperwork (drafting and sign-off) +
 Time required to mobilize notification personnel +
 Time required to notify impacted population +
 Time required to physically conduct the evacuation +
120 minutes contingency =
Trigger point for evacuation

Figure 11-1 General Method for Calculating Evacuation Triggers

Source: EMBC

Some incident-specific factors that may influence the estimated time required to complete each stage in the evacuation timeline include, but are not limited to:

- ☞ How imminent the threat is
- ☞ Area and/or facilities at risk
- ☞ Population size and demographics
- ☞ Time of year, day of week and time of day
- ☞ Current and forecasted weather
- ☞ Whether neighbouring communities are impacted
- ☞ Where impacted residents can be evacuated to
- ☞ Evacuation route availability and capacity
- ☞ Availability of transportation resources
- ☞ Availability of support agencies and resources
- ☞ Advice received from the responding agency Incident Commander and/or available hazard-specific subject matter experts (i.e., Traditional Indigenous Knowledge Keepers and technical specialists)

12.0 SPECIAL CONSIDERATIONS

Pre-planning goes a long way in the event of an evacuation. It is important to consider, identify, and prioritize the different types of evacuation assistance that may be required for a community.

12.1 KNOWN VULNERABLE POPULATIONS

Additional time is typically needed to evacuate residents requiring special care and assistance. It is a best practice to consider moving vulnerable populations during the Evacuation Alert stage to accommodate residents who require special care and assistance without the increased intensity and stress often experienced during an evacuation order.



Best practice: Collect information to better understand any specific care needs well in advance

Examples of vulnerable populations may include, but are not limited to the following:

- › Residents with communication challenges (i.e., limited ability to speak, see, and hear; read or understand English, limitations in learning and understanding)
- › Residents with medical challenges (i.e., assistance with bathing or feeding, managing medications, on dialysis or oxygen, requiring power-dependent equipment to sustain life)
- › Residents with independence challenges (i.e., maintaining functional independence with medical equipment such as wheelchairs, walkers or scooters)
- › Residents with supervision needs (i.e., persons with dementia or Alzheimer's, prisoners, and unaccompanied children)
- › Residents with transportation needs (i.e., persons unable to drive due to disabilities, legal restrictions, socio-economic factors)
- › At-risk populations (i.e., transient or homeless, substance abuse issues, mental health challenges, partner/family violence and those experiencing intergenerational trauma)
- › Residents who are economically disadvantaged, uninsured or homeless
- › Residents who are pregnant or trans-gender
- › Residents who are LGBTQSAI+

See the Shuswap Band Health Department for a current list of known vulnerable populations (Elders, youth and children as well as medically and mentally infirm).



Best practice: Proactively engage known vulnerable individuals and confirm arrangements for safe travel to a Reception Centre or host community if required.

Examples of properties and facilities and their associated population that may be vulnerable during an evacuation due to a high density of people, may include, but is not limited to:

- › Places of worship
- › Community facilities
- › Multi-family accommodations / housing

See **Appendix 1** for a list of Shuswap Band community facilities that may include known vulnerable populations.

The day of the week and time of day may pose different challenges and may influence the time needed to mobilize the community in the event of an evacuation. It is encouraged that the Shuswap Band work collaboratively with any businesses, social support agencies and faith groups located within their jurisdiction.



Best practice: Consider authorizing the evacuation of support personnel for vulnerable people in the early stages of an evacuation (e.g., a family, friend or caregiver to lessen undue stress to the vulnerable person). See Appendix 7 – Extraordinary Evacuee Authorization Form.

12.2 LIVESTOCK RELOCATION

Livestock owners have primary responsibility for evacuating their livestock. EMBC supports the evacuation of domestic livestock located on and off reserve boundaries during an Evacuation Alert. The intent is to move the animals to a safe location to ensure that traffic routes are not clogged with livestock trailers when it comes time to evacuate people. EMBC does **NOT** provide support to community members with hobby farms or pets.

Encourage livestock owners to pre-plan well in advance of an evacuation. Livestock owner pre-planning activities may include:

- ↻ Reviewing available farm insurance programs for financial assistance
- ↻ Contacting the BC Cattlemen’s Association, BC Horse Council or other associations/organizations that support domestic livestock activities
- ↻ Creating a network/resource list with livestock owners in the community and in neighbouring communities and commercial horse-riding communities to:
 - ↻ Assist each other in the event of an evacuation
 - ↻ Develop a notification process within the group
- ↻ Finding a host location or a location for the animals for the duration of an evacuation period
 - ↻ Identify where beef cattle / not lactating cattle will move
- ↻ Arranging immediate transport measures

- ☞ Arranging food and water supplies for the duration of an evacuation period
- ☞ Identifying any outstanding resources that may be required

It is in the best interest of a community EOC to conduct livestock evacuation planning, notification and procedures well in advance of an evacuation order to allow for the potential for emergency routes to be temporarily congested. A few evacuation pre-planning considerations for Community leadership include:

- ☞ Holding a farming community (including private horse owners and hobby farm owners) meeting to:
 - ☞ Communicate relevant, up-to-date information on the situation and status of the threat
 - ☞ Develop a plan for how and when livestock owners will be notified
- ☞ Prioritizing the evacuation of areas (livestock farmers) based on priority
- ☞ Confirming evacuation traffic route
- ☞ Confirming/compiling owner contact information, type and approximate number of animals within each area or reserve
- ☞ Confirming the number of volunteers required to assist with movement of animals
- ☞ Equipment and supplies (i.e. fencing, stalls, feeding, watering, safety)
- ☞ Documenting original condition of host locations to track and assess any damages
- ☞ Confirming large animal veterinarian services are available during movement of animals if required
- ☞ Confirming a plan for livestock disposal if required
- ☞ Ensuring any unidentified stock requiring evacuation has ear tags or is marked with paint

See **Appendix 11 BC Government URLs** for the following livestock relocation (pdf) resources:

- ☞ MoAFF Planning for Livestock Relocation during and Emergency Checklist
- ☞ EMBC 2.01 Livestock Relocation Policy
- ☞ EMBC Procedures for Livestock Relocation Reimbursement
- ☞ EMBC Relocation Rate Card
- ☞ EMBC Livestock Relocation FAQs



Best Practice: Relocate domestic livestock (if necessary) during the Evacuation Alert stage



Note: Many of the direct costs required to move livestock and support livestock producers are eligible response costs through EMBC when certain conditions are met. (A SOLE is NOT required to evacuate livestock or to be eligible for financial reimbursement from EMBC during the Alert stage) Contact EMBC prior to relocating livestock to confirm eligible reimbursement costs

12.3 DOMESTIC ANIMALS

Residents have primary responsibility for evacuating and finding shelter and care for their pets. Evacuation efforts should always be prioritized to assist humans. However, many people view their pets as members of their family and may hesitate to leave their home because they refuse to leave pets behind and/or they're concerned for their pet's well-being.

For this reason, it is a best practice to educate residents of their responsibility to provide food and water and to pre-arrange boarding in the event of an evacuation and for local authorities to provide options for domestic animal care.

Be prepared to facilitate shelter and care (i.e., food, medical) for domestic animals and to coordinate efforts with potential resources such as veterinarians, local and regional animal humane groups such as the SPCA, and volunteers. EMBC may not consider costs associated with caring for pets or non-domestic livestock during evacuations as eligible costs.

In the event domestic animal care services will be provided, review the following pre-planning considerations:

- ☞ Confirm any public health considerations and liability issues in advance
- ☞ Protocols for rescue workers who encounter animals
- ☞ Confirm key messaging to evacuee owners (e.g., how much food to bring, if kennel cases are required, etc.)



Best Practice: Educate residents of their responsibility to provide food and water and to pre-arrange boarding in the event of an evacuation. See Appendix 10 – Province of BC URLs – Evacuation for a Pet Planning Template weblink



Note: Domestic animals need to be housed in a facility separate from Group Lodging facilities due to potential allergies from exposure



Note: In most cases Emergency Support Services (ESS) coordinates a pet services function with assistance from local animal shelters and non-profit organizations

12.4 EVACUATION CONSIDERATIONS

See Appendix 3 for a list of evacuation considerations and potential challenges.

13.0 CRITICAL INFRASTRUCTURE

Critical infrastructure in the context of community evacuation planning refers to facilities and assets that are owned or utilized by the community, have dependencies that exist between them, are deemed essential to the daily operations and services of Shuswap Band, and are directly linked to community resiliency.

See the Shuswap Band emergency plan for a list of the critical infrastructure.

13.1 RECEPTION CENTRES

Depending on the nature and scale of an event, in-person support services may be delivered on site or at a safe facility known as a reception centre. Community centres, churches, recreation centres and schools are often selected as community reception centres. See Figures 13-1 and 13-2 for sample Reception Centre set-up diagrams.

When selecting a suitable reception centre, consider the following questions:

- › Can it manage the number of estimated volume of evacuees, including possible expansion if other evacuations occur in the area?
- › Does it have enough space for other support agencies?
- › Can it facilitate some level of food services, whether it be a commercial kitchen or imported food trucks?
- › Does it have adequate parking?
- › Does it have adequate washroom and personal hygiene facilities?
- › Will it be available for the expected duration of the evacuation?
- › Does it possibly allow for domestic pets to be kenneled within close proximity
- › Could mass shelter be possibly co-located with this facility?

Reception Centres for the Shuswap Band community will be coordinated through EMBC and the Regional District of East Kootenay.

13.2 SAMPLE RECEPTION CENTRE SET-UPS

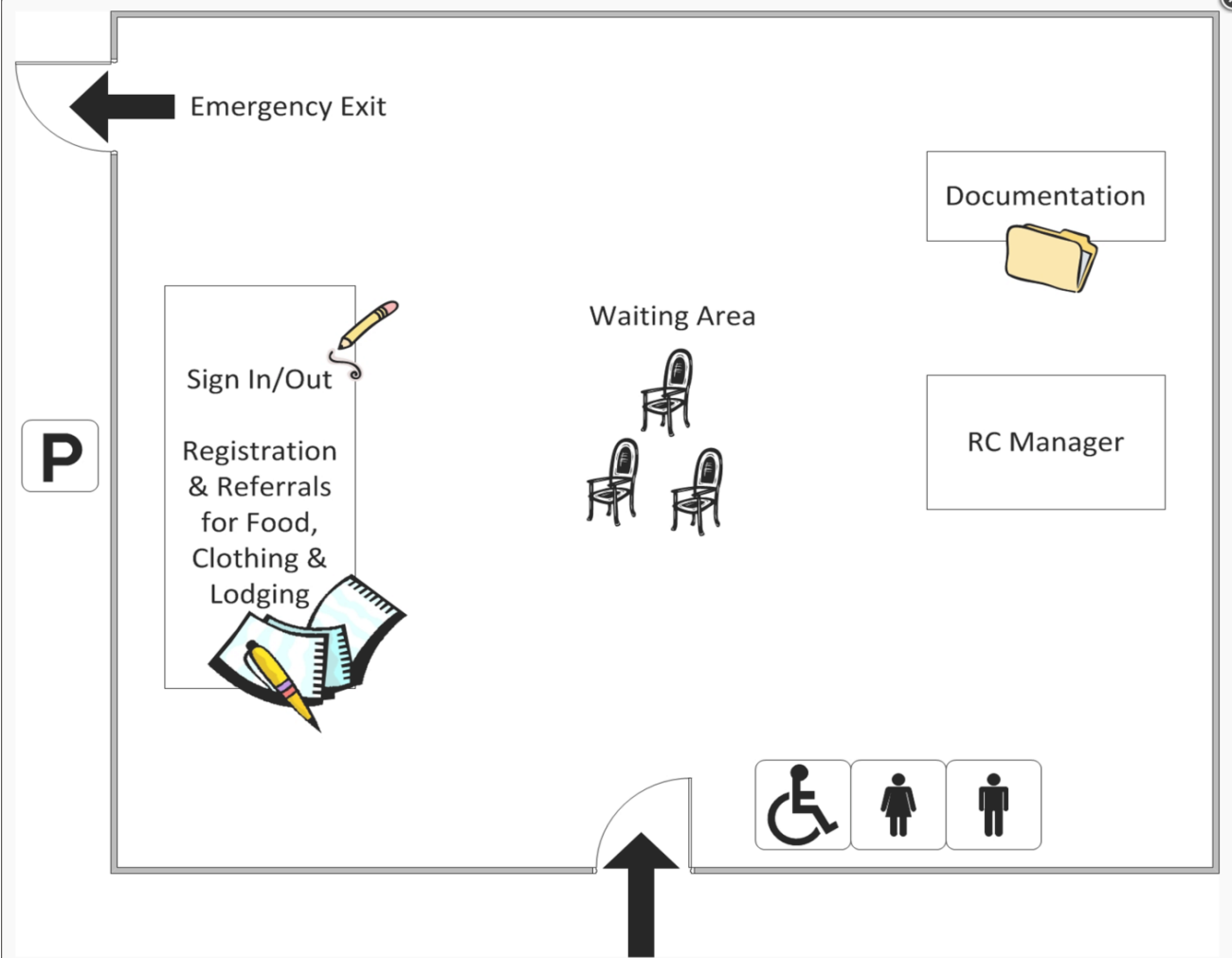


Figure 13-1 Reception Centre - Minimal Services Sample Set-up Diagram
SOURCE: EMBC Emergency Training Manual

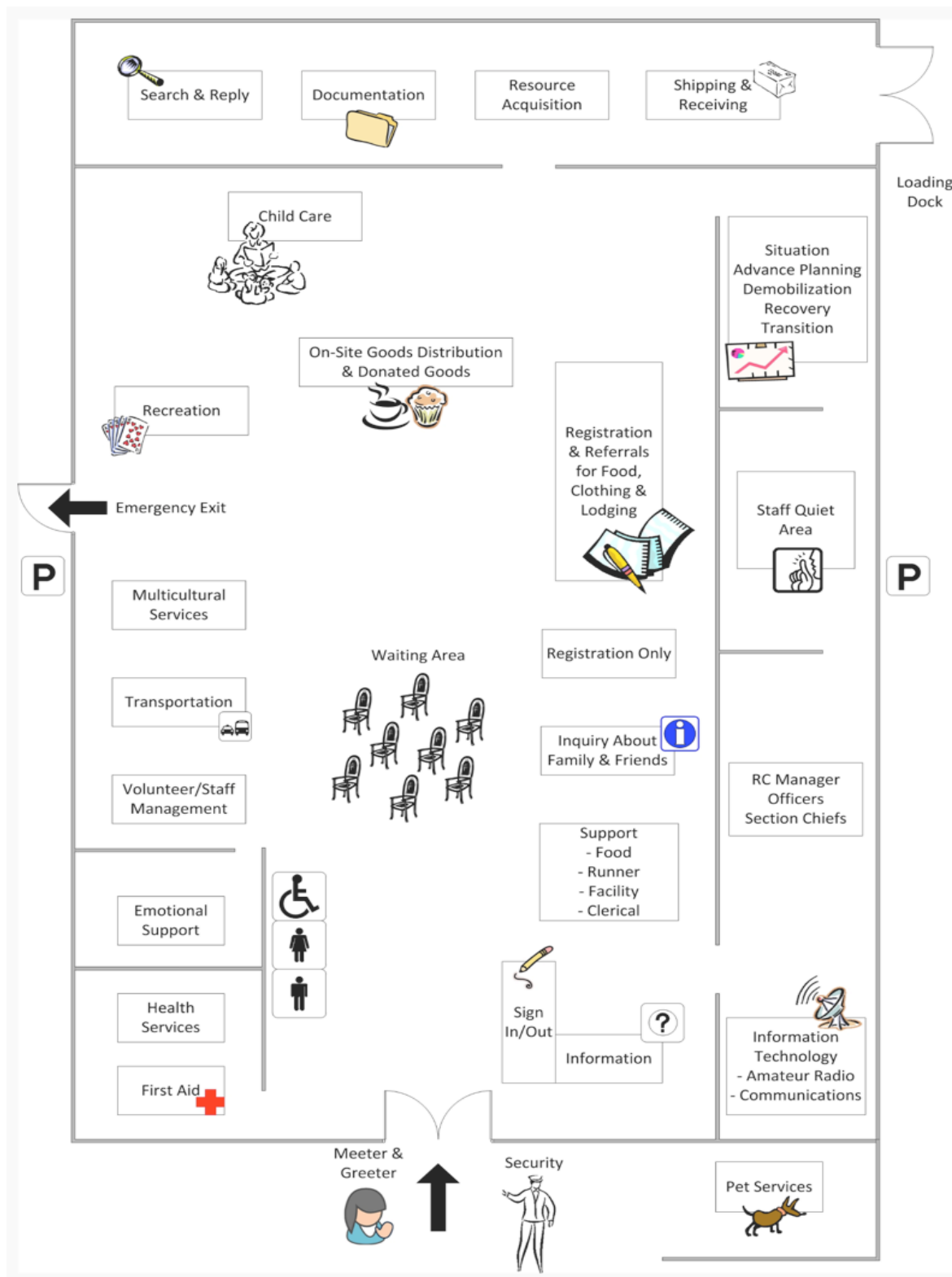


Figure 13-2 Reception Centre - Full Services Sample Set-up Diagram
 SOURCE: EMBC Emergency Training Manual

14.0 EVACUATION BY ROAD

Evacuation by road is the preferred and most effective method of travel when it is safe to do so. The location, proximity and severity of the threat will ultimately determine the viable traffic routes and potential reception centres. Furthermore, other factors such as available ESS facilities may require sections of the community to evacuate to different locations.

To maximize evacuation efficiency, consider:



Utilizing all outbound viable traffic corridors



Designating emergency response traffic routes for first responder vehicles



Designating all lanes of select main corridors for outbound traffic flow



Pre-positioning traffic control points (personnel to direct traffic) at key bottle neck intersections



Pre-positioning tow trucks at locations where there is a potential for large transport vehicles to block traffic routes and to assist broken down vehicles if required



Coordinating evacuation route planning with MoTI, Public Works, the Police of Jurisdiction and other appropriate authorities (i.e., BC Parks and FLNRORD) to confirm:

- ☞ Current road conditions and industrial use
- ☞ Traffic routes are open and safe
- ☞ Traffic resources are in place



Establishing Security Checkpoints to prevent unauthorized Personnel from entering or leaving the evacuated area

See **Appendix 3 Traffic Route Planning** and **Appendix 8 Maps** and for the summary of muster areas, traffic control points, and evacuation routes.



Best Practice: Copy and distribute the Traffic Route Planning Section of the plan to agencies such as the Public Works department, RCMP and Ministry of Transportation (MoTI) so that all are working from a common approach.

14.1 INTERNAL EVACUATION

Localized or internal evacuations are typically associated with the temporary displacement of one or a few residences. Residents will register at one of the two designated internal Reception Centres; the Shuswap Band Community Centre or the Enderby Arena/Curling Rink. See **Appendix 3** for the main internal traffic routes and estimated travel times.

14.2 EXTERNAL EVACUATION

Mass or external evacuations are typically associated with the displacement of multiple homes and areas and where Indian Band is unable to provide ESS support locally. See **Appendix 3** for the main external traffic routes and estimated travel times.

Consider other potential host communities in the event ESS capacity is full in nearby locations. Other communities to consider include Kamloops and Vernon.

14.3 TRANSPORTATION

Estimate the number of residents requiring transportation and create a plan for transportation resources in advance. See the **Appendix 3** for a list of Shuswap Band transportation resources.

Instruct residents to make their way to the designated muster areas. From there, the buses will relocate community members to a safe zone or Reception Centre. If the community buses are not available, contact BC Transit Kamloops for any additional buses required.



Best practice: If possible, contact BC Transit handyDART before an Evacuation Alert to request resources be placed on standby

15.0 EVACUATION BY AIR

If traffic routes are no longer safe to travel, then contact EMBC to request assistance with procuring aircraft for the evacuation. They will engage services such as BC Wildfire Services to find and manage the aircraft while you focus in on getting people out to a safe location. Helicopter landing zones, also commonly referred to as helispots, have been identified within each inhabited reserve.

If there is going to be an air evacuation, it is important to provide the GPS location (latitude and longitude) for aircraft. See **Appendix 3** for the summary of potential helispots (helicopter landing zones). They are listed in ***Degrees Decimal Minutes (DDM)*** format and it is important that you communicate that when requesting assistance. The pilots will enter these coordinates into their GPS units so they can get to you quicker.



Note: Additional time may be required to source helicopters during the summer months due to Wildfires. In an emergency, contact EMBC for assistance with procuring helicopters.

16.0 MUSTER AREAS

A muster area is a designated area where residents gather to obtain more information and/or access mass transportation in the event of a multiple home or community wide evacuation.

If muster areas are required, try to select locations close to the main highway or road and open areas wherever possible. By doing so, these locations will have the safety of the larger fuel free zone and a safe landing area for helicopters if road access is cut off for any reason. As such, muster areas are best identified as far in advance as possible.

When selecting muster areas, consider the following:

- › Is it close to a main highway to allow for easier ground transport?
- › Is it close to a helispot or an airstrip?
- › Is it large enough in size to accommodate a bus for mass transport and potentially many vehicles?
- › Is there shelter nearby?

If the entire community is being evacuated then look for support from other communities to the north or south, depending on the status of the highway. If the highway is blocked in both directions, then consider an air evacuation or a marine evacuation option as identified in **Section 16.0 Evacuation by Air** of this plan, respectively. See **Appendix 3** for a summary of the muster areas listed by Reserve.

17.0 COMMUNITY NOTIFICATION

Shuswap Band will communicate evacuation information to residents via email and the Shuswap Band Facebook page. All evacuation alerts and evacuation orders will be followed up with door knocking. Every effort will be made to notify residents with as much notice as possible. See **Appendix 7.2 Information Officer Checklists** and **Appendix 7.1 Community Spokesperson** for key messaging.



Best practice: Collect information to better understand any specific care needs as well in advance as possible.



Best practice: Educate community members on how the Shuswap Band community emergency notification system will work in advance and consider making it annual practice before flood and fire season.

17.1 DOOR KNOCKING

Resident notification in the form of door knocking is typically organized and conducted by the police of jurisdiction but may also include other emergency response agencies. Under the Emergency Program Act, [Community Leadership Emergency Management Regulation](#), Local Authorities and First Nations are required to “establish procedures by which those persons who may be harmed or who may suffer loss are notified of an emergency or impending disaster”. While specific legislation does not currently exist on non-treaty First Nations land, it is strongly recommended that all communities determine notification procedures in collaboration with their local police of jurisdiction detachment.

An evacuation door knocking template and a procedures handout for collecting resident information can be found in **Appendix 7 Evacuation Templates – Evacuation Log**. It is important to note that communities and agencies may operate using a different colour-coding or identification system so it is important to confirm procedures well in advance.

An evacuation door knocking template and a procedures handout for collecting resident information can be found in **Appendix 7 Evacuation Templates – Evacuation Log**. It is important to note that communities and agencies may operate using a different colour-coding or identification system so it is important to confirm procedures well in advance.

Evacuation teams will need a set of supplies to keep track of and mark properties they have visited. Consider creating and/or refreshing multiple Evacuation Notification Kits every spring before freshet season.

A Notification Kit may include:

- A clipboard with copies of the Evacuation Log – **Appendix 7**
- A copy of the evacuation reporting procedures handout – **Appendix 7**
- Colour-coded flagging tape
- Waterproof pens
- Waterproof markers
- A Notification Safety Checklist:
 - Each team has radio communications (in the event cell towers go down)
 - A copy of the Evacuation (Alert or Order) with a map of the geographic boundaries and list of property addresses if possible
 - A safety briefing has been conducted addressing:
 - Current state of threat
 - Chain of command
 - Potential hazards and safety concerns
 - Communications channel and safety check-ins
 - Escape routes
 - Key messaging to residents
 - Any other questions / concerns

The safety of first responders is the first priority at all times; this includes exposure to hazards (i.e., smoke, fire and fast-moving water) and exposure to situations that may cause critical incident stress and/or post-traumatic stress disorder (PTSD). Every effort should be made to ensure first responders delivering notifications are not placed in a position of risk or called to work alone.



Note: Normally community members will comply with evacuation instructions however, it should be clearly communicated that emergency response personnel will not return for residents who refuse to comply with an evacuation order.



Best practice: Provide Notification Kits to the police detachment in advance of an emergency



Best practice: Coordinate annual Evacuation Notification Refresher Training with representatives from first responding agencies (including police of jurisdiction) who may be involved in evacuation notification every spring to review standard operating procedures

18.0 COMMUNITY SECURITY

Security checkpoints restrict access to an evacuated area and are typically established and controlled by the police of jurisdiction. At some point, the police of jurisdiction may require the community to set up and/or maintain security checkpoints if they are unable to do so themselves. Consider sourcing experienced security contractors in advance of an evacuation. It may also be necessary to hire security teams to patrol evacuated neighbourhoods to prevent any criminal activity. Work with the local police of jurisdiction to determine how to best manage checkpoints.

When planning and coordinating security checkpoints consider the following:

- Checkpoints tend to experience the most activity during the first few days of an evacuation
- Strategically select the checkpoints that will facilitate temporary access into the evacuated areas to better prioritize police resources

See **Appendix 3 Traffic Route Planning** and **Appendix 8 Maps** for more information on main security checkpoints information and locations.



Best Practice: Source experienced security contractors to staff security checkpoints in advance

18.1 TEMPORARY ACCESS INTO EVACUATED AREAS

Permitting access to evacuated areas may assist with re-entry and recovery operations and thereby mitigate the overall impact to evacuees, the community and stakeholders. The Community Leadership has primary authority for approving or denying non-response related requests for temporary access into an evacuated area. However, work with the lead responding agency to discuss and implement a temporary access plan that prioritizes the safety of the responders and the general public.

EMBC has created a standardized 10-step temporary access approval process and 3-step exit process to help community EOCs facilitate consistent, timely, safe, and effective access into evacuated areas. See Figure 18-1 for an illustrated flow chart.

For more information on temporary access guidelines and procedures see **Appendix 10 – BC Government URLs** for the weblink to **EMBC Guidelines for Managing Access to Areas Under Evacuation Order**

To find templates for this process, see:

- ↪ **Appendix 10 – BC Government URLs** for the weblink
- ↪ **Appendix 7 – Evacuation Templates** for the approved Temporary Access form

18.1.1 Cross Jurisdictional Access

By adopting a standardized approach to temporary access approval, an individual or agency requiring temporary access to multiple jurisdictions may be able to do so in a more efficient and seamless manner. EMBC PREOC may assist in coordinating access approval with the various authorities but cannot approve access into evacuated areas.

18.1 TEMPORARY ACCESS ESCORTS

Assess the need to provide safety escorts based on the status of the threat, risk and permit requestors with vulnerabilities. This will require coordination through the site level Incident Command Post.



Best practice: If possible, consider providing a safety escort to accompany all individuals/agencies passing through an evacuated area

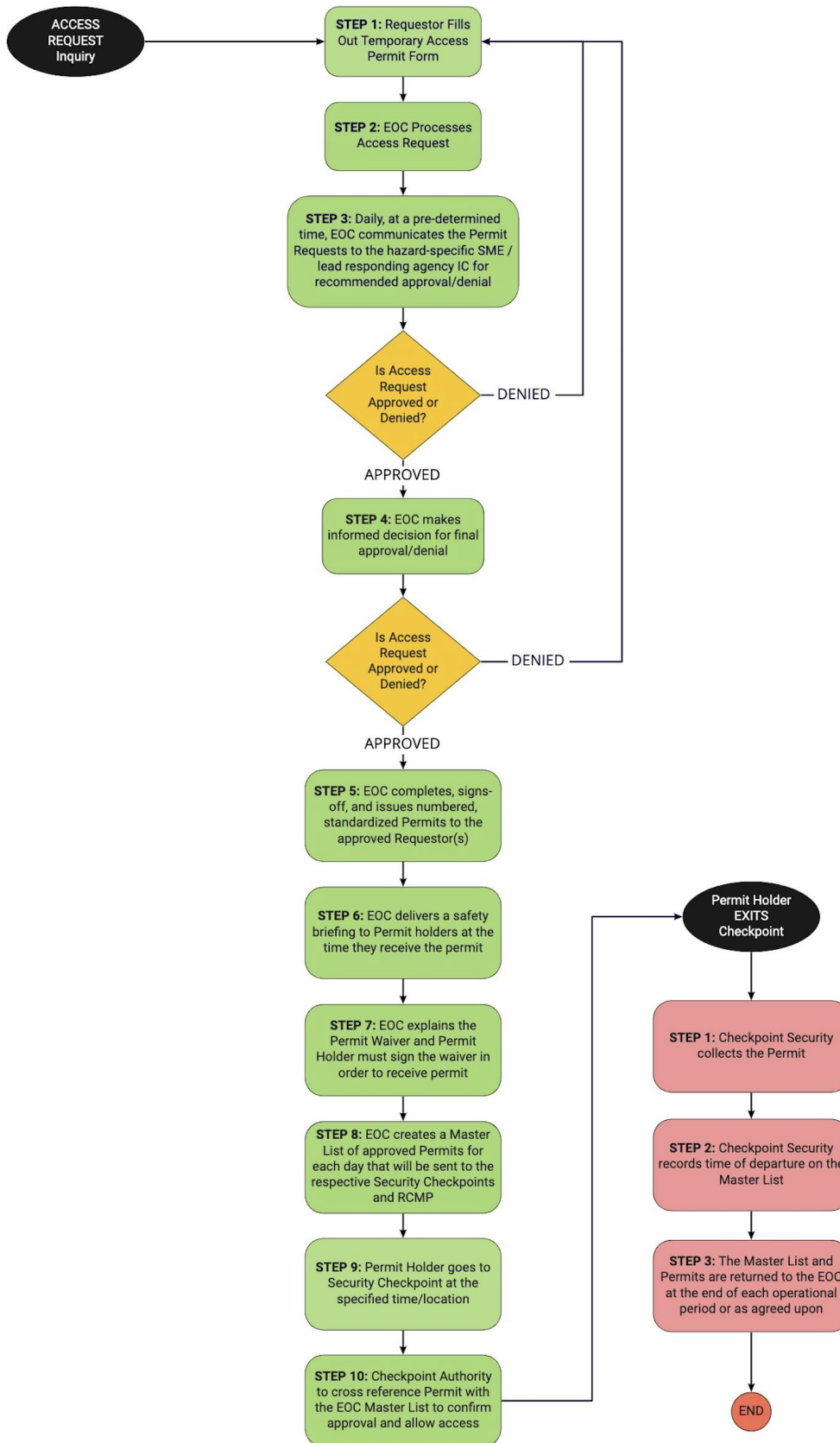


Figure 18-1 EMBC 10-Step Access Approval Process and 3-Step Exit process

19.0 EMERGENCY SUPPORT SERVICE (ESS)

19.1 ESS OVERVIEW

It is the responsibility of the community leadership to establish a community-based emergency response program to coordinate the provision of essential support services to evacuees. The goal of ESS is to help people begin to re-establish themselves as quickly as possible after a disaster. It plays an important role by:

- › Helping people remain independent and self sufficient
- › Providing residents affected by the disaster/emergency with accurate and up to date information
- › Reuniting families separated by the disaster
- › Helping individuals meet basic survival needs

ESS can be established to support individuals affected by a smaller emergency (single house fire) or through a more complex disaster (community-wide wildfire evacuation). Support is typically available for 72 hours after the disaster or emergency occurs. During this window, individuals work to connect with family and friends, contact insurance providers, or access any other possible resources they may have.

Basic support may look like:

- › Food
- › Lodging
- › Child/Pet care
- › Family reunification
- › Emotional support
- › Clothing and other essentials
- › Elder support

Specialized support services are determined on a case-by-case basis. These may include transportation, pet care, and emotional support. ESS is limited in the support it can provide. If community members have any sort of residential insurance, they may be required to activate it as soon as they are able.

Specialized support services are determined on a case-by-case basis. They may include transportation, pet care and emotional support. ESS is limited in the support it can provide and it is suggested that homeowner or tenant insurance held by the evacuee may provide greater support.

It is possible for EMBC to extend emergency support services under exceptional circumstances. If there is no community capacity - Call Emergency Management BC and request Emergency Support Services support:

1-800-663-3456. Be prepared to provide them with information that may include the following:

- › Estimated number of people who will be evacuated and will require assistance
- › Where they are coming from and where they are going
- › Any known evacuee situations requiring special conditions or attention related to transportation, housing, diet, language and/or religion
- › Requirements for mass shelter as appropriate

- › Location of reception centre(s)

When setting up a registration, reception and/or resiliency centre, the following resources may be requested:

- › Tables and chairs for workstations
- › Security personnel to watch over donated goods and supplies
- › Logistics support from the EOC, including people to help with the initial set up of signs, workstations etc.
- › Additional telephones and internet access










Other evacuee support considerations include:

- › A Resiliency Centre model where multiple support agencies including government ministries, non-government organizations and not-for-profit support organizations come together under one roof to form a “one-stop-shop” single point of contact location

For more information on ESS program operations, see **Appendix 10 BC Government URLs – ESS Field Guide January 2010**.

19.2 ESS RESPONSE LEVELS

Table 19-1 ESS Response Levels

RESPONSE LEVEL	RECEPTION CENTRE	EOC	PREOC	DESCRIPTION
Level 1				<ul style="list-style-type: none"> • A house fire or small localized event usually less than 12 people
Level 2				<ul style="list-style-type: none"> • An apartment fire or significant event affecting more than 12 people • Resources coordinated at the Reception Centre – usually for a short duration • An EOC may be established
Level 3				<ul style="list-style-type: none"> • A large-scale flooding or interface wildfire(s) involving a large-scale evacuation • Some resources may be coordinated at EOC • More than one Reception Centre may be established and may last days to weeks • The PREOC may be activated

19.3 ESS RESPONSE PROTOCOLS

Scenario 1: The community has an emergency program in place including an ESS team.


- 🔊 Community ESS Director or responder calls EMBC for a task number
- 🔊 Service is provided on reserve by local volunteers

Scenario 2: The community has no ESS capacity but has agreement (MOU or verbal/informal agreement with neighbouring community).

- 🔊 Community contacts neighbouring community Emergency Program Coordinator requesting ESS assistance
- 🔊 Neighbouring community contacts EMBC and asks for a task number
- 🔊 Neighbouring community ESS volunteers provide ESS assistance on or off reserve as appropriate

Scenario 3: The community has no ESS capacity and no agreements with neighbouring communities.

- 🔊 Community contacts EMBC 1-800-663-3456 and request ESS assistance
- 🔊 EMBC PREOC contacts nearest community with ESS capacity and issues a task number and arranges for assistance to be provided on or off reserve
- 🔊 Neighbouring community ESS Team provides ESS assistance

 **Note: Ensure your community has mutual aid agreements with various neighbouring communities in place. EMBC may not be able to provide adequate support in the event numerous communities are evacuating at the same time.**

19.4 ESS SUPPORT PLANNING CONSIDERATIONS

Whether you are receiving evacuees from a neighbouring community or are hosting evacuees from your own community, you will want to collect some basic information ahead of time including:

- 🔊 Approximate number of evacuees
- 🔊 Number of evacuees requiring accommodations (not including those who have found accommodations themselves)
 - 🔊 Billet hosts may be eligible to receive a daily amount from EMBC for billeting others
- 🔊 Number of evacuees requiring special care (e.g., hospitalization, elders, infants, children and cultural considerations such as language, diet and gender sensitivities)
- 🔊 Number of domestic pets requiring shelter
- 🔊 Number of domestic livestock requiring relocation / support
- 🔊 Estimated time of arrival of evacuees into the community
- 🔊 Main traffic routes



Best Practice: Whenever possible, host evacuees in a community similar to the one they are evacuating and consider cultural aspects (i.e., diet, language, gender, etc.) so they may feel more comfortable



Best Practice: If possible, try to send a well-known and respected community member with evacuees to the host community to act as a Community Navigator to help:

- Provide comfort and support to evacuees
- Navigate the stressful situation of an evacuation
- Be a reliable source of information for evacuees
- Assist with the host community's ESS staff with difficult situations

19.5 HOST COMMUNITIES

While there is no legislation in place requiring a community to act as a host community, a Provincial Declaration of a State of Local Emergency can allow the province to compel a community to provide support. Whereas a provincial SOLE does **NOT** apply to non-treaty first nation communities, it is in the best interest of a community to consider hosting external evacuees. There is much to be benefitted from proactively building and fostering strong relationships with other communities in order to support each other in times of need.

Shuswap Band can currently host an ESS level 1 or level 2 activation.



Best Practice: Establish relationships with potential host communities in advance of an evacuation

19.6 EVACUEE ASSISTANCE REIMBURSEMENT

Guidance on provincial reimbursement for eligible costs to support evacuees may be found in **Appendix 10 BC Government URLs – Evacuee Living Assistance Guidelines (EMBC Policy 5.03)**.

Guidance on submitting claims for host community response cost reimbursement can be found in **Appendix 10 BC Government URLs – Host Community Response Costs**.

It may be helpful to designate a community employee as an ESS representative to assist community members with cost reimbursement submissions.

20.0 OFF–RESERVE COMMUNITY MEMBER SUPPORT

The local authority of jurisdiction has responsibility for off-reserve community members residing within their municipal or regional administrative boundaries. In the event of an evacuation order, off-reserve members may register and may be eligible for Emergency Support Service (ESS) provided by the same local authority. See **Section 20.0** for more information on ESS.

Community leadership may decide to provide evacuation support services to community members living off-reserve to provide more personalized care. This may take form in the following ways:

- ☞ Being the official source of timely and accurate emergency information for off-reserve members
- ☞ Providing guidance to access ESS support (if it exists for them) for off-reserve members in the event of an emergency and/or evacuation
- ☞ Providing off-reserve members with community funded support that may be above and beyond EMBC or ISC eligible expenses

Off-reserve member support for those residing in a municipal community or regional district is not currently an EMBC or ISC standard practice and as such, activities of this nature may not always be financially reimbursed. Consider reaching out to your PREOC in advance to discuss the values of this approach and what this system could look like.

A few best practices to establish an off-reserve ESS program may include, but is not limited to:

- ☞ Establishing a working relationship with the Emergency Program Coordinator with the Local Authority of jurisdiction
 - ☞ Learn about the Local Authority evacuation planning in place
 - ☞ How community members will be notified of an evacuation, the best source of information for off-reserve community members
 - ☞ Request to be added to their agency communication distribution list
 - ☞ Advocate for members / bring attention to any specific known vulnerable population needs if relevant
- ☞ Confirming the specific types of support services community leadership is willing to provide to off-reserve members
- ☞ Conducting an evacuation preparedness education campaign for off-reserve members and educate members on:
 - ☞ How to be prepared
 - ☞ Where to find official evacuation information
 - ☞ What types of support services will be provided in the event of an evacuation
- ☞ Establishing a system for off-reserve members to contact their community Emergency Program Coordinator (EPC) if ESS resources are not available within the Local Authority of jurisdiction

- ☞ Establishing a system to ensure members select only **ONE** avenue for ESS support: either with their community leadership OR with their Local Authority of jurisdiction where the option exists

Unique considerations when supporting off-reserve members include:

- ☞ The need for a designated community representative to establish and maintain contact with off-reserve members during the emergency / evacuation event
- ☞ The need for a dedicated 24/7 emergency phone number and a system for ensuring continuous monitoring
 - ☞ Regularly publishing this phone number to be used by off-reserve community members
- ☞ How support items such as gift cards purchased by community leadership will be delivered to community members living off-reserve

21.0 RE-ENTRY PLANNING

A well-planned re-entry process helps minimize potential trauma and the disruption affecting evacuated community members. Every effort should be made to get community members back into their homes as soon as possible after an event and when it is safe to do so. This allows the community to return to their “new normal” and start rebuilding their lives as soon after the event as possible.

In some cases where critical services such as power and water, and/or where homes may have been damaged or destroyed, only some of the evacuated community members will be able to return home safely.

A Rapid Damage Assessment (RDA) is one of the first steps that should be considered early in the process, as soon as possible and once it is safe to conduct. An RDA is a quick assessment to determine whether it is safe to enter a building. It is **NOT** a structural or environmental assessment conducted by qualified professionals. In situations where an RDA identifies it may not be safe for residents to return to their homes, a qualified professional assessor and trades people may need to be involved. FNESS or EMBC can assist with procuring trained assessors.

More information on the RDA process can be found at the BC Housing website:

<https://www.bchousing.org/about/post-disaster-building-assessments>

Other considerations in the re-entry process may include:

- › Restoration of critical infrastructure and facilities
- › Transportation of evacuated community members
- › Availability of power and potable water for residents and critical facilities
- › Restoration of emergency services
- › Restoration of food and fuel supplies
- › Safety concerns in the general area such as downed power lines, burnt out danger trees etc.

- › Levels of industrial recovery activity (e.g. lots of heavy equipment and vehicles using the community road)



Best practice: Activate an Advance Planning Unit during the early stages of an event. If there are obvious or suspected recovery activities, activate a Recovery Planner to make re-entry and the recovery as efficient as possible

22.0 FINANCIAL REIMBURSEMENT

Evacuation financial reimbursement is managed through EOC Expenditure Authorization Forms (EAFs). Contact the EMBC PREOC or Regional Duty Manager at 1-800-663-3456 to determine what evacuation response expenditures may be eligible for reimbursement. See the Shuswap Band Emergency Plan and the Financial Assistance for Emergency Response and Recovery Costs guidelines (link provided in **Appendix 10**) for more information.



Best practice: Activate a Finance Section during the first operational period to track costs and initiate procurement practices

APPENDICES

APPENDIX 1. ELDERS AND KNOWN VULNERABLE POPULATIONS

Contact the Shuswap Band Health Department for a detailed list of Elders and individuals with special needs.

Shuswap Band Known Vulnerable Population Facilities

FACILITY NAME	ADDRESS	CAPACITY	PHONE NUMBER	OTHER DETAILS
Health Centre	4878 Kinbasket Rd.	N/A	250-231-7805	
The Kanata Inn Invermere Hotel	8888 Arrow Rd.	49 rooms	250-342-8888	<ul style="list-style-type: none"> - 1 x Queen wheelchair accessible room - 10 x Double Queen kitchenettes - 2 x King bed kitchenettes - 1 x Family suite (2 x King and 2 bunkbeds) - 1 x Family suite (3 x Queen)

APPENDIX 2. RESERVE EVACUATION SUMMARY

Reserve Name: SHUSWAP BAND - SOUTH		Geographic Area: Wilmer-Pontoon Rd./Lambert Rd. South	
TOTAL PROPERTIES:		DWELLINGS:	OTHER:
<input checked="" type="checkbox"/> Residential	<input checked="" type="checkbox"/> Commercial	<input checked="" type="checkbox"/> Industrial	
Total Properties overlapping 200 yr Flood Plain:		0	
BC Wildfire PSTA Fire Threat Rating:		Low / Mod / High	
Total Number of Residents:			
TOTAL APPROXIMATE TIME TO EVACUATE ZONE		9.0 hrs	
Time to Process Paperwork		1.0 hr	
Time Required to Mobilize Vulnerable Population		2.0 hrs	
Time Required to Mobilize Notification Personnel		1.0 hr	
Time Required to Notify Public		1.0 hr	
Time Required to Conduct Evacuation		2.0 hrs	
Contingency Time		2.0 hrs	
MUSTER AREAS			
M1	Tim Hortons Parking lot	496 Highway 93/95	
M2	Subdivision Entrance	Lambert Rd.	
M3	Subdivision Entrance	Wilmer-Pontoon Rd.	
HELISPOT LOCATIONS			
H1	Invermere Airport	North of hangers	
Coordinates:		50° 31.1971 x 116° 0.4289	
SPECIAL EVACUATION CONSIDERATIONS			
- None			
KNOWN VULNERABLE POPULATIONS			
- Kinbasket Health Centre			
PRIMARY RECEPTION CENTRES			
- To be determined at time of event in conjunction with EMBC and RDEK			
EXTERNAL TRAFFIC ROUTES TO NEIGHBOURING COMMUNITY			
Primary:	Cranbrooke BC	1 hr 30 min	136 km
Secondary:	Golden, BC	1 hr 20 min	117 km
RESOURCES REQUIRED	DESCRIPTION	# OF RESOURCES REQ'D TO EVACUATE	LOCATION
Evacuation Teams / RCMP	1 Team = 2 Personnel	7 Teams	Wilmer-Pontoon Rd. and Lambert Rd. South
Traffic Control Points	1 TCP = 1 Person Directing Traffic	2 TCPs	1. Hwy 93/95 and Black Forest Trail 2. Anthalmer Rd. and Kinbasket Trail
Security Checkpoints OR	1 Security Checkpoint Team = 2 People *	4 Security Checkpoints **	1. Hwy 93/95 and Black Forest Trail 2. Anthalmer Rd. and Kinbasket Trail 3. Anthalmer Rd. and Eagle Ranch Trail 4. Hwy 93/95 and Westrock Ind. Ltd. Haul Rd. (Airport side)
Traffic Barricades		10 Barricades	- 5 properties on Hwy 93/95 - 3 on Westrock Industry Ltd. Rd. - 1 on Wilmer-Pontoon Rd. and 1 on Lambert Rd.
Mobile Security Units	1 Mobile Security Unit = 1 Person & Vehicle	1 Unit	Wilmer-Pontoon Rd. and Lambert Rd. South



Version: January 2022

* Additional supplies may include: 1 table, 2 chairs, 1 portable washroom, lights, 1 rain shelter and information pamphlets

** Consider using barricades when security resources are limited

Reserve Name: SHUSWAP BAND - NORTH		Geographic Area: North of Wilmer-Pontoon Rd./Lambert Rd.	
TOTAL PROPERTIES:	DWELLINGS:	OTHER:	
<input checked="" type="checkbox"/> Residential	<input checked="" type="checkbox"/> Commercial		
Total Properties overlapping 200 yr Flood Plain:	0		
BC Wildfire PSTA Fire Threat Rating:	Low / Mod		
Total Number of Residents:			
TOTAL APPROXIMATE TIME TO EVACUATE ZONE	9.0 hrs		
Time to Process Paperwork	1.0 hr		
Time Required to Mobilize Vulnerable Population	2.0 hrs		
Time Required to Mobilize Notification Personnel	1.0 hr		
Time Required to Notify Public	1.0 hr		
Time Required to Conduct Evacuation	2.0 hrs		
Contingency Time	2.0 hrs		
MUSTER AREAS			
M1 Hwy 93/95 - east side	Entrance to neighbourhood		
M2 Stoddart Creek Rd.	Stoddart neighbourhood		
HELISPOT LOCATIONS			
H1	Invermere Airport	North of hangers	
	Coordinates:	50° 31.1971 x 116°0.4289	
SPECIAL EVACUATION CONSIDERATIONS			
- None			
KNOWN VULNERABLE POPULATIONS			
PRIMARY RECEPTION CENTRES			
- To be determined at time of event in conjunction with EMBC and RDEK			
EXTERNAL TRAFFIC ROUTES TO NEIGHBOURING COMMUNITY		DESCRIPTION	LOCATION
Primary:	Cranbrooke BC	1 hr 30 min	136 km
Secondary:	Golden, BC	1 hr 20 min	117 km
RESOURCES REQUIRED	DESCRIPTION	# OF RESOURCES REQ'D TO EVACUATE	LOCATION
Evacuation Teams / RCMP	1 Team = 2 Personnel	3 Teams	North of Wilmer-Pontoon Rd. / Lambert Rd.
Traffic Control Points	1 TCP = 1 Person Directing Traffic	0 TCPs	-
Security Checkpoints OR Traffic Barricades	1 Security Checkpoint Team = 2 People*	0 Security Checkpoints	-
		4 Barricades	1. Driveway on east side of Hwy 93/95 2. Driveway on west side of Hwy 93/95 3. Hwy 93/95 neighbourhood entrance 4. Stoddart Creek Rd.
Mobile Security Units	1 Mobile Security Unit = 1 Person & Vehicle	1 Unit	Wilmer-Pontoon Rd., Stoddart Creek and Hwy 93/95 residences north of Wilmer-Pontoon Rd.

* Additional supplies may include: 1 table, 2 chairs, 1 portable washroom, lights, 1 rain shelter and information pamphlets

APPENDIX 3. TRAFFIC PLANNING INFORMATION

PARTIAL EVACUATION TRAFFIC ROUTES

DESTINATION	REGION NAME	PRIMARY ROUTE 1 TRAVEL TIME	PRIMARY ROUTE 1 ESTIMATED DISTANCE	MAIN ROUTE
Invermere, BC	Stoddart Creek Rd.	11 min	11 km	Hwy 93/95 S, Anthalmer Rd.
	Wilmer Pontoon Rd.	10 min	8 km	Hwy 93/95 S, Anthalmer Rd.
	Wolf Crescent	6 min	4 km	Anthalmer Rd.
Radium Hot springs, BC	Stoddart Creek Rd.	8 min	8 km	Hwy 93/95 N
	Wilmer Pontoon Rd.	13 min	12 km	Hwy 93/95 N
	Wolf Crescent	12 min	14 km	Hwy 93/95 N

Source: Google Maps

Please note the following details:

- ☞ Travel times are based on normal travel times and does not take into consideration construction delays and/or abnormal traffic volumes

COMPLETE EVACUATION TRAFFIC ROUTES

DESTINATION	PRIMARY ROUTE 1 TRAVEL TIME	PRIMARY ROUTE 1 ESTIMATED DISTANCE	MAIN ROUTE
Cranbrook, BC	1 hr 30 min	136 km	Hwy 93/95 South
Golden, BC	1 hr 20 min	117 km	Hwy 93/95 North

Source: Drive BC

Please note the following details:

- ☞ Travel times are based on normal travel times and does not take into consideration construction delays and/or abnormal traffic volumes

SUMMARY OF POTENTIAL EVACUATION CHALLENGES TO CONSIDER

REGION	POTENTIAL CHALLENGES
	-
	-
	-
	-
	-
	-
	-

DESIGNATED MUSTER AREAS

The summary of traffic control and security equipment is for estimation and planning purposes only. The number of barricades, security checkpoint locations and signage required will depend largely on the type and severity of the threat and the geographic area under threat. For instance, all the sites listed may not be required if surrounding areas are also being impacted by the same threat. In addition, consider the option of using signs where possible.

MUSTER AREAS		
ID	LOCATION NAME	ADDRESS / GEOGRAPHIC DESCRIPTION
M1	Tim Hortons Parking Lot	496 Hwy 93/95, Invermere
M2	Entrance to Trailer Park	Lambert Rd.
M3	Wilmer Pontoon Rd. neighbourhood	Wilmer Pontoon Rd.
M4	Entrance to neighbourhood	Hwy 93/95, Invermere
M5	Stoddart Creek Rd. neighbourhood	Stoddart Creek Rd.

DOOR KNOCKING NOTIFICATION TEAMS

NOTIFICATION TEAMS		
TOTAL NO. TEAMS	APPROX. TEAMS*	COMMENTS
10	3	Black Forest Trail / Wolf Crescent
	1	Airport commercial buildings
	1	Eagle Ranch Rd., Golf course, Westroc Ind. Ltd. Rd. west of highway
	1	Highway 93/95 residences south of Westroc Rd. and Westroc Rd. east side of the highway
	1	Wilmer Pontoon Rd. and Lambert Rd.
	2	Hwy 93/95 residences north of Wilmer Pontoon Rd.
	1	Soddart Creek Rd.

**Estimate based on 2 person teams and approximately 1 hour to complete 10 houses each, not including travel time. This estimate may vary based on housing density and the drive time between residences. A best practice is to confirm the door knocking times in the field.*

TRAFFIC CONTROL POINTS

TRAFFIC CONTROL POINTS		
TOTAL #	INTERSECTION	COMMENTS
2	1. Hwy 93/95 and Black Forest Trail	May want to consider in the event of heavy traffic
	2. Anthalmer Rd. and Kinbasket Trail	

BARRICADES

BARRICADES POINTS		
TOTAL #	INTERSECTION	COMMENTS
14	1. 5 properties on Hwy 93/95	5 barricades total
	2. Westroc Industry Ltd. Haul Rd. and Hwy 93/95 driveway	
	3. Westroc Industry Ltd. Haul Rd. driveway (lower)	
	4. Westroc Industry Ltd. Haul Rd. driveway (upper)	
	5. Wilmer Pontoon Rd. neighbourhood entrance	
	6. Lambert Rd. and entrance to trailer park	
	7. Driveway on east side of Hwy 93/95, north end of reserve	
	8. Driveway on west side of Hwy 93/95, north end of reserve	
	9. Hwy 93/95 neighbourhood entrance, north end of reserve	
	10. Stoddart Creek Rd.	

SECURITY CHECKPOINTS

SECURITY CHECK POINTS		
TOTAL CHECKPOINTS	ID	INTERSECTION
3	S1	Hwy 93/95 and Black Forest Trail
	S2	Anthalmer Rd. and Kinbasket Trail
	S3	Anthalmer Rd. and Eagle Ranch Trail
	S4	Hwy 93/95 and Westrock Ind. Haul Rd. (Airport side)

SECURITY UNITS

SECURITY UNITS	
TOTAL UNITS	COMMENTS
4	1. Eagle Ranch residences and Westroc Rd. west side of highway
	2. Airport commercial buildings
	3. Hwy 93/95 residences, Westroc Ind. Ltd. Haul Rd. west of highway, Lambert Rd.
	4. Wilmer Pontoon Rd., Soddart Creek and Hwy 93/95 Residences north of Wilmer Pontoon Rd.

HELISPOT LOCATIONS

HELISPOT LOCATIONS			
ID	Geographic Description	DDM Format	DDM Pronunciation
H1	Invermere Airport	50° 31.1971 x 116° 0.4289	50 degrees 31 decimal 1971 North by 116 degrees 0 decimal 4289 minutes West

SHUSWAP BAND TRANSPORTATION RESOURCES

NO.	TYPE	CAPACITY # OF PASSENGERS	LOCATION	PHONE NUMBER	ADDITIONAL INFORMATION
1	SUV		Health Centre	250-231-7805	
1	Van	8	Health Centre	250-231-7805	Wheelchair accessible
1	Truck				

APPENDIX 4. BAND COUNCIL RESOLUTION PLANNING

BAND COUNCIL RESOLUTION CHECKLIST

Based on recommendations from the Director of Operations or EOC Director in consultation with the available hazard-specific subject matter experts (technical specialists and traditional knowledge keepers), it is the responsibility of Chief and Council to determine if and when a Declaration of State of Local Emergency, evacuation alert or order, and Band Council Resolution (BCR) is required. In some cases a by-law may be a better option.

- Is there time to convene a council meeting?
 - If Yes, then consider submitting a written declaration to council for passing of bylaw
 - If No, then consider a BCR to reinforce the evacuation alerts & orders, as well as Declaration of State of Local Emergency
- Clearly define and the specific geographic boundaries of the area under Resolution and prepare a map
 - Use civic addresses, street names, lot #s, IR# or any combination that works for your community
- If applicable, define a timeframe required for the Resolution
- Complete the written BCR for submission to Chief or designate for signature
- Include the extraordinary powers that are required
- Any evacuation alerts & orders, as well as a Declaration of State of Local Emergency should include:
 - A map of the area with boundaries clearly delineated
 - Signature of Chief or designate
- Publish / Post notice of declaration for affected residents
- Submit a copy of the Completed and Signed BCR to EMBC PREOC at:

Southeast Region
 101-333 Victoria Street
 Nelson, BC
 V1L 4K3

Phone: 250-354-5904
 Fax: 250-354-6561

Email: preoc4.ops1@gov.bc.ca



BAND COUNCIL RESOLUTION

DECLARATION OF STATE OF LOCAL EMERGENCY

Shuswap Band

WHEREAS there is [type of hazard] within the jurisdiction of the Shuswap Band;

AND WHEREAS the [type of hazard] poses an existing or imminent threat to people and property within the geographic area known as [Community area where the emergency exists, e.g. neighbourhood, etc.];

AND WHEREAS this [type of Hazard] requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

NOW THEREFORE:

IT IS HEREBY ORDERED THAT the Shuswap Band employees, servants and agents are empowered by a duly signed Band Council Resolution pursuant to the Indian Act (R.S. 1985) to do all acts and implement all procedures that are considered necessary to prevent or to alleviate the effects of the emergency, including:

- Acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster.
- Authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster.
- Control or prohibit travel to or from any area designated in the declaration within the Chief and Council’s jurisdiction.
- Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of the Chief and Council’s jurisdiction.
- Cause the evacuation of persons and the removal of livestock, animals and personal property from any area designated in the declaration within the Chief and Council’s jurisdiction that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property.
- Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the Chief and Council to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster.
- Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the Chief and Council to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster.
- Construct works considered by the Chief and Council to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster.

ORDERED by the Shuswap Band this date, [mm/dd/yyyy] to remain in force for seven days until [mm/dd/yyyy] at midnight unless cancelled by order of the Shuswap Band.

Chief or Designate Shuswap Band

_____ **20** _____

Shuswap Band Councillor



BAND COUNCIL RESOLUTION

STATE OF LOCAL EMERGENCY CANCELLATION ORDER

Shuswap Band

Date: [Insert Date]

WHEREAS [description of hazard and emergency] within the jurisdiction of the Shuswap Band;

AND WHEREAS the [type of hazard] emergency no longer requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

IT IS HEREBY ORDERED by a duly signed Band Council Resolution pursuant to the Indian Act (R.S. 1985) that a State of Local Emergency no longer exists in [specific geographic boundaries of designated area] and is therefore cancelled effective this date at [time].

Chief or Designate Shuswap Band

20_____

Shuswap Band Councillor

APPENDIX 5. EVACUATION CHECKLISTS

These checklists are intended to act as guidance for key positions within the Shuswap Band emergency program and emergency operations centre. They're formatted so that if someone wishes, they can be photocopied or scanned/printed to use in operational situations. A best practice is to store a set of the relevant checklists in each of the EOC command staff and management position workstation kits.

Within each position, there are 4 different checklists for each type of evacuation procedure: Tactical Evacuation, Evacuation Alert, Evacuation Order and Evacuation Rescind. An additional shelter-in-place key messaging reference sheet was created for the Information Officer position.

The Evacuation Audit Checklists give general guidance around activities related to evacuations. There are 4 ways they can be used:

1. Have the EOC Director or EPC use them as a regular audit tool throughout the event to make sure that things are generally going the way they should
2. Have a member of the Band staff use them as a regular audit tool throughout the event; this approach can also be used in the context of training another staff member into one of the key positions
3. Engage a 3rd party such as the Director of Operations or Emergency Program Coordinator from another neighbouring community to use them to conduct regular or periodic audits. Private sector consultants may also be appropriate to conduct these audits in some cases
4. Use them as a briefing or turnover tool for an incoming EOC Director; have that person conduct an audit

5.1. Community Leadership Checklists:

- ☞ Chief and Council
- ☞ Director of Operations
- ☞ Emergency Program Coordinator
- ☞ Community Spokesperson

5.2. Key EOC Positions Checklists

- ☞ Information Officer
- ☞ EOC Director
- ☞ Operations Section Chief
- ☞ Evacuation Branch Director
- ☞ Planning Section Chief
- ☞ Logistics Section Chief
- ☞ Finance Section Chief

5.3 Evacuation Audit Checklists

- ☞ Tactical Evacuation
- ☞ Evacuation Pre-planning
- ☞ Evacuation Alert
- ☞ Evacuation Order
- ☞ Evacuation Rescind

5.1 COMMUNITY LEADERSHIP

CHIEF AND COUNCIL – TACTICAL EVACUATION

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 2nd edition, 24 July 2021](#)

- ➔ Ensure personal safety and safety of your family
- Confirm with the Director of Operations and the Emergency Program Coordinator (EPC) the following:
 - Nature and status of the threat
 - Geographic area(s) to be evacuated
 - Geographic area(s) under threat
 - Who is leading the Evacuation Support Operations
 - The Operations Section Chief or someone else may assume the role of Evacuation Branch Director in the initial stages as an appropriate support organization is being developed
 - The Director of Operations will assume or designate the role of EOC Director as appropriate
 - Estimated numbers of community members, and structures at threat
 - Evacuation route(s)
 - ESS support has been activated and identify their requirements
 - Location of ESS Reception Centre(s)
 - The **Shuswap Band Emergency Plan** has been activated
 - The appropriate agencies are involved in the evacuation operations and support
 - The EOC has been activated
 - Confirm activation level (1, 2 or 3)
 - The **Shuswap Band Evacuation Plan** has been activated
 - The need for elevated actions such as evacuation orders, and to what extent
- ➔ Confirm with the Director of Operations, EPC and Information Officer who will be the primary spokesperson
 - Designated Community Spokesperson to reference the **Community Spokesperson Evacuation Alert and Order Checklist** in **Appendix 5.1**
- Be prepared to assume your role and responsibility as identified in the **Evacuation Order Checklist** in **Appendix 5.1**

CHIEF AND COUNCIL – EVACUATION ALERT

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Confirm with the Director of Operations 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 **Shuswap Band 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 Director of Operations and EPC together:
 - The **Shuswap Band Emergency Plan** has been activated
 - The EOC has been activated
 - Confirm activation level (1, 2 or 3)
 - The **Shuswap Band Evacuation Plan** has been activated
 - Potential host communities and reception centre locations
 - The type of support available from EMBC 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 **Shuswap Band Business Continuity Plan**
- Confirm with the Director of Operations, 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 5.1**
- Review the **Shuswap Band Business Continuity Plan** with the Director of Operations
- 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 5.1**

CHIEF AND COUNCIL – EVACUATION ORDER

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and safety of your family
- Confirm with the Director of Operations and the community Emergency Program Coordinator (EPC) there is a threat that warrants an evacuation order for some or all of the community
 - Confirm the nature and consequences of the event or threat
 - Determine area(s) to be evacuated
 - Estimated numbers of community members, and structures at threat
 - Evacuation route(s)
 - Consider areas of the community under potential threat and time required for actual evacuation, including any community members with special medical and/or transportation needs
 - Consider the recommendations from other response and support agencies and subject matter experts
 - The **Shuswap Band Emergency Plan** has been activated
 - 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)
 - The **Shuswap Band Evacuation Plan** has been activated
 - Consider evacuation decision triggers as identified in the **Shuswap Band Evacuation Plan Section 11.0**
 - ➔ The need for a Band Council Resolution, if yes – see the **BCR Checklist** in **Appendix 4**
 - ➔ ESS support has been activated and identify their requirements
 - ➔ Location of ESS Reception Centre(s)
 - ➔ Host communities and Reception Centre locations are at the ready
 - ➔ Additional support has been requested from other communities, agencies and EMBC as required
 - ➔ The appropriate agencies are involved in the evacuation operations and support
 - ➔ Any gaps in support identified that may cause challenges
- Confirm with the Director of Operations, EPC and Information Officer who will be the primary community spokesperson
 - ➔ Designated spokesperson to reference the **Community Spokesperson Evacuation Alert and Order Checklist**
- Sign Band Council Resolution if required
- Sign Evacuation Order
- Identify a representative of Community Leadership that can act as Liaison for the community members at the reception centre if it is in another community
- Participate in any evacuation preparedness planning and support activities as required
- Review the **Shuswap Band Business Continuity Plan** with the Director of Operations

CHIEF AND COUNCIL – EVACUATION RESCIND

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Confirm with the Director of Operations and the Emergency Program Coordinator (EPC) that:
 - The threat has passed and to what extent it might return
 - Their recommendations for rescind measures are appropriate
 - Recovery planning and re-entry planning has been initiated
 - Timing for partial or complete re-entry is appropriate
 - Safety of returning evacuated community members has been addressed
 - Communications to evacuated community members has been addressed
 - Communications to support agencies and stakeholders has been addressed

- If filling in as the designated spokesperson, reference the **Community Spokesperson Evacuation Rescind Checklist** in **Appendix 5.1**

- Sign evacuation rescind paperwork

- Participate in Town Hall Meeting with Information Officer and EOC Director

DIRECTOR OF OPERATIONS – TACTICAL EVACUATION

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Understand the nature and status of the event or threat to the community and confirm:
 - Geographic area(s) under threat
 - Area(s) to be evacuated
 - Estimated numbers of community members, and structures at threat
- Assume EOC Director role or designate a qualified person – see **EOC Director – Tactical Evacuation Checklist** in **Appendix 5.2**
- Assume Information Officer role or designate a qualified person – see **Information Officer – Tactical Evacuation Checklist** in **Appendix 5.2**
 - Activate / request personnel to provide information support
- Confirm with the Emergency Program Coordinator (EPC):
 - The police of jurisdiction have been notified and who will be their primary EOC contact
 - The **Shuswap Band Emergency Plan** has been activated to an appropriate level
 - The **Shuswap Band Evacuation Plan** has been activated
 - There **IS** or **IS NOT** a need for an Evacuation Order
 - Who is the EOC Director
 - Who is the Information Officer
 - Who will be the Evacuation Branch Director - The EPC to assume role or designate to someone else until an appropriate support organization is developed
 - Evacuation route(s)
 - ESS has been activated and identify their requirements
 - Location of ESS Reception Centre(s)
 - The appropriate agencies are involved in the evacuation operations and support
 - Activating the **Tactical Evacuation Audit** in **Appendix 5.3** has been considered
- Confirm with the EPC that EMBC has been notified and that a Task Number has been issued. If not, call **1-800-663-3456** and be prepared to provide:
 - Best information on the nature of the event or threat, including how imminent it is
 - Best estimate of how many people and/or properties are threatened
 - Location and contact information for the EOC
 - Request any additional assistance you need through EMBC
- Confirm with the Chief and Council, EPC and Information Officer who will be the primary spokesperson
- Confirm that Chief and Council is aware of their roles and responsibilities under the **Shuswap Band Evacuation Plan**
- Brief designated Community Spokesperson on the most current and critical situational awareness as it evolves
- Confirm you have good communications and regular updates from site level operations
- Update Chief and Council on the status of the event on a regular basis

DIRECTOR OF OPERATIONS – EVACUATION ALERT

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Assume the EOC Director role or designate a qualified person – see **EOC Director–Evacuation Alert Checklist**
- Assume the Information Officer role or designate a qualified person – see **Information Officer– Evacuation Alert Checklist**
 - Activate / request personnel to provide information support
- Confirm with the Emergency Program Coordinator (EPC) there is a threat that warrants an evacuation alert for some or all of the community. Confirm the following:
 - Geographic areas(s) under threat
 - Information on the area under potential threat, including weather forecasts has been gathered
 - Potential evacuation routes
 - Consider evacuation decision triggers identified in the **Shuswap Band Evacuation Plan Section 11.0**
 - Time required for actual evacuation, including any community members with medical and/or transportation needs for the area(s) under threat
 - Other response and support agencies, subject matter experts have been consulted and their recommendations have been considered
 - The **Shuswap Band Emergency Plan** has been activated
 - 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)
 - The **Shuswap Band Evacuation Plan** has been activated
 - If the recommendation for an Evacuation Alert should be accepted, modified or dismissed
 - If the entire community is under threat, consider external EOC locations or virtual EOC support from other communities or agencies
 - Potential host communities and reception centre locations
 - Determine ESS support needs and confirm host availability
 - Evacuation support available from EMBC and how that works
 - Notifying ESS for a potential activation
 - Process for a Band Council Resolution
 - Process for initiating an Evacuation Order
 - Potential resources to be requested from other communities and/or EMBC
 - 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

DIRECTOR OF OPERATIONS – EVACUATION ALERT cont'd

- Brief the Chief and Council and designated Community Spokesperson on the most current and critical situational awareness as it evolves
- Participate in any evacuation preparedness and planning activities as required
- Ensure that critical information is gathered and shared with Community Leadership and Community Members as appropriate
- Review the **Director of Operations Evacuation Order Checklist** in **Appendix 5.1**
- Review the **Shuswap Band Business Continuity Plan** with Chief and Council
- Confirm the EPC has activated the ***Evacuation Alert Audit Checklist*** in **Appendix 5.3**

DIRECTOR OF OPERATIONS – EVACUATION ORDER

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Assume EOC Director role or designate a qualified person – See **EOC Director Evacuation Order Checklist**
- Assume Information Officer role or designate a qualified person – See **IO Evacuation Order Checklist**
 - Activate / request personnel to provide information support
- Get briefed on the specifics of the hazard/threat including weather forecasts and area(s) to be evacuated
- Consult with other response and support agencies, subject matter experts and consider their recommendations
- Confirm with the Emergency Program Coordinator (EPC) the threat warrants an Evacuation Order for some or all of the community. Confirm the following:
 - The geographic area(s) under threat
 - The geographic area(s) requiring an Evacuation Order
 - The estimated numbers of community members and structures at threat
 - The consequences to the community are understood
 - The time required for actual evacuation, including any community members with special medical and/or transportation needs are understood
 - The evacuation decision triggers have been activated – **Shuswap Band Evacuation Plan Section 11.0**
 - Consider the recommendations from other response and support agencies
 - The EMBC Task Number has been requested and issued
 - The **Shuswap Band Emergency Plan** has been activated
 - The EOC has been activated
 - Confirm activation level (1, 2 or 3)
 - Consider remote or virtual EOC support options from other communities or organizations
 - Confirm a safe EOC location that will not be compromised by the event or threat
 - The **Shuswap Band Evacuation Plan** has been activated
 - The recommendation for an Evacuation Order should be accepted, modified or dismissed
 - If accepted, Issuing a State of Local Emergency has been considered
 - ESS support needs, Reception Centres and/or host communities are able and ready
 - Evacuation Route(s)
 - Status of support requested from other communities, agencies and EMBC
 - Status of support available from other communities, agencies and EMBC as required
 - Identify any gaps in support that may cause challenges

DIRECTOR OF OPERATIONS – EVACUATION ORDER cont'd

- Confirm with Chief and Council, EPC and Information Officer who will be the primary spokesperson
 - See the **Community Spokesperson Evacuation Alert and Order Checklist** in **Appendix 5.1**
- Brief Chief and Council and the Community Spokesperson on the most current and critical situational awareness as it evolves
- Activate the **Shuswap Band Business Continuity Plan**
- Work with Planning Section Chief to prepare documents for Chief and Council signature:
 - Band Council Resolution – see **Checklist** in **Appendix 4**
 - Evacuation Order including a geographic description and map
- Participate in evacuation preparedness and planning activities as required
- Ensure that critical information is gathered and shared with Community Leadership and Community Members as appropriate
- Consider activating the **Evacuation Order Audit Checklist** in **Appendix 5.3**

DIRECTOR OF OPERATIONS – EVACUATION RESCIND

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Confirm with supporting agencies that the threat has passed, and to what extent it might return
- Consult with Emergency Program Coordinator (EPC) and EOC team about appropriate rescind measures
 - Entire community can return
 - Part of community can return but some areas may remain under evacuation order due to safety concerns and/or loss of structures or infrastructure
 - Some or all of the community can return but an evacuation alert is still required
- Initiate a Rapid Damage Assessment plan if any properties have been damaged prior to re-entry to ensure the safety of community members
- Initiate a re-entry plan
- Consult with Chief and Council and EPC on nature and timing of evacuation rescind order
- Confirm communications plan has been completed
- Prepare evacuation rescind paperwork for Chief and Council signature; when signed distribute copies as appropriate for:
 - Communication to evacuated community members
 - Communication to support agencies and stakeholders
 - Notification to EMBC
- Brief the Chief and Council and the designated Community Spokesperson on the most current and critical situational awareness as it evolves
- Consider activating the ***Evacuation Rescind Audit*** in ***Appendix 5.3***

DIRECTOR OF OPERATIONS – SHELTER-IN-PLACE

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Obtain a briefing on the specifics of the hazard/threat including weather forecasts and area(s) to be evacuated
- Consult with other response and support agencies or subject matter experts and consider their recommendations
- Assume EOC Director role or designate a qualified person – See **EOC Director Shelter-in-Place Checklist**
- Assume Information Officer role or designate a qualified person – See **IO Evacuation Shelter-in-Place Key Messaging Checklist**
- Confirm with the Emergency Program Coordinator (EPC) the threat warrants an shelter-in-place for some or all of the community. Confirm the following:
 - The geographic area(s) under threat
 - The geographic area(s) requiring a shelter-in-place order
 - The estimated numbers of community members and structures at threat
 - If an EMBC Task Number has been requested and issued
 - The **Shuswap Band Emergency Plan** has been activated
 - If the EOC has been activated
 - Confirm activation level (1, 2 or 3)
 - Consider remote or virtual EOC support options from other communities or organizations
 - Confirm a safe EOC location that will not be compromised by the event or threat
 - The recommendation for an shelter-in-place order should be accepted, modified or dismissed
 - Potential evacuation decision triggers have been considered – **Shuswap Band Evacuation Plan Section 11.0**
 - Identify any gaps in support that may cause challenges

EMERGENCY PROGRAM COORDINATOR – TACTICAL EVACUATION

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- In consultation with the lead responding agency, understand the nature and status of the event or threat to the community
- Determine area(s) to be evacuated
- Determine estimated numbers of community members and structures under threat
- Confirm that the Director of Operations is aware of the event and who is leading the evacuation support
 - You may assume or designate operational leadership of the site level evacuation process in the initial stages as an appropriate support organization is being developed
 - The Director of Operations will assume or designate the role of the EOC Director as appropriate
- Call police of jurisdiction to advise and engage for support in evacuation
 - Provide best situational awareness that you have
 - Provide primary person's name and contact information for the EOC support to the evacuation; this may be the EOC Director, Emergency Program Coordinator (EPC) or Operations Chief
 - Request they have an agency rep attend the EOC as well
- Call EMBC to request a task number if one hasn't already been issued: **1-800-663-3456**
 - Provide best information on the nature of the event or threat, including how imminent it is
 - Provide best estimate of how many people and/or properties are threatened
 - Provide location and contact information for the EOC
 - Request any additional assistance you need through EMBC
- Activate the **Shuswap Band Emergency Plan** to an appropriate level
- Activate the **Shuswap Band Evacuation Plan**
- Consult with the Director of Operations and Community Leadership on the need for elevated actions such as evacuation orders, and to what extent
- Confirm with the Chief and Council, Director of Operations and Information Officer who will be the primary spokesperson
 - Designated spokesperson to reference the **Community Spokesperson – Tactical Evacuation Checklist** in **Appendix 5.1**
- Brief the Chief and Council and the designated Community Spokesperson on the most current situational awareness as it evolves
- Ensure there are regular communication updates from the Site Level Operations to the EOC
- Review the **Tactical Evacuation Audit** in **Appendix 5.3** (Optional)

EMERGENCY PROGRAM COORDINATOR – EVACUATION ALERT

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Consult with the Director of Operations and Incident Commander of lead responding agency, to confirm the threat warrants an evacuation alert for some or all of the community
 - Identify the hazards that are, or may become a direct threat to the community
 - Gather information on the 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 as identified in the **Shuswap Band Evacuation Plan Section 11.0**
 - Consider the time required for actual evacuation, including known vulnerable populations and any community members with medical and/or transportation needs
 - Consider domestic livestock evacuation needs in advance of the threat
- Confirm with Director of Operations and/or EOC Director, Information Officer and elected officials as directed:
 - 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)
 - The **Shuswap Band Emergency Plan** and the **Shuswap Band Evacuation Plan** have been activated
 - Potential host communities and Reception Centre locations
 - ESS support needs as required
 - Potential alternate host communities if required
 - Support available from EMBC and how that works
 - Potential resources to be requested from other communities and/or EMBC
 - Confirm a plan for Emergency Program continuity of operations
 - Process for Band Council Resolution
 - Process for initiating an Evacuation Order
 - Need for any 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
- Confirm with Chief and Council, Director of Operations 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 5.1**
- 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 preparedness and planning activities as required
- Consider activating the **Evacuation Alert Audit in Appendix 5.3** (Optional)

EMERGENCY PROGRAM COORDINATOR – EVACUATION ORDER

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Consult with the Director of Operations 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 – **Shuswap Band Evacuation Plan Section 11.0**
- Brief Chief and Council, Director of Operations 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 **Shuswap Band Emergency Plan** and the **Shuswap Band Evacuation Plan** have been activated
 - Issuing a Band Council Resolution – see Checklist in **Appendix 4**
 - 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 EMBC
 - Support available from other communities, agencies and EMBC
 - 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, Director of Operations 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 5.1**
- 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
- Review the **Evacuation Order Audit** in **Appendix 5.3** (Optional)

EMERGENCY PROGRAM COORDINATOR – EVACUATION RESCIND

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Prepare or designate preparation of a Rapid Damage Assessment plan to determine public safety and community recovery concerns if any homes, facilities and/or infrastructure has been damaged
 - Teams can be formed and trained from within the community
 - Teams and/or training can be requested from EMBC
 - Rapid Damage Assessment information can be found here: <https://www.bchousing.org/about/post-disaster-building-assessments>

- Prepare or designate preparation of a re-entry plan including:
 - Address public safety concerns based on results from rapid damage assessment
 - Transportation needs
 - Communication to evacuated community members
 - Support for domestic livestock

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

- Review the **Evacuation Rescind Audit** in **Appendix 5.3** (Optional)

COMMUNITY SPOKESPERSON – EVACUATION ALERT AND ORDER

For additional guidance see EMBC's [Emergency Operations Centre \(EOC\) Communications Toolkit](#)

- Ensure personal safety and the safety of your family
- Prior to any interviews receive a briefing from the Incident Commander, EOC Director and/or Emergency Program Coordinator and confirm:
 - Accuracy of information
 - Type of event and location
 - Who the lead response agency is
 - Known and potential impacts; ensure only factual information is released to public
 - Current responder agency activities
 - What community leadership and the EOC are doing to support the event
 - Level of engagement with neighbouring communities
 - Level of engagement with neighbouring communities
 - Consider opportunities for joint Evacuation Alerts, Orders, Order and information sharing and messaging
 - Instructions required to give the general public
 - Identify geographic areas under the alert and order
 - Location or reception centre and preferred routes
 - Where they can go to get more information including public phone numbers, online sources, poster board locations and/or any town hall sessions that are planned
 - When the next public incident update will be, and how it will be delivered
 - What to do when an evacuation occurs (personal preparedness)
 - Any other messaging that is appropriate
- Identify any information that is confidential and/or sensitive to any official investigations surrounding the event and ensure it does not get released
- Ensure that all staff, EOC personnel and responders know that all media inquiries are to be directed to the EOC Information Officer for follow up
- To better prepare yourself for the interview(s), confirm:
 - Which traditional media will be attending the interview and what social media platforms are being used officially by the EOC or community leadership
 - Ask the interview(s) ahead of time:
 - What their questions will be and what their intended storyline is
 - When and how it will be broadcast
 - What other agencies may be required to participate in the interview; consider lead agency, responder agencies, and other support organizations
- During the interview(s):
 - Follow the "CAC" principle: *Concern, Action, Commitment*
 - Ensure messaging conveys empathy, addresses what is being done to respond to the situation and expresses that all efforts are focused on supporting those affected
 - Only speak to factual information that has been approved by the EOC Director (this is especially critical in situations that involve injuries or fatalities or if property has been damaged or destroyed)

COMMUNITY SPOKESPERSON – EVACUATION ALERT AND ORDER cont'd

- During the interview(s) cont'd:
 - Where questions are asked and you cannot answer, avoid the phrase “No comment” and instead, refer them to a subject matter expert if one is available or use one of the following responses:
 - “I’m not the best person to address that, but I will connect you with someone who can.”
 - “We’re not yet at a stage where we have that information. When we do, we will share it.”
 - “At this time, we are focussed on responding to the situation at hand. Once things have stabilized, I would be happy to get you some information on that.”
 - Remain calm and confident in order to reassure the impacted public
- Understand that you may be become the “face” of the emergency and likely will remain so through the recovery process. This may be taxing on you and your loved ones, especially if the Indian Band’ actions come under scrutiny or criticism.
- Incorporate self-care and manage fatigue to avoid coming across as tired, stressed, or combative. Otherwise, public perception on Indian Band leadership and their ability to deal with the event may be negatively impacted.

COMMUNITY SPOKESPERSON – EVACUATION RESCIND

For additional guidance see EMBC's [Emergency Operations Centre \(EOC\) Communications Toolkit](#)

- Prior to any interviews, receive a briefing from the Incident Commander, Director of Operations, EOC Director, Information Officer (IO) and/or Emergency Program Coordinator (EPC) and confirm:
 - The threat has passed and to what extent it might return
 - Expected dates and times by area or neighbourhood as appropriate
 - A full or partial rescind; will still be evacuation alerts in place and if so, what areas
 - Public safety messaging
 - Where to get more information on:
 - Safe re-entry
 - Damage assessment
 - Location and contact information for the Recovery Centre and other support agencies
 - A Re-entry Plan is in place and what are the key points from it that need to be communicated to the public and stakeholders and by what media types
- Review the Communications Plan for the rescind notification with the Director of Operations and the IO
- Confirm the timing and location(s) of any media interview and/or events
- To better prepare yourself for the interview(s), confirm:
 - Which traditional media will be attending the interview and what social media platforms are being used officially by the EOC or community leadership
 - Ask the interview(s) ahead of time:
 - What their questions will be
 - What their intended storyline is
 - When and how it will be broadcast
 - What other agencies may be required to participate in the interview; consider lead agency, responder agencies, and other support organizations
- During the interview(s):
 - Follow the “CAC” principle: Concern, Action, Commitment
 - Ensure messaging conveys empathy, address what is being done to respond to the situation and express that all efforts are focused on supporting those affected
 - Only speak to factual information that has been approved by the EOC Director
 - Where questions are asked and you cannot answer, avoid the phrase “No comment” and instead, refer them to a subject matter expert if one is available or use one of the following responses:
 - “I’m not the best person to address that, but I will connect you with someone who can.”
 - “We’re not yet at a stage where we have that information. When we do, we will share it.”
 - “At this time, we are focussed on responding to the situation at hand. Once things have stabilized, I would be happy to get you some information on that.”
 - Remain calm and confident in order to reassure the impacted public
- Identify any information that is confidential and/or sensitive to any official investigations surrounding the event and ensure it does not get released
- Ensure that all staff, EOC personnel and responders know that all media inquiries are to be directed to the EOC Information Officer for follow up

COMMUNITY SPOKESPERSON – TACTICAL EVACUATION KEY MESSAGING

For additional guidance see EMBC's [Emergency Operations Centre \(EOC\) Communications Toolkit](#)

- A primary consideration is to set the tone / expectation for the public by striking a balance between clearly communicating directions and not causing unnecessary panic
- Avoid jargon – plain language should be utilized whenever possible
- You must leave your home as soon as possible**
- Due to an ongoing <emergency> posing an immediate threat to public safety, emergency personnel are executing a tactical evacuation of the following area(s) or neighbourhood(s): <affected areas >
- Proceed immediately to <Reception Centre location> using the following route(s): <in town or out-of-town directions>
- The Muster Area if you require transportation assistance is at : <Location>
- <If there is no Reception Centre designated due to the nature of the evacuation, instruct evacuees to a well-known and safe muster area where they can be further assisted / directed>
- You must yield to emergency vehicles and **follow all instructions you receive from emergency officials**
- If you do not have means of transportation or need other assistance, please contact the Emergency Operations Centre immediately at <contact info>
- Emergency personnel may come to your door to inform you of the evacuation and to ensure you are leaving. Do not wait to speak to an official – if you are receiving this notice, leave immediately. These could be police, firefighters, or search & rescue volunteers. They may leave flagging tape or other signage on your front door or elsewhere to indicate your status.
- Please monitor the Indian Band Facebook Page at: <https://www.facebook.com/groups/119830024837854/> for further information and updates, or tune to <local radio station> for further alerts

COMMUNITY SPOKESPERSON – EVACUATION ALERT KEY MESSAGING

For additional guidance see EMBC's [Emergency Operations Centre \(EOC\) Communications Toolkit](#)

- ❑ A primary consideration is to set the tone / expectation for the public by striking a balance between providing awareness and not causing unnecessary panic
- ❑ Avoid jargon – plain language should be utilized whenever possible
- Due to an ongoing <emergency> posing a potential threat to public safety, the Shuswap Band has issued an **Evacuation Alert** for the following area(s) or neighborhood(s): <affected areas>
- **You are not required to leave your home at this time.** However, this Alert means you need to be prepared to leave on short notice should the situation get worse
- Locate your family members and/or co-workers and designate a safe meeting place in the event of an Evacuation Order is issued
- Please prepare yourself and your family to leave on short notice. The province has a Preparedness Guide, and a Household Emergency Plan, both available here, that contain very useful info and tips: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/preparedbc/make-your-plan>
 - [Refer to the **Personal Preparedness Checklist** in the **Shuswap Band Emergency Plan**]
- Arrange accommodation for your family if possible. In the event of an Evacuation Order, emergency accommodation will be provided if necessary
- Please monitor the Indian Band Emergency Operations Centre at: <website link> for further information and updates or tune to <local radio station> for further alerts
- Please monitor the Indian Band Facebook Page at: <https://www.facebook.com/groups/119830024837854/> for further information updates
- <You may include the information sources for other agencies involved, depending on the nature of the emergency, e.g., BC Wildfire>
- If and when an Evacuation Order is issued, **you will need to leave immediately.** Please follow the instructions from emergency officials. You will be required to register at a Reception Centre for financial assistance and other support.
- Emergency personnel may come to your door to inform you of the evacuation and to ensure you are leaving. These could be police, firefighters or search & rescue volunteers. Please follow their instructions. They may leave flagging tape or other signage on your front door or elsewhere to indicate your status.
- If you require additional time or support to evacuate, you may decide to leave proactively before an Order is put in place. If you do so, you will not be eligible for financial assistance and lodging, so ensure that you make your own arrangements for somewhere to stay
- If you decide to leave your home proactively before an Order is put in place:
 - Turn off all indoor lights, your home's water supply, any propane appliances and lock your doors
 - **Do not turn off your gas home's supply unless explicitly instructed to do so by emergency officials**
- If you do not have means of transportation or need other assistance, please contact the Emergency Operations Centre at <contact info>

COMMUNITY SPOKESPERSON – EVACUATION ORDER KEY MESSAGING

For additional guidance see EMBC's [Emergency Operations Centre \(EOC\) Communications Toolkit](#)

- ❑ A primary consideration is to set the tone / expectation for the public by striking a balance between clearly communicating directions and not causing unnecessary panic
- ❑ Avoid jargon – plain language should be utilized whenever possible
- **You must leave your home as soon as possible**
- Due to an ongoing <emergency> posing an immediate threat to public safety, the Shuswap Band has issued an **Evacuation Order** for the following area(s) or neighbourhood(s): <affected areas>
- Proceed immediately to <Reception Centre Location > using the following route: <in town or out-of-town directions>
- You must yield to emergency vehicles and only travel on the routes provided above. **For your own safety, you must follow all instruction you receive from emergency officials.**
- If you do not have the means of transportation or need other assistance, please contact the Emergency Operations Centre immediately at <contact info>.
- Emergency personnel may come to your door to inform you of the evacuation and to ensure you are leaving. Do not wait to speak to an official – if you are receiving this notice, leave immediately. These could be police, firefighters, or search & rescue volunteers. They may leave flagging tape or other signage on your front door or elsewhere to indicate your status.
- Before leaving your home, turn off all indoor lights and lock your doors
- If you are instructed to do so, shut off your home's water supply, any propane appliances. **Do not turn off your gas home's supply unless explicitly instructed to do so by emergency officials.**
- Please monitor the Indian Band Emergency Operations Centre website at: <website link> for further information and updates, or tune to <local radio station> for further alerts
- Please monitor the Shuswap Band Facebook Page at:
<https://www.facebook.com/groups/119830024837854/> further information updates
- If you have not registered at a Reception Centre, register online for Evacuee Registration and Assistance at: <https://ess.gov.bc.ca/>

COMMUNITY SPOKESPERSON – SHELTER-IN-PLACE KEY MESSAGING

For additional guidance see EMBC’s [Emergency Operations Centre \(EOC\) Communications Toolkit](#)

- A primary consideration is to set the tone / expectation for the public by striking a balance between clearly communicating directions and not causing unnecessary panic
- It has been observed in previous situations that the phrase “Shelter in Place” can be confusing for the public, so utilize plain language in the messaging as much as possible
- **Remain inside your home or whatever structure you are currently in**
- Due to a <type of incident>, emergency officials have instituted a “Shelter in Place” order, which means you must stay inside until further notice
- Once inside, do the following:
 - Close (and lock) all windows and exterior outside doors
 - Close every door inside the building
 - If there is a danger of explosion, close the window shades, blinds and/or curtains
 - Turn off all fans, heating and air conditioning systems
 - Do not use kitchen or bathroom vent fans
 - Do not use fireplaces. Close all dampers
 - Do not operate your clothes dryer
 - Get your emergency kit and turn on the radio
 - Cell phones may be overwhelmed or infrastructure may be damaged during an emergency. It is ideal to have a hard-wired telephone in the room you select. If you do not have a hard-wired telephone, bring your cell phone and charger to ensure you have a method to communicate in the event of a life-threatening condition. Call your emergency contact
 - Go to an interior room without windows that is above-ground level if you can. Since some chemicals are heavier than air, avoid sheltering in basements
 - Bring your pets with you, and be sure to bring additional food and water supplies for them
 - Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room. A wet towel can also be used to seal along doors and windows
 - Monitor the radio, television, and [Emergency Info BC](#) online until you are told by local officials all is safe or you are told to evacuate
- Please monitor the Community Emergency Operations Centre website at: <insert website link here> for further information and updates, or tune to <local radio station> for further alerts
- Please monitor the Indian Band Facebook Page at: <https://www.facebook.com/groups/119830024837854/> for further information updates

DO NOT leave your building or home until you receive notification that the danger has passed.

The hazardous material is toxic. The signs and symptoms of overexposure are as follows: [[insert signs and symptoms](#)]. If you have any of these signs or symptoms and the order to shelter-in-place is still in effect, contact medical help by telephone at: [[insert contact number](#)]. If shelter-in-place order has been rescinded, seek immediate medical attention at the following location: [[insert location and address](#)]. If the situation is life-threatening or you are unable to move, dial 911 or the emergency response number in your area.

COMMUNITY SPOKESPERSON – GENERAL EVACUATION KEY MESSAGING

For additional guidance see EMBC's [Emergency Operations Centre \(EOC\) Communications Toolkit](#)

- We ask the public to avoid making phone calls unless absolutely necessary. Phone calls will overwhelm the local telecom network and prevent first responders and emergency officials from being able to communicate. If you need to reach friends or loved ones, use SMS text messages on your cell phone as they use very little bandwidth and do not put as much pressure on wireless networks
- We ask that all evacuees register at the <designated Reception Centre>, so we can provide support and assistance and to also track the number of evacuees in order to help reconnect and reunify families that may have been separated.
- You must yield to emergency vehicles and only travel on the routes provided above. **For your own safety, you must follow all instructions you receive from emergency officials.**
- Please monitor the Community Emergency Operations Centre website at: <insert website link here> for further information and updates or tune to <local radio station> for further alerts
- Please monitor the Shuswap Band Facebook Page at:
<https://www.facebook.com/groups/119830024837854/> for further information updates

5.2 EOC LEADERSHIP

Tactical, Alert, Order and Rescind Evacuation checklists for:

- ☞ Information Officer
- ☞ EOC Director
- ☞ Operations Section Chief
- ☞ Evacuation Branch Director
- ☞ Planning Section Chief
- ☞ Logistics Section Chief
- ☞ Finance Section Chief

Regularly update these checklists in order to reflect current or new practices, standards or legislative processes. New checklists may be added as new information is experienced.

These checklists are intended to help guide the key positions within the Shuswap Band emergency program and emergency operations centre. They're formatted so that if someone wishes, they can be photocopied or scanned/printed to use in operational situations.

A best practice is to store a set of the relevant checklists in each of the EOC command staff and management position workstation kits.

Within each position, there are 4 different checklists for each type of evacuation procedure: Tactical Evacuation, Evacuation Alert, Evacuation Order and Evacuation Rescind. An additional shelter-in-place key messaging reference sheet was created for the Information Officer position.

INFORMATION OFFICER – TACTICAL EVACUATION

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Collect information and obtain briefing from the Director of Operations, EOC Director and/or EPC and Incident Commander (IC) if possible
 - If an Incident Report has been used, reference that for background incident information
 - Review and regularly monitor local social media activity; identify any sources of misinformation
 - Review and regularly local traditional media; contact local media to establish incident communications protocols
 - Consult with other agency liaisons or representatives in the EOC
 - If there is a lead agency other than the Fire Department, contact their Information Officer and confirm information sharing protocols
- Confirm with the Director of Operations and EOC Director:
 - That a tactical evacuation is being initiated and for what areas
 - Any factual information that you have collected
 - The primary source for factual information for the public (Indian Band website, social media site etc.)
 - Location and contact information for EOC
 - The location and nature of the threat
 - Known and potential impacts of the event on the community and residents
 - Area(s) being evacuated
 - Location of the reception centre and any major evacuation routes
 - Designated Muster Areas for residents, if required
 - Lead agency and general summary of their response actions
 - Any other partner agencies and/or stakeholders that are involved and nature of their involvement
 - Any known or potential impacts to other stakeholder interests such as critical infrastructure or other values at risk
 - Any known or developing issues
- Activate / request additional support
 - Review and regularly monitor local social media activity; identify any sources of misinformation
 - Review and regularly monitor local traditional media; contact local media to establish incident communications protocols
- Initiate evacuation order communications to affected public, internal staff, and external stakeholders and support agencies as appropriate
 - Ensure all messaging is approved by the EOC Director before it is released
- For the public, ensure that you have information on:
 - Evacuation procedures including routes and reception centre locations
 - Where they can get factual information
- For internal staff, ensure you have information on:
 - Where to refer the public inquiries
 - Communications protocols for public and the media
 - Any business continuity practices appropriate to their roles

INFORMATION OFFICER – TACTICAL EVACUATION cont'd

- For external stakeholders and support agencies, ensure you have information on:
 - Nature and known and potential impacts of the event
 - Appropriate point of contact for them to get more information
 - Locations appropriate to their roles such as incident command post, EOC and/or reception centres
 - Protocols for accessing restricted areas as appropriate
- Participate in any briefing sessions with Chief and Council, Director of Operations, EOC Director, EPC and the IC
 - Confirm any factual information that you have collected on the cause and nature of the event or threat
 - If any investigations around cause, ensure that confidentiality is maintained, and any inquiries are directed to the appropriate agency; communicate this to the community and EOC leadership teams
 - Confirm the best estimate or known number of how many people and/or properties are threatened and/or impacted, including how imminent it is
 - Confirm location and contact information for the EOC, Reception Centre and/or Resilience Centre
 - Confirm the evacuation protocols, routes and reception centre locations for communication to the public
 - Confirm if there is an EMBC stakeholder coordination call as appropriate; attend these calls
 - Identify any issues that require special attention, and by whom
- Prepare speaking notes for Chief and Council, EOC Director and designated Community Spokesperson; see **Community Spokesperson - Tactical Evacuation Checklist** in **Appendix 5.1**
- Brief the Chief and Council and the designated Community Spokesperson on key messaging and communications protocols for public, stakeholders and the media
- Brief all the staff, EOC personnel, and responders on communications protocols for public, stakeholders and the media
 - Ensure they know that all media inquiries are to be directed to the EOC Information Officer for follow up
- Arrange for town hall meeting for evacuees within the first 48 hours; ensure appropriate panel of speakers including at a minimum:
 - Chief and Council and/or designated Community Spokesperson
 - Incident Commander from Lead Agency
 - EOC Director
 - Representative(s) from primary NGO support agencies
 - Police of jurisdiction
- Brief the EOC staff on communications protocols for public, stakeholders and the media; emphasize the need for confidentiality and advise where to send the public for factual information

INFORMATION OFFICER – EVACUATION ALERT

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Collect information and obtain briefing from the Director of Operations, EOC Director and/or Emergency Program Coordinator (EPC) and Incident Commander (IC) if possible
 - If a Situation Report has been used, reference that for background incident information
 - If there is a lead agency other than the Fire Department, contact their Information Officer and confirm information sharing protocols
- Consider the need for additional support for your role
- Confirm with the Director of Operations and EOC Director:
 - That an evacuation alert is being initiated and for what areas
 - The primary source for factual information for the public (Indian Band website, social media site etc.)
 - When/if EOC is being activated, it's location, and best forms of contact
 - The location, nature and potential impacts of the event on the community and residents
 - Designated Muster Areas for residents, if required
 - Lead agency
 - Any other partner agencies and/or stakeholders that are involved
 - Any potential impacts to other stakeholder interests such as critical infrastructure or other values at risk
 - Level of engagement with neighbouring communities
 - Consider opportunities for joint Evacuation Alerts, Orders, Order and information sharing and messaging
 - Any known or developing issues
- Activate / request additional support
 - Review and regularly monitor local social media activity; identify any sources of misinformation
 - Review and regularly monitor local traditional media; contact local media to establish incident communications protocols
- Consult with other agency liaisons or representatives in the EOC
- Participate in any briefing sessions with Chief and Council, Director of Operations, EOC Director, EPC and IC
 - Confirm any factual information that you have collected on the cause and nature of the event or threat
 - If any investigations around cause, ensure that confidentiality is maintained, and any inquiries are directed to the appropriate agency; communicate this to the community and EOC leadership teams
 - Confirm the best estimate or known number of how many people and/or properties are threatened including how imminent it is
 - Confirm location and contact information for the EOC, reception centre and/or resilience centre
 - Confirm if there is an EMBC stakeholder coordination call as appropriate; attend these calls
 - Identify any issues that require special attention, and by whom

INFORMATION OFFICER – EVACUATION ALERT cont'd

Prepare a Communications Plan for General Public / Evacuated Community Members:

- Ensure you have the following information:
 - Evacuation procedures including routes and reception centre locations
 - Personal preparedness including what to take and how to secure property
 - Where they can get factual information
 - Where and when the town hall meeting will occur if known
- Consider using the following systems for public notification and ongoing evacuation communication:
 - Door-to-door – provide written copies of Evacuation Alert along with maps and directions to Reception Centres for residents
 - Media briefings
 - Phone line – activate a dedicated toll-free public information phone line
 - Public meetings – either closed meeting for evacuees or open meeting for everyone & media
 - Radio
 - Reception Centres
 - Signage
 - Social Media – consider partnering with RDEK, EMBC and the City of Invermere to ensure updates are being shared. (Ideally social media should be staffed appropriately to allow capacity for two-way conversations with followers). Consider pre-recorded video messages.
 - Website – for posting emergency bulletins, updates and contact info for EOC and ESS

Prepare a Communications Plan for Notifying EOC and Internal Staff:

- Utilize existing corporate communication tools (e.g. email, phone trees, newsletter, staff paging system, etc.) to inform Indian Band staff of evacuation (This is in addition to your public notification)
- Ensure staff with designated EOC or 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?
 - Procedures in the event an evacuation is require (confirm with EOC Director)
- Where to refer the public inquiries
- Personal preparedness including what to take and how to secure their property
- Communication protocols for public and the media
- Any business continuity practices appropriate to their roles

Prepare a Communications Plan for Emergency Support Services:

- Establish contact with pre-designated communications contact with the Shuswap Band Emergency Support Services (ESS) team (e.g. ESS Director, Reception Centre Manager or designated ESS Information Officer)
- Direct all related materials for public consumption (e.g. Information bullets, maps, instructions, updates, etc.) to the Reception Centre and Group Lodging facilities as soon as possible to leverage their contact and exposure with the evacuees

Prepare a Communications Plan for Chief and Council:

- Ensure that all media requests are handled by the Chief and Council or the designated Community Spokesperson (in order to maintain consistency and accuracy of messaging)
- Community Leadership **ONLY** share out **APPROVED** communications coming from the EOC
 - Utilizing personal social media channels to get this information out to the public may be an option

INFORMATION OFFICER – EVACUATION ALERT cont'd

Prepare a Communications Plan for Support Agencies:

- A similar process for exemptions for external staff who need to remain may need to be implemented
- Ensure that Response Agencies (e.g. Police of Jurisdiction, BC Wildfire, etc.) understand that all inquiries should be deferred to the EOC for response (they may be approached by the public)
- Consider allowing pre-approved messaging for agencies to disseminate
- Consider using a third-party messaging platform (e.g. WhatsApp, Slack, etc.) for staff working together remotely to remain in contact in order to streamline interagency communications
- Ensure you have information on:
 - Nature and potential impacts of the event
 - Appropriate point of contact for them to get more information
 - Locations appropriate to their roles such as incident command post, EOC and/or reception centres
 - Protocols for accessing restricted areas as appropriate

Prepare a Communications Plan for External Stakeholders:

- Ensure you have information on:
 - Nature and potential impacts of the event
 - Appropriate point of contact for them to get more information
 - Locations appropriate to their roles such as incident command post, EOC and/or reception centres
 - Protocols for accessing restricted areas as appropriate
- Initiate evacuation alert communications to affected public, internal staff, and external stakeholders and support agencies as appropriate
- Confirm with Chief and Council, Director of Operations and EPC 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 5.1**
- Prepare speaking notes for Chief, EOC Director and the designated Community Spokesperson; see the **Community Spokesperson Evacuation Alert and Order Checklist in Appendix 5.1**
 - Ensure messaging is clear, concise and factual
- Brief the Chief and Council and the designated Community Spokesperson on key messaging and communication protocols for the public, stakeholders and media
 - Ensure they understand their responsibility to defer questions that may be operational and/or technical in nature and what these questions might be
 - Ensure they only share information that has been provided and approved by the EOC
- Brief all the staff, EOC personnel, and responders on communications protocols for public, stakeholders and the media
 - Ensure they know that all media inquiries are to be directed to the EOC Information Officer for follow up
- Consider organizing a daily (or regularly scheduled) media briefing, either in-person, over the phone or online if the number of media requests become unmanageable

INFORMATION OFFICER – EVACUATION ORDER

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Obtain briefing from the Director of Operations, EOC Director and/or Emergency Program Coordinator (EPC) and Incident Commander (IC) and collect the following information if possible:
 - If a Situation Report has been used, reference that for background incident information
 - If there is a lead agency other than the Fire Department, contact their Information Officer and confirm information sharing protocols
- Confirm with the Director of Operations and EOC Director:
 - That an evacuation order is being initiated and for what areas
 - Any factual information you have collected
 - The primary source for factual information for the public website, social media site, app, etc.
 - Location and contact information for EOC
 - The location, nature and prognosis for the event
 - Known and potential impacts of the event on the community and residents
 - Location of the reception centre and any major evacuation routes
 - Lead agency and general summary of their response actions
 - Any other partner agencies and/or stakeholders that are involved and nature of their involvement
 - Any known or potential impacts to other stakeholder interests such as critical infrastructure or other values at risk
 - Level of engagement with neighbouring communities
 - Consider opportunities for joint Evacuation Alerts, Orders, Order and information sharing and messaging
 - Any known or developing issues
- Activate / request additional support
 - Review and regularly monitor local social media activity; identify any sources of misinformation
 - Review and regularly monitor local traditional media; contact local media to establish incident communications protocols
- Consult with other agency liaisons or representatives in the EOC
- Participate in any briefing sessions with Chief and Council, Director of Operations, EOC Director, EPC and IC
 - Confirm any factual information that you have collected on the cause and nature of the event or threat
 - If any investigations around cause, ensure that confidentiality is maintained, and any inquiries are directed to the appropriate agency; communicate this to the community and EOC leadership teams
 - Confirm the best estimate or known number of how many people and/or properties are threatened including how imminent it is
 - Confirm location and contact information for the EOC, reception centre and/or resilience centre
 - Confirm if there is an EMBC stakeholder coordination call as appropriate; attend these calls
 - Identify any issues that require special attention, and by whom

INFORMATION OFFICER – EVACUATION ORDER cont'd

Prepare a Communications Plan for the General Public / Evacuated Community Members

- Ensure you have the following information:
 - Evacuation procedures including routes and reception centre locations
 - Personal preparedness including what to take and how to secure property
 - Where they can get factual information
 - Where and when the town hall meeting will occur if known
 - When and how Temporary Access into evacuated areas will work
- Consider using the following systems for public notification and ongoing evacuation communication:
 - Door-to-door if time permits – provide written copies of Evacuation Order along with maps and directions to Reception Centres for residents
 - Emergency Responder loudspeakers
 - Media briefings
 - Phone line – activate a dedicated toll-free public information phone line
 - Public meetings – either closed meeting for evacuees or open meeting for everyone & media
 - Radio
 - Reception Centres
 - Signage
 - Social Media – consider partnering with Vanderhoof District Chamber of Commerce to ensure updates are being shared. (Ideally social media should be staffed appropriately to allow capacity for two-way conversations with followers). Consider pre-recorded video messages.
 - Website – for posting emergency bulletins, updates and contact info for EOC and ESS

Prepare a Communications Plan for notifying EOC and Internal Staff

- Utilize existing corporate communication tools (e.g., email, phone trees, newsletter, staff paging system, etc.) to inform Shuswap Band staff of evacuation (This is in addition to your public notification)
- Ensure staff with designated EOC or 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?
- Where to refer the public inquiries
- Personal preparedness including what to take and how to secure their property
- Communication protocols for public and the media
- Any business continuity practices appropriate to their roles

Prepare a Communications Plan for Emergency Support Services

- Reach out to the pre-designated communications contact with the Indian Band Emergency Support Services (ESS) team (e.g., ESS Director, Reception Centre Manager or designated ESS Information Officer)
- Direct all related materials for public consumption (e.g., Information bullets, maps, instructions, updates, etc.) to the Reception Centre and Group Lodging facilities as soon as possible to leverage their contact and exposure with the evacuees

INFORMATION OFFICER – EVACUATION ORDER cont'd

Prepare a Communications Plan for Elected Officials and ensure that:

- All media requests are handled by Chief or the designated Community Spokesperson (in order to maintain consistency and accuracy of messaging)
- Elected officials **ONLY** share out **APPROVED** communications coming from the EOC
 - Utilizing personal social media channels to get this information out to the public may be an option

Prepare a Communications Plan for Support Agencies:

- A similar process for exemptions for external staff who need to remain may need to be implemented
- Ensure that Response Agencies (e.g., Police of Jurisdiction, BC Wildfire, etc.) understand that all inquiries should be deferred to the EOC for response (they may be approached by the public)
- Consider allowing pre-approved messaging for agencies to disseminate
- Consider using a third-party messaging platform (e.g., WhatsApp, Slack, etc.) for staff working together remotely to remain in contact in order to streamline interagency communications
- Ensure you have information on:
 - Nature and potential impacts of the event
 - Appropriate point of contact for them to get more information
 - Locations appropriate to their roles such as incident command post, EOC and/or reception centres
 - Protocols for accessing restricted areas as appropriate

Prepare a Communications Plan for External Stakeholders, ensure you have information on:

- Nature and potential impacts of the event
 - Appropriate point of contact for them to get more information
 - Locations appropriate to their roles such as incident command post, EOC and/or reception centres
 - Protocols for accessing restricted areas as appropriate
- Participate in any briefing sessions with Chief and Council, Director of Operations/EOC Director, EPC and Incident Commander
 - Confirm any factual information that you have collected on the cause and nature of the event or threat
 - If any investigations around cause, ensure that confidentiality is maintained, and any inquiries are directed to the appropriate agency; communicate this to the community and EOC leadership teams
 - Confirm the best estimate or known number of how many people and/or properties are threatened and/or impacted, including how imminent it is
 - Confirm location and contact information for the EOC, reception centre and/or resilience centre
 - Confirm the evacuation protocols, routes and reception centre locations for communication to the public
 - Confirm if there is an EMBC stakeholder coordination call as appropriate; attend these calls
 - Identify any issues that require special attention, and by whom

INFORMATION OFFICER – EVACUATION ORDER cont'd

- Initiate evacuation order communications to affected public, internal staff, and external stakeholders and support agencies as appropriate
 - Ensure all messaging is approved by the EOC Director before it is released
- Confirm with Chief and Council, Director of Operations and EPC 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 5.1**
- Prepare speaking notes for Chief, EOC Director and the designated Community Spokesperson; see the **Community Spokesperson Evacuation Alert and Order Checklist** in **Appendix 5.1**
- Brief Chief and Council and the designated Community Spokesperson on key messaging and communications protocols for public, stakeholders and the media
- Brief all the staff, EOC personnel, and responders on communications protocols for public, stakeholders and the media
 - Ensure they know that all media inquiries are to be directed to the EOC Information Officer for follow up
- Arrange for town hall meeting for evacuees within the first 48 hours; ensure appropriate panel of speakers including at a minimum:
 - Chief and/or designated Community Spokesperson
 - Incident Commander from Lead Agency
 - EOC Director
 - Representative(s) from primary NGO support agencies
 - Police of jurisdiction

INFORMATION OFFICER – EVACUATION RESCIND

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Confirm with the Director of Operations/EOC Director:
 - That a full or partial evacuation rescind is being initiated and for what areas
 - Whether there is need for an evacuation alert still for some or all areas, or whether the threat no longer exists
 - The primary source for factual information for the public (community website, social media site etc.)
 - Known plans around re-entry
 - Known plans around recovery
 - The current status and prognosis for the event
 - Known impacts of the event on the community and residents
 - Location of the recovery and/or resilience centre
 - Date and time of re-entry into each affected area
 - Re-entry routes and any concerns around transportation and traffic management
 - Lead agency and general summary of their response actions
 - Any other partner agencies and/or stakeholders that are currently involved and nature of their involvement
 - Any known impacts to other stakeholder interests such as critical infrastructure or other values at risk
 - Any known or developing issues
- Review and regularly monitor local social media activity; identify any sources of misinformation
- Review and regularly monitor local traditional media; contact local media to establish incident communications protocols
- Consult with other agency liaisons or representatives in the EOC
- Confirm with information officers in other agencies all factual information related to rescind and re-entry
- Initiate Evacuation Rescind communications to affected public, internal staff, and external stakeholders and support agencies as appropriate
 - Ensure all messaging is approved by the EOC Director before it is released
- For the public, ensure that you have information on:
 - Date and time of re-entry
 - Re-entry procedures including routes into their areas and/or special access
 - Location of recovery and/or resilience centre where they can access additional support resources
 - Where they can get factual information
 - Personal safety
- Prepare a communications plan for notifying:
 - Evacuated community members
 - EOC and internal staff
 - Support agencies and stakeholders

INFORMATION OFFICER – EVACUATION RESCIND cont'd

- For internal staff, ensure you have information on:
 - Where to refer the public inquiries
 - Communications protocols for public and the media
 - Any business continuity practices appropriate to their roles
- For external stakeholders and support agencies, ensure you have information on:
 - Known impacts of the event
 - Appropriate point of contact for them to get more information
 - Locations appropriate to their roles such as the Incident Command Post, EOC, recovery centre and/or resilience centre
 - Protocols for accessing restricted areas as appropriate
- Participate in any briefing sessions with Chief, Director of Operations/EOC Director, EPC and support agencies
 - Confirm any factual information that you have collected
 - If any investigations around cause, ensure that confidentiality is maintained, and any inquiries are directed to the appropriate agency; communicate this to the community and EOC leadership teams
 - Confirm known number of how many people and/or properties impacted
 - Confirm location and contact information for the reception centre and/or resilience centre
 - Confirm the re-entry protocols, routes and reception and/or resilience centre locations for communication to the public
 - Confirm if there is still an EMBC stakeholder coordination call or any held by supporting agencies as appropriate; attend these calls
 - Identify any issues that require special attention, and by whom
- Brief Chief and Council and the designated Community Spokesperson on key messaging and communications protocols for public, stakeholders and the media – see the **Community Spokesperson Evacuation Rescind Checklist** in **Appendix 5.1**
 - Prepare speaking notes for Chief, EOC Director and the designated Community Spokesperson
- Brief all the staff, EOC personnel, and responders on communications protocols for public, stakeholders and the media about re-entry
 - Ensure they know that all media inquiries are to be directed to the EOC Information Officer for follow up
- Arrange for town hall meeting for impacted residence as appropriate at least 48 hours prior to re-entry; ensure appropriate panel of speakers including at a minimum:
 - Chief and/or designated Community Spokesperson
 - Recovery Centre Manager and/or Resilience Centre Manager
 - EOC Director
 - Representative(s) from primary NGO(s) and Government support agencies
- Consider regular town hall meetings at least weekly in the early stages of re-entry and readjust as required
- Consider the need for ongoing daily messaging and public information support (social media updates) during the recovery phase as appropriate

INFORMATION OFFICER – SHELTER-IN-PLACE KEY MESSAGING

- A primary consideration is to set the tone / expectation for the public by striking a balance between providing awareness and not causing unnecessary panic
- Avoid jargon – plain language should be utilized whenever possible
- See **Appendix 6** for the **Emergency Personal Preparedness Checklist** for residents if applicable
- There is currently a(n) **<emergency>** causing hazardous material to enter the air. Emergency response professionals are requesting that you immediately “Shelter-in-Place” by staying protected indoors or finding refuge in the closest safe building until you receive instruction that it is safe to exit the building. The Shuswap Band is monitoring the situation and will continue to provide regular updates
- **You are required to stay at home at this time**
- Please monitor the Shuswap Band Facebook Page at: <https://www.facebook.com/groups/119830024837854/> further information and updates or tune to **<local radio station>** for further alerts
- **<You may include the information sources for other agencies involved, depending on the nature of the emergency, e.g., BC Wildfire>**
- **DO NOT** leave your building or home until you receive notification that the danger has passed
- Include the following pertinent Shelter-in-Place instructions:
 - Get inside your home or other building as quickly as possible
 - Close all doors, window, fireplaces, vents or other openings. Use duct tape, foil, or plastic wrap to seal leaks
 - Turn off all heating, ventilation and air conditioning systems. Close vents
 - Close drapes, curtains and shades. Stay away from windows.
 - Use stairwells whenever possible. Limit the use of elevators.
 - Use the telephones only if you need immediate emergency service
 - Turn on the radio/television or go to an online news source for information
 - The hazardous material may be toxic. The signs and symptoms of overexposure to such toxins are as follows:
 - Dizziness/disorientation
 - Blurred vision
 - Difficulty breathing
 - Cyanosis (turning blue)
 - Incoherency
 - Severe Nausea
 - Vomiting
 - Bleeding from the nose, ears or mouth
 - If you have any of these signs or symptoms, seek medical help outside of the shelter-in-place area or at the established medical treatment station set up by the Shuswap Band EOC

EOC DIRECTOR – TACTICAL EVACUATION

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Collect general information about the incident from the leading agency
 - Nature of the threat
 - Geographic area under threat
 - Confirm the boundaries of area under threat
- Call police of jurisdiction for assistance; provide them with the following information:
 - Nature of the threat
 - Geographic area under threat
 - Estimated numbers of community members, and structures at threat
 - Evacuation route(s)
 - Location of ESS Reception Centre(s)
 - Request they have a representative attend the EOC, if activated
- Determine evacuation support needs of Incident Commander
- Establish a Joint EOC with responding agencies, if appropriate
- Establish lines of communication with appropriate agencies and support staff
- Advise EMBC and request assistance as required. Consider requesting:
 - First responder assistance with Evacuation Notifications
 - EOC staffing personnel resources
 - EMBC to host a daily stakeholder coordination call
- Confirm that an EMBC Task Number has been generated
- Activate the **Shuswap Band Emergency Plan**
- Activate the **Shuswap Band Evacuation Plan**
- Brief the Designated Community Spokesperson, Chief and Council on the most current situational awareness as it evolves
- Consider the need for a Band Council Resolution. If required, see **Band Council Resolution Checklist in Appendix 4**
- Consider the need for a formal Evacuation Order, if needed go to the **EOC Director Evacuation Order Checklist**
- Review the **Tactical Evacuation Audit in Appendix 5.3** (Optional)

EOC DIRECTOR – EVACUATION ALERT

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- 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 Director of Operations 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 Director of Operations, 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 EMBC 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 EMBC task number and whether more than one is required. If not issued, call EMBC **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 EMBC
 - 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 EMBC 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 **Shuswap Band Evacuation Plan**
- Consider the need for a Shuswap Band Representative to be present at the Responding Agency EOC and/or Command Post
- Review the **Evacuation Alert Audit** in **Appendix 5.3** (Optional)

EOC DIRECTOR – EVACUATION ORDER

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- 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 that an Evacuation Order is required
- Discuss with Director of Operations 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 Appendix 4**
- Confirm with Director of Operations, 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 EMBC 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
 - EMBC Task Number, call **1-800-663-3456** if it hasn't already been done
- Consider requesting from EMBC:
 - 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 EMBC for assistance with additional personnel as required

- Consider the need for a Shuswap Band 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 5.3*** (Optional)

EOC DIRECTOR – EVACUATION RESCIND

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Confirm with the Incident Commander, EOC Planning Section Chief and available hazard specific Subject Matter Experts (incl. traditional indigenous knowledge keepers and technical specialists) that a partial or complete rescind is safe and appropriate
- Brief Chief and Council on the most current situational awareness as it evolves
- Consult with supporting agencies so they can begin their planning for re-entry support
- Review the completed Evacuation Rescind document with the Plans Section Chief (PSC) and confirm it has been signed and a copy has been sent to PREOC
- Confirm status of re-entry planning and timeline with PSC
- Review Evacuation Rescind communications with Information Officer
- Review the *Evacuation Rescind Audit in Appendix 5.3* (Optional)

EOC DIRECTOR – SHELTER-IN-PLACE

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- 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
 - Any site support needs required
- Consult with Incident Commander or available hazard specific Subject Matter Experts to confirm that a shelter-in-place is required
- Discuss with Director of Operations and Emergency Program Coordinator if the recommendation for a shelter-in-place order should be accepted, modified or dismissed
- Determine the shelter-in-place support needs
 - Consider the need to activate a resident notification group under the EOC Operations Section
 - Assistance with shelter-in-place notification (e.g. first responders, ground search and rescue)
 - Consider the need for shelter-in-place mapping
 - Confirm communications strategy with Information Officer (refer to **Information Officer shelter-in-place key messaging checklist**)
- Confirm with Director of Operations and Emergency Program Coordinator:
 - If EOC has been activated and that it is located in a safe location that will not be compromised by the event or threat
 - EMBC Task Number (if applicable), call **1-800-663-3456** if it hasn't already been done
 - Consider remote or virtual EOC support options from other communities or organizations
- Consider the need to review the **Pre-planning Evacuation Checklist**
- Brief Chief and Council on the most current situational awareness as it evolves

EOC OPERATIONS SECTION CHIEF – TACTICAL EVACUATION

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Collect general information about the incident
- Confirm with the EOC Director, who will call the police of jurisdiction for assistance and provide them with the following information:
 - Nature of the threat
 - Geographic area(s) under threat
 - Estimated numbers of community members, and structures at threat
 - Evacuation route(s)
 - Location of ESS Reception Centre(s)
 - Request they have a representative attend the EOC
- Assume the Evacuation Branch Director position or designate someone – see **Evacuation Branch Director Tactical Evacuation Checklist**
- Determine evacuation support needs of Incident Commander
- Confirm with EOC Director:
 - An EMBC Task Number has been issued
 - If Yes, what is it
 - If No, who will contact EMBC, provide the following information and get task number **1-800-663-3456**:
 - Best information on the nature of the event or threat, including how imminent it is
 - Best estimate of how many people and/or properties are threatened
 - 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 EMBC
 - The **Shuswap Band Emergency Plan** has been activated
 - The **Shuswap Band Evacuation Plan** has been activated
 - That ESS support has been activated
 - Location of Reception Centre(s)
 - Evacuation routes
 - Status of evacuation route critical infrastructure

EOC OPERATIONS SECTION CHIEF – EVACUATION ALERT

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Collect information from the field and Site Level Operations and brief the EOC Director
 - Provide the best information on the nature of the event or threat, including how imminent it is
 - Geographic area(s) under threat
 - Best estimate of how many people and/or properties are threatened
 - Request any additional assistance you need through EMBC
- Confirm with the EOC Director that an EMBC Task Number has been issued and confirm the number
- Assume the Evacuation Branch Director position or designate someone – see **Evacuation Branch Director Tactical Evacuation Checklist**
- Confirm with the EOC Director the need for a planning and logistics support to address:
 - Evacuation Operations
 - Traffic Management
 - Security and Access Management
- Assume the Evacuation Branch Director position or designate someone – see **Evacuation Branch Director Evacuation Alert Checklist**
- Confirm Evacuation Alert Communications to affected public, internal staff, and external stakeholder support agencies
- Consider the Triggers for Evacuation Decision Making – see **Shuswap Band Evacuation Plan Section 11.0**
- Consider the need for additional Logistics to help support any ESS requests
 - Coordinate building access and any on site equipment required by the ESS group
 - Coordinate with Logistics any additional resources required (e.g. lighting, generators, sanitation, additional cleaning services, etc.)
 - Review host location parking plans
 - Assign personnel to supervise parking activities
 - Consider designated parking for Reception Centre support staff
- Consider the need for additional Logistics to help support the evacuation branch groups
- Monitor status of critical infrastructure for threats to evacuation routes

EOC OPERATIONS SECTION CHIEF – EVACUATION ORDER

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Confirm with the EOC Director that an EMBC Task Number has been issued and confirm the number
- Collect information/obtain briefing from Incident Commander and forward information to EOC Director
 - Nature and status of the threat
 - Geographic area(s) under threat
 - Best estimate of how many people and/or properties are threatened
 - Determine/confirm which area(s) are to be evacuated first
- Assign EOC Operations staff to positions as they arrive and brief them at regular intervals
- Confirm the need for support agency presence in the EOC with the EOC Director and Liaison Officer and have the Liaison Officer contact the relevant agency(s)
- Consult with the EOC Director about activating the following under the Operations Section:
 - Evacuation Operations Branch with appropriate logistics support
 - Traffic Management Group
 - Security and Access Management
- Collect information on evacuation support needs from the Incident Commander
- Confirm that ESS support has been activated
- Confirm Reception Centre Location(s) and activation
- Confirm with Operations 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
- Assume the Evacuation Branch Director position or designate someone – see **Evacuation Branch Director Evacuation Order Checklist**
- Contribute to 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
- Identify any issues and communicate to the EOC Director as appropriate
- Monitor status of critical infrastructure for threats to evacuation routes

EOC OPERATIONS SECTION CHIEF – EVACUATION RESCIND

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Confirm with Incident Commander and EOC Director that partial or complete rescind is safe and appropriate
- Consult with supporting agencies so they can begin their planning for re-entry support
- Coordinate with the Planning Section Chief or Recovery Planner to operationalize the Recovery Plan
 - Restore community services and utilities to normal pre-emergency/disaster day-to-day operations
 - Coordinate building and public safety inspections
 - Remove debris
 - Restore medical facilities and services
 - Restore government facility functions
 - Demolish buildings
 - Provide emergency housing
- Assist the Planning Section Chief with Re-entry Planning
 - Assess level of industrial recovery activity (e.g., lots of heavy equipment and vehicles using the community roads)
 - Ensure all safety concerns have been identified and addressed
 - Confirm areas that are safe for residents to return to, and when
 - Coordinate Rapid Damage Assessment Plan if any properties have been damaged prior to re-entry
 - Coordinate building and public safety inspections
 - Remove evacuation route signs

EVACUATION BRANCH DIRECTOR – TACTICAL EVACUATION

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Confirm the EMBC Task Number issued with the EOC Operations Section Chief
- Request any additional assistance required through the EOC Operations Section Chief
- Confirm with EOC Operations Section Chief:
 - Nature of the event or threat, including how imminent it is
 - Geographic area(s) under threat
 - Best estimate of how many people and/or properties are threatened
 - ESS Host locations (Internal / External Evacuation) have been activated
 - Evacuation Routes
 - Muster areas for residents requiring transportation
 - Residents with special transportation requirements
 - Known vulnerable populations estimate
 - Youth and elders
 - Residents with health considerations and special transportation considerations
 - Number of domestic pets
 - Number of domestic livestock and any special evacuation considerations
 - Facilities and locations for evacuated livestock
- Confirm the number of evacuees without vehicles needing transportation assistance
- Determine type and number of transportation vehicles required and request through Logistics Section Chief
- Confirm pertinent evacuation information with Information Officer
 - Designated muster areas
 - A transport plan for residents without vehicles
- Consider the need for opening up main corridors to maximize outbound lanes of traffic:
- Discuss with MoTI the need for :
 - Maximizing outbound highway traffic flow (converting inbound lanes to outbound)
 - Pre-positioning traffic control assistance at key on/off ramp locations
 - Pre-positioning tow trucks along highway to clear large vehicle obstructions
- Review the Reserve Management Summaries
- Evacuate known vulnerable populations as appropriate
- Consider the need for livestock evacuation and how it may conflict with the evacuation of people
- Go to Evacuation Order or Alert checklist as appropriate

EVACUATION BRANCH DIRECTOR – EVACUATION ALERT

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Confirm the EMBC Task Number issued with the EOC Operations Section Chief
- Request any additional assistance you need through the EOC Operations Section Chief
- Confirm with EOC Operations Section Chief:
 - Nature of the event or threat, including how imminent it is
 - Geographic area(s) under threat
 - Best estimate of how many people and/or properties are threatened
 - ESS Host locations (Internal / External Evacuation) have been activated
 - Evacuation Routes
 - Muster areas for residents requiring transportation
 - Residents with special transportation requirements
 - Number of domestic pets
 - Support agencies who need to be contacted and who will contact them
 - Evacuation status of known vulnerable populations
 - Known vulnerable populations estimate
 - Youth and elders
 - Residents with health considerations and transportation needs
 - Language considerations
 - Evacuation status of domestic livestock
 - Number of domestic livestock and any special evacuation considerations
 - Facilities and locations for evacuated livestock
- Review the Reserve Management Summaries

Consider the need for a Notification Group:

- Coordinate with the police of jurisdiction:
 - Number of personnel required to assist with door-to-door notification
 - Brief personnel on notification protocols
- Coordinate community resources as required
 - Personnel, Vehicles, Evacuation Notification Kits (located at the Fire Hall), etc.
 - Request community maps (with housing information) from Planning Section Chief
 - Consider sending trusted community representatives to accompany police of jurisdiction
 - Conduct briefing, deploy and track resources
- Coordinate Evacuation Alert and personal preparedness key messaging with Information Officer

EVACUATION BRANCH DIRECTOR – EVACUATION ALERT cont'd

Consider the need for a Traffic Management Group to coordinate with Police of Jurisdiction and MoTI:

- Review Reserve Summaries in the **Shuswap Band Evacuation Plan**
- Identify traffic route assignments for evacuated areas using all available outbound lanes
- Prioritize evacuation by neighbourhood considering risk and population density
- Assign public works or a designate to secure all evacuation routes, helispots and muster areas as required
- Consider the need for adjusting traffic signal lights
- Post route direction signs
- Consider a designated inbound route for responders, tow trucks and fuel trucks
- Assign traffic control personnel to potential traffic control/choke points (e.g. stop controlled left turns)
- Establish security check points and intercept all inbound traffic; consider the need for police presence
- Assign patrols on traffic routes to clear stalled/broken down vehicles
- Consider the need to assign traffic control personnel to control flow onto highway entrance ramps
- Consider the need to pre-position of towing services
- Monitor traffic patterns via on ground observations / traffic cameras and redirect flow as needed
- Consider the need for redirecting or closing down sections of the highway to inbound travel
- Confirm pertinent evacuation information with Information Officer
 - Evacuation departure routes and reception centres
 - Designated muster areas for bus transportation
 - Any other key messaging

Consider the need for a Transportation Group

- Confirm the number of evacuees without vehicles needing transportation assistance
- Confirm the number of evacuees with special transportation requirements
- Determine type and number of transportation vehicles required and request through Logistics Section Chief
- Confirm pertinent evacuation information with Information Officer
 - Designated muster areas
 - A transport plan for residents without vehicles
- Consider the need for opening up main corridors to maximize outbound lanes of traffic
- Discuss with MoTI the need for:
 - Maximizing outbound highway traffic flow (converting inbound lanes to outbound)
 - Pre-positioning traffic control assistance at key on/off ramp locations
 - Pre-positioning tow trucks along highway to clear large vehicle obstructions
 - Evacuation messaging on the dynamic highway signs to inform drivers of evacuation alert and where to check for up-to-date information (consult with Information Officer to confirm key messaging)

EVACUATION BRANCH DIRECTOR – EVACUATION ALERT cont'd

Consider the need for a Security Group:

- Determine number of security resources required
- Request security resources through Logistics
- Give a briefing to the security resources and deploy them
- Review the 10-step Temporary Access Flow Chart – **Shuswap Band Evacuation Plan Section 20.1**
- Consider the need for a qualified escort(s) for all individuals/agencies passing-through an evacuated area
- Coordinate with police of jurisdiction to:
 - Pre-identify security checkpoints into evacuated areas
 - Strategically designate security checkpoints for temporary access into the evacuated area
 - Confirm temporary access procedures and coordinate system with the security resources on site
 - Confirm a reporting structure for checkpoint personnel to police of jurisdiction, contractors and the EOC as required
 - Establish a clear point of contact for both the checkpoint personnel and EOC for efficient communications
 - Identify to whom the EOC Master Lists will be sent and through what channel and identify how the completed/expired Master Lists will be returned to the EOC
(i.e. Master Lists may be emailed to the police of jurisdiction detachment who then provides the Master Lists to their officers at the beginning of their shifts or emails/delivers the Master Lists to checkpoint personnel
Identify who the EOC Master Lists will be returned and when (i.e. email and at the end of each operational period)
 - Provide copies of the Temporary Access Permit Procedures handout – **Appendix 7**
- Consider the need for additional Logistics to help support the evacuation branch groups

EVACUATION BRANCH DIRECTOR – EVACUATION ORDER

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Confirm the EMBC Task Number issued with the EOC Operations Section Chief
- Confirm an Evacuation Order has been issued by Chief and Council
- Request any additional assistance you need through the EOC Operations Section Chief
- Confirm with EOC Operations Section Chief:
 - Nature of the event or threat, including how imminent it is
 - Geographic area(s) under threat
 - Best estimate of how many people and/or properties are threatened
 - ESS Host locations (Internal / External Evacuation) have been activated
 - Evacuation Routes
 - Muster areas for residents requiring transportation
 - Residents with special transportation requirements
 - Known vulnerable populations estimate
 - Youth and elders
 - Residents with health considerations
 - Number of domestic pets
 - Number of domestic livestock and any special evacuation considerations
 - Facilities and locations for evacuated livestock
 - Support agencies who need to be contacted and who will contact them
- Review the Reserve Evacuation Summaries
- Evacuate known vulnerable populations as appropriate
- Evacuate domestic livestock as appropriate

Consider the need for a Notification Group:

- Coordinate with Police of Jurisdiction:
 - Number of personnel required to assist with door-to-door notification
 - Brief personnel on notification protocols
- Coordinate community resources as required
 - Teams, Vehicles, Evacuation Notification Kits (stored in the Fire Hall) etc.
 - Request Community Plans with house information from Planning Section
 - Consider sending trusted community representatives to accompany police of jurisdiction
 - Conduct briefing, deploy and track resources
- Coordinate Evacuation Alert and personal preparedness key messaging with Information Officer
- Collect the following updated information and share with the Planning Section:
 - Number and location of residents already evacuated
 - Number and location of residents evacuating
 - Number and location of residents refusing to leave
 - Number and location of residents requiring transportation assistance
 - Number and location of residents requiring special transportation assistance
- Coordinate Evacuation Order and personal preparedness key messaging with Information Officer

EVACUATION BRANCH DIRECTOR – EVACUATION ORDER cont'd

Consider the need for a Traffic Management Group to coordinate with Police of Jurisdiction and MoTI:

- Review the Reserve Evacuation Summaries in the **Shuswap Band Evacuation Plan**
- Identify traffic route assignments for evacuated areas using all available outbound lanes
- Consider the need to prioritize evacuation by neighbourhood
- Assign public works or a designate to secure all evacuation routes, helispots and muster areas as required
- Consider the need for adjusting traffic signal lights
- Post route direction signs
- Consider a designated inbound route for responders, tow trucks and fuel trucks
- Assign traffic control personnel to potential traffic control/choke points
- Establish security check points and intercept all inbound traffic; consider the need for police presence
- Assign patrols on traffic routes to clear stalled/broken down vehicles
- Consider the need to assign traffic control personnel to control flow onto highway entrance ramps
- Consider the need to pre-position of towing services
- Monitor traffic patterns via on ground observations / traffic cameras and redirect flow as needed
- Consider the need for redirecting or closing down sections of the highway to inbound travel
- Confirm pertinent evacuation information with Information Officer
 - Evacuation departure routes and reception centres
 - Designated muster areas for bus transportation
 - Any other key messaging

Consider the need for a Transportation Group

- Confirm the number of evacuees without vehicles needing transportation assistance
- Confirm the number of evacuees with special transportation requirements
- Determine type and number of transportation vehicles required and request through Logistics Section Chief
- Confirm pertinent evacuation information with Information Officer
 - Designated muster areas
 - A transport plan for residents without vehicles
- Consider the need for designating an inbound first responder traffic route and the need for opening up a multiple lane outbound traffic route for evacuees
- Discuss with MoTI the need for :
 - Opening up highways to maximize multiple outbound lanes of traffic
 - Pre-positioning traffic control assistance at key on/off ramp locations
 - Pre-positioning tow trucks along highway to clear large vehicle obstructions

EVACUATION BRANCH DIRECTOR – EVACUATION ORDER cont'd

Consider the need for a Security Group:

- Determine number of security resources required
- Request security resources through Logistics
- Give a briefing to the security resources and deploy them
- Review the 10-step temporary access flow chart – **Shuswap Band Evacuation Plan Section 19.1**
- Consider the need for a qualified escort(s) for all individuals/agencies passing-through an evacuated area
- Coordinate with police of jurisdiction to:
 - Pre-identify security checkpoints into evacuated areas
 - Strategically designate security checkpoints for temporary access into the evacuated area
 - Confirm temporary access procedures and coordinate system with the security resources on site
 - Confirm a reporting structure for checkpoint personnel, Police of Jurisdiction, contractors and the EOC as required
 - Establish a clear point of contact for both the checkpoint personnel and EOC for efficient communications
 - Identify to whom the EOC Master Lists will be sent and through what channel and identify how the completed/expired Master Lists will be returned to the EOC
(i.e. Master Lists may be emailed to the police of jurisdiction detachment who then provides the Master Lists to their officers at the beginning of their shifts or emails/delivers the Master Lists to checkpoint personnel
Identify who the EOC Master Lists will be returned and when (i.e. email and at the end of each operational period)
 - Provide copies of the Temporary Access Permit Procedures handout – **Appendix 7**
- For temporary cross-jurisdictional access, instruct requestors to submit a copy of their form to each respective jurisdiction

Consider the need for a Reception Centre Group:

- Coordinate building access and any on site equipment required by the ESS group
- Coordinate with Logistics any additional resources required (e.g., lighting, generators, sanitation, additional cleaning services, etc.)
- Review host location parking plans
 - Assign personnel to supervise parking activities
 - Consider designated parking for Reception Centre support staff
- Consider the need for additional Logistics to help support the evacuation branch groups
- Coordinate with Logistics a community representative to be located at the Reception Centre to greet community members and be a spokesperson for their community needs
 - Maintain contact with evacuees and update Operations on a regular basis
 - Ensure mental health needs are addressed
 - Ensure evacuees have prescriptions

EOC PLANNING SECTION CHIEF – TACTICAL EVACUATION

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Confirm EMBC Task Number with the EOC Director as well as:
 - 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
 - Reception Centre location(s) and major evacuation routes
 - Muster areas for residents, if required
 - ESS has been notified and requirements have been identified
 - Consider need for approved Extraordinary Evacuee Authorization forms to be distributed
 - The **Shuswap Band Emergency Plan** and **Evacuation Plan** have been activated
 - The need for 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
 - The need for an advance planning unit to address the following support needs:
 - Evacuation Operations
 - Evacuating known vulnerable populations and addressing 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

EOC PLANNING SECTION CHIEF – EVACUATION ALERT

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Confirm with the EOC Director:
 - EMBC 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 **Shuswap Band Emergency Plan** and **Evacuation Plan** have been activated
 - The need for 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
 - The need for an advance planning unit to address the following support needs:
 - Evacuation Operations
 - Evacuating vulnerable populations and addressing 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 in a different colour, if 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: preoc4.ops1@gov.bc.ca
- Consider preparing the necessary documentation to issue an Evacuation Order in advance

EOC PLANNING SECTION CHIEF – EVACUATION ORDER

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Confirm with EOC Director:
 - EMBC Task Number
 - The EOC has been activated
 - Confirm activation level (1, 2 or 3)
 - Nature and status of the threat
 - Geographic area(s) under threat and corresponding boundaries
 - Estimated numbers of community members, and structures at threat
 - Location, contact information and activation of ESS Reception Centre(s)
 - Location, contact information and activation of Group Lodging
 - Major evacuation route(s) and muster area(s) for residents, if required
 - ESS support has been activated
 - Identify their requirements (e.g., # of evacuees, special considerations, etc.)
 - Consider how to best support internally or at host community
 - The **Shuswap Band Emergency Plan** and **Evacuation Plan** has been activated
 - Ensure the appropriate agencies are involved in the evacuation operations and support
 - Consider the need for any Subject Matter Experts (SMEs) under the Planning Section and request through the Logistics Section as appropriate
 - Assign a Recovery Planner during the early stages of the Evacuation if recovery is needed to:
 - Gathering initial scope / scale on the evacuation and the initial planning around re-entry
 - Planning for recovery if there are any impacts
 - Consider activating an Advance Planning unit to address the following support needs:
 - Response Operations
 - Evacuating vulnerable populations and addressing livestock relocation
 - Evacuation Operations
 - Traffic Management
 - Security and Access Management
 - EOC Staffing Plan
 - Anticipate 24/7 coverage for the first few operational periods and then modified workdays as the response support requirements stabilize
- Collect evacuation 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
 - Capacity and capabilities of responder and support agencies
 - Availability of additional support if needed

EOC PLANNING SECTION CHIEF – EVACUATION ORDER cont'd

- Confirm with Planning 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
- Complete the Band Council Resolution (if required) and confirm with Information Officer that it is published online
 - Email copy of the BCR to EMBC PREOC: preoc4.ops1@gov.bc.ca
- Complete the Evacuation Order template and review with EOC Director
 - Map the geographic boundaries for the Order
 - Include matching map title, date, time and a legend
 - Show only current Order boundaries (and Alert boundaries in a different colour, if 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 EMBC PREOC
- Consider re-entry planning well in advance of an evacuation rescind – go to **EOC Planning Section Chief – Evacuation Rescind Checklist**

EOC PLANNING SECTION CHIEF – EVACUATION RESCIND

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Coordinate re-entry planning and recovery planning well in advance of an evacuation rescind
 - Assign a Recovery Planner if needed
 - Consider the need for Geo-technical / Engineering or other technical specialists to be consulted with
 - Cross-reference the Critical Infrastructure Section in the **Shuswap Band Emergency Plan** to help identify all potentially compromised facilities and structures
 - Identify key agencies who may require temporary access permits and confirm with the Operations Section Chief the evacuated area is safe in advance of re-entry
 - IHA – to validate critical public services are in place (e.g., drinking water, proper sewage, air quality, food safety, and emergency department services if applicable)
 - Critical infrastructure agencies – confirm that equipment is operating
 - Utility agencies – reinstate services
 - Rapid Damage Assessments of properties and hazards
 - Contaminated sites are assessed and cleaned-up
 - Demolishing buildings
 - Debris removal
 - Danger Tree Assessments
 - Restoration of government facility functions and infrastructure
 - Ensure these agencies have approved Temporary Access Permits in place and are on the Master List for approved Permits
- Coordinate the Re-entry Plan with Operations Section Chief
 - Confirm areas that are safe for residents to return to, and when
 - Confirm with IHA the status of their re-entry planning (e.g., validation of critical public services)
 - Create a Rapid Damage Assessment Plan if any properties have been damaged prior to re-entry
 - Identify the need for building and public safety inspections and update Operations as required
 - Ensure community services and utilities are restored to normal pre-emergency/disaster day-to-day operations
 - Consider:
 - Restoration of food and fuel supplies
 - Availability of power and potable water for residents and critical facilities
 - Transportation for evacuated community members
 - Assess level of industrial recovery activity (i.e., lots of heavy equipment and vehicles using the community roads)
 - Ensure all safety concerns have been identified and addressed
 - Consider the need for allowing residents who may have lost homes or property early access into the evacuated area (when it is safe to do so)
 - Remove evacuation route signs
 - Residents have been educated on how to enter their home safely
- Confirm with Operations Section Chief (OSC) and the EOC Director:
 - A partial or complete rescind is safe and appropriate
 - Any information they require
- Complete the Evacuation Rescind template and review with EOC Director
 - Ensure template is signed and email a copy to PREOC: preoc4.ops1@gov.bc.ca

EOC LOGISTICS SECTION CHIEF – TACTICAL EVACUATION

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Obtain briefing from the EOC Director including:
 - Nature of the threat
 - Geographic area under threat
 - Estimated numbers of community members, and structures at threat
 - Evacuation route(s)
 - ESS support has been activated and identify their requirements
 - Location of ESS Reception Centre(s)
 - The **Shuswap Band Emergency Plan** has been activated
 - The **Shuswap Band Evacuation Plan** has been activated
 - The appropriate agencies are involved in the evacuation operations and support
 - The EOC has been activated
 - Confirm activation level (1, 2 or 3)
 - The EMBC Task Number
- Consider equipment needs and sources:
 - Public information phone line, IT support, GIS support, food, water, etc.
 - Lodging and support needs for EOC staff and potential incoming external agency personnel
 - First aid contractors
 - Road clearing equipment
 - Vehicles for transporting residents
 - Facilities for domestic animals
 - Barricades
 - Mobile public address system
 - Security for evacuated areas
 - Security for EOC and Reception Centre
- Coordinate food, lodging and support needs for EOC staff and potential incoming external agency personnel

EOC LOGISTICS SECTION CHIEF – EVACUATION ALERT

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Obtain briefing from the EOC Director including:
 - Nature of the threat
 - Geographic area under threat
 - Estimated numbers of community members, and structures at threat
 - Evacuation route(s)
 - ESS support has been activated and identify their requirements
 - Location of ESS Reception Centre(s)
 - Is Group Lodging required?
 - The **Shuswap Band Emergency Plan** has been activated
 - The appropriate agencies are involved in the evacuation operations and support
 - The EOC has been activated
 - Confirm activation level (1, 2 or 3)
 - The EMBC Task Number
- Confirm with other EOC sections any additional resource needs
- Confirm with EOC Operations any specific site level needs
- Confirm with Evacuation Branch Director and EOC Director the need to alert ESS teams / EMBC for potential assistance
- Consider resources needed to support the EOC facility
 - Public information phone line, IT support, GIS support, food, water, etc.
 - Security
 - Lodging and support needs for EOC staff and potential incoming external agency personnel

Consult with Operations regarding potential support needs for the following groups:

- Response Operations
 - Response crews, heavy equipment, first aid support, etc.
- Evacuation Notification
 - Mobile public address, personnel, vehicles, handheld radios, first aid kits, flagging tape, etc.
- Traffic Management
 - Barricades, signs, road clearing equipment, etc.
- Security and access management
 - Contract security companies, signs, tables, sanitation facilities, lighting, generators, etc.
- Reception Centre
 - Personnel for greeting community members and directing parking lot traffic
 - Security, lighting, generators, sanitation facilities, cleaning services, water, pet support etc.
- Group Lodging
- Recovery Planning

EOC LOGISTICS SECTION CHIEF – EVACUATION ORDER

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Obtain briefing from the EOC Director on the status of evacuation operations including:
 - Nature, status and potential impacts of the threat
 - Geographic area under threat
 - Estimated numbers of community members, and structures at threat
 - Evacuation route(s)
 - ESS support has been activated and identify their requirements
 - Location of ESS Reception Centre(s) and what they need
 - Location of Group Lodging, if required
 - The **Shuswap Band Emergency Plan** has been activated
 - The **Shuswap Band Evacuation Plan** has been activated
 - The appropriate agencies are involved in the evacuation operations and support
 - The EOC has been activated
 - Confirm activation level (1, 2 or 3)
 - Roles and activities of responder and support agencies
 - Availability of additional support if needed
- Consult with the EOC Director and Planning Section Chief (PSC) about the need for any SME's under the Planning Section and request as appropriate
- Collect information on evacuation support needs from the Operations Section Chief
- Confirm with Logistics 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

Consult with Operations regarding potential support needs for the following groups:

- Response Operations
 - Response crews, heavy equipment, first aid support, etc.
- Evacuation Notification
 - Mobile public address, personnel, vehicles, handheld radios, first aid kits, flagging tape, etc.
- Traffic Management
 - Barricades, signs, road clearing equipment, etc.
- Security and access management
 - Contract security companies, signs, tables, sanitation facilities, lighting, generators, etc.
- Reception Centre
 - Personnel for greeting community members and directing parking lot traffic
 - Security, lighting, generators, sanitation facilities, cleaning services, water, pet support, etc.
- Group Lodging
- Recovery Planning
- Contribute to an EOC staffing plan; anticipate 24/7 coverage for the first few operational periods and then modified workdays as the response support requirements stabilize

EOC LOGISTICS SECTION CHIEF – EVACUATION RESCIND

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Confirm with Operations Section Chief (OSC) and EOC Director that partial or complete rescind is safe and appropriate, and what support needs they will have

- Confirm with Planning Section Chief and Operations Section Chief that a re-entry plan is in place
 - Confirm timing
 - Provide resources as required by re-entry plan

- Confirm with Planning Section Chief the need for transportation and drivers for returning communities members

EOC FINANCE SECTION CHIEF – TACTICAL EVACUATION

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Confirm the EMBC Task Number issued with the EOC Director
- Obtain briefing from the EOC Director on the status of evacuation operations including:
 - Nature of the threat
 - Geographic area under threat
 - Estimated numbers of community members, and structures at threat
 - Evacuation route(s)
 - ESS support has been activated and identify their requirements
 - Location of ESS Reception Centre(s)
 - The **Shuswap Band Emergency Plan** has been activated
 - The appropriate agencies are involved in the evacuation operations and support
 - The EOC has been activated
 - Confirm activation level (1, 2 or 3)
- Initiate a cost tracking system as soon as possible

EOC FINANCE SECTION CHIEF – EVACUATION ALERT

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Confirm the EMBC Task Number issued with the EOC Director
- Obtain briefing from the EOC Director on the status of evacuation operations including:
 - Nature, status and prognosis of the threat
 - Geographic area under threat
 - Estimated numbers of community members, and structures at threat
 - Evacuation route(s)
 - ESS support has been activated and identify their requirements
 - Location of ESS Reception Centre(s)
 - The **Shuswap Band Emergency Plan** has been activated
 - The **Shuswap Band Evacuation Plan** has been activated
 - The appropriate agencies are involved in the evacuation operations and support
 - The EOC has been activated
 - Confirm activation level (1, 2 or 3)
 - Status and potential impacts of the threat(s)
 - Roles and activities of responder and support agencies
 - Availability of additional support if needed
- Confirm the need for any advance financial management planning with the EOC Director, Information Officer, Operations Section Chief and Logistics Section Chief and the level of EOC activation required to support these activities
 - Consider advance planning to specifically address the financial and procurement support needs involving:
 - Response operations
 - Evacuation operations
 - Traffic management
 - Security and access management
 - Recovery
- Initiate a cost tracking system as soon as possible

EOC FINANCE SECTION CHIEF – EVACUATION ORDER

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Ensure personal safety and the safety of your family
- Confirm the EMBC Task Number issued with the EOC Director
- Obtain briefing from the EOC Director on the status of evacuation operations including:
 - Nature, status and potential impacts of the threat
 - Geographic area under threat
 - Estimated numbers of community members, and structures at threat
 - Evacuation route(s)
 - ESS support has been activated and identify their requirements
 - Location of ESS Reception Centre(s)
 - The **Shuswap Band Emergency Plan** has been activated
 - The **Shuswap Band Evacuation Plan** has been activated
 - The appropriate agencies are involved in the evacuation operations and support
 - The EOC has been activated
 - Confirm activation level (1, 2 or 3)
 - Roles and activities of responder and support agencies
 - Availability of additional support if needed
- Collect information from the Operations Section Chief (OSC), Planning Section Chief (PSC) and the Logistics Section Chief (LSC) on expenditures related to evacuation operations
 - Provide this information to the EOC Director for briefing and reporting purposes
- Assign EOC Finance staff to positions as they arrive and brief them at regular intervals
- Confirm that ESS support has been activated and that their goods and services procurement practices are in place
- Confirm Reception Centre Location(s) and activation, and any contractual requirements around facilities and other support activities
- Confirm with Finance 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
- Contribute to an EOC staffing plan; anticipate 24/7 coverage for the first few operational periods and then modified workdays as the response support requirements stabilize
- Identify any issues and communicate to the EOC Director as appropriate
- Brief the EOC command and management staff on procurement and approval practices for eligibility of cost reimbursement from assisting agencies

EOC FINANCE SECTION CHIEF – EVACUATION RESCIND

For additional guidance see EMBC's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- Confirm with the Operations Section Chief (OSC) and the EOC Director:
 - A partial or a complete rescind is safe and appropriate
 - Any financial information needed to estimate the following:
 - Rescind process
 - Any recovery activities
 - Demobilization activities
 - Costs from assisting agencies
- Process claims
- Begin preparing EMBC cost reimbursement submission

5.3 EVACUATION AUDIT CHECKLISTS

The Evacuation Audit Checklists give general guidance around activities related to evacuations.



There are 5 Audit Checklists:







1. Tactical Evacuation
2. Evacuation Pre-Planning
3. Evacuation Alert
4. Evacuation Order
5. Evacuation Rescind



There are 4 ways they can be used:

1. Have the EOC Director or EPC use them as a regular audit tool throughout the event to make sure that things are generally going the way they should
2. Have a member of the Village staff use them as a regular audit tool throughout the event; this approach can also be used in the context of training another staff member into one of the key positions
3. Engage a 3rd party such as the Director of Operations or Emergency Program Coordinator from another neighbouring community to use them to conduct regular or periodic audits. Private sector consultants may also be appropriate to conduct these audits in some cases
4. Use them as a briefing or turnover tool for an incoming EOC Director; have that person conduct an audit

TACTICAL EVACUATION AUDIT

-  Collected the following minimum information and was able to provide to other agencies within the first 30 minutes of incident notification:
 - The nature and status of the event or threat
 - What is threatened
 - Estimated time to impact public safety or community residences and facilities
 - An estimate of how many people and properties impacted
 - Who is evacuating the community members?
 - Evacuation route(s)
 - ESS Reception Centre or muster point location
-  Confirm who called the police of jurisdiction to advise and engaged for support in the evacuation
 - Provided best situational awareness available
 - Provided location(s) of the evacuation Reception Centre(s)
 - Provided best available evacuation routes
 - Provide the primary person's name and contact information for the evacuation; this can be the EOC Director, EPC or Operations Chief
 - Request they have an Agency Rep attend the EOC
 - Requested that they document names, addresses and any special comment specific to the property or residents, and that this information is delivered to the EOC
 - Confirmed primary and secondary methods of communications back to EOC from site
 - Provided them with community map and any information about priority properties and community members
-  Called EMBC to request a task number: **1-800-663-3456**
 - Provided best information on the nature of the event or threat, including how imminent it is
 - Provided best estimate of how many people and/or properties are threatened
 - Provided location and contact information for the EOC
 - Requested any additional assistance required through EMBC
-  Engaged ESS support per the Emergency Plan
-  Confirmed Reception Centre location(s)
-  Confirmed ESS team in place to receive and register evacuated community members
- Confirmed with the other evacuating agencies (Fire Dept, community staff, SAR etc.) that they are recording information on each property and that they are providing it to the EOC
 - Provide them with community map and any information you have about priority properties and community members
 - Provide them with location of reception centre
 - Provide them with information on evacuation route(s)
 - Request that they document names, addresses and any special comment specific to the property or residents, and that this information is delivered to the EOC
 - Confirm primary and secondary methods of communications back to EOC from site
- Activated EOC support as identified in the **Shuswap Band Emergency Plan**

EVACUATION PRE-PLANNING AUDIT

- Confirmed need to evacuate based on current status of event
 - Considered recommendations from other response and support agencies and discussed their reasoning
- Activated Emergency Operations Centre (EOC) in accordance with the **Shuswap Band Emergency Plan**
- Confirmed an EMBC task number
 - Provided best information on the nature of the event or threat, including how imminent it was
 - Provided best estimate of how many people and/or properties are threatened
 - Provided location and contact information for the EOC or primary community representative
 - Provided rationale and context around vulnerable population and/or what domestic livestock needed to be evacuated early, why they needed to be evacuated, and where they needed to go
 - Requested a Stakeholder coordination call through EMBC for 1st hour
 - Requested additional assistance through existing mutual aid or resource sharing agreements
- Confirmed number of community members, homes and facilities to be evacuated
- Chief and Council issued a Band Council Resolution; forwarded to EMBC regional office
- Chief and Council issued a signed Evacuation Order
 - Sent copies to EMBC local region PREOC
 - Included geographic description and map of Evacuation Order area
 - Included geographic description and address of Reception Centre location(s)
- Notified all EOC staff, support agencies and stakeholders that an Evacuation Order has been initiated
 - Confirmed that ESS support and Reception Centre(s) were activating
 - Identify a member of Community Leadership to be a Liaison at the Reception Centre
- Activated your key public messaging to notify community members according to the **Community Spokesperson Evacuation Alert and Order Key Messaging Checklist** in **Appendix 5.1**. It included:
 - Where to go
 - How to get there
 - What to do when they arrived
 - How to notify the EOC and where they would be staying
 - How to contact the evacuees once they had evacuated and registered
- Activated signage on Evacuation Route(s)
- Activated the **Area and Community Emergency Access Management Plan** as appropriate
- Activated the **Community Security Plan** as appropriate
- Activated the **Shuswap Band Business Continuity Plan**
- Activated regular communications protocol for critical information sharing across agencies as appropriate; considered:
 - Daily or twice daily scheduled conference call with immediate evacuation support agencies
 - Daily EMBC coordination call

- Prepared a Re-entry Plan
 - Conducted Rapid Damage Assessment to identify which homes and facilities safe to re-enter
 - Confirmed areas that were safe for residents to return to, and when
 - Identified transportation needs for evacuees
 - Communicated re-entry steps to evacuated community members
 - Provided support for domestic livestock re-entry
 - Removed Evacuation Route(s) signage

- Monitored the situation and consulted with active agencies on expected duration of the threat
 - Considered the need for an extension on the evacuation order as appropriate and engaged Community Leadership as required

EVACUATION ALERT AUDIT

- The evacuation process, including decisions were being documented
- Identified threat/ hazard and confirmed there was a possibility of it impacting the community directly
- EOC worked with site level Incident Commander to determine Evacuation Alert area
 - Identified areas of highest threat in community
- Confirmed if EOC activation was required and whether or not it was in the best location
 - Considered location outside of the threat area in another community
 - Had prearranged agreement with other communities
- Called EMBC to request a task number
- Activated the EOC planning team in accordance with the **Shuswap Band Emergency Plan**
- Activated the **Shuswap Band Evacuation Plan**
- Ensured all responding and supporting agencies involved were consulted as necessary
- Confirmed resources needed to conduct Evacuation Alert and advised potential mutual aid agencies
- Created a map of the threatened areas on Evacuation Alert, showing clear perimeters
- Drafted evacuation documentation and received sign-off from Chief and Council
- Determined the appropriate alert level
 - 1 hour
 - 2 hours
 - 3 hours
 - 6 hours
 - 12 hours
 - 24 hours or more
- Estimated numbers of community members and what their ESS needs might be:
 - Accommodation
 - Food
 - Transportation
 - Special needs (medical etc.) – considered early evacuation if appropriate
- Confirmed the conditions and decision triggers for an Evacuation Order with community leadership & EOC personnel as appropriate
- Assembled and briefed an advance planning unit to begin planning and to anticipate evacuation operations
- Engaged ESS support through your community or a host community
 - Confirmed location and availability of reception centre
 - Provided them with your EMBC task number
- Appointed an Information Officer with adequate support/ back-up
 - Established a structure to announce public information to community
 - Confirmed with local municipal government(s) whether they were doing an alert as well
 - If yes, then considered joint messaging and timing as appropriate
 - Established and announced a telephone number for persons to call for incident information

EVACUATION ALERT AUDIT cont'd

- Drafted appropriate messaging about Evacuation Alert for community members but **DID NOT RELEASE IT** until approved by the EOC Director. Messaging included:
 - Nature of the event and potential consequences
 - Why the need for an evacuation alert
 - Information on who would issue the evacuation order and how they would do it
 - Information on personal evacuation preparedness
 - How to contact the EOC planning team if any special needs (best communications method, medical, transportation, livestock etc.)
 - If there was an evacuation, where were residents to go and what they were supposed to when they got there
 - Where alerted residents could get the most current accurate info on the status of the event before and during an evacuation
- Delivered messaging by most appropriate method; considered multiple channels:
 - Community meeting
 - Social media
 - Local radio
 - Door knocking
 - Telephone
- Prepared key public messaging about Evacuation Order but did not release it unless an Order was initiated
- Monitored the situation daily using best available information sources
 - Provincial government agencies & Responder agencies public websites and social media accounts
 - Weather forecast sites
 - Local area government public websites and social media
 - Other government websites and social media
 - TV, print & radio broadcasts
- Provided regular daily updates on the event to community
- Identified appropriate evacuation route(s) and prepared maps
- Prepared paperwork for Evacuation Order in advance, but did not issue it until necessary
 - Obtained signed copy of Declaration of State of Local Emergency and held by Band Manager/EOC Director until issued
 - Included geographic description and map of evacuation alert areas that could become order areas
 - Included geographic description and map of evacuation route(s)
 - Included geographic description, address and map of reception centre location
- Prepared an area and community access management plan
- Consulted other communities and local municipal government(s) as appropriate
- Consulted police of jurisdiction about access, routes, and traffic management
- Reviewed/Confirmed Security Checkpoint Temporary Access procedures with police of jurisdiction and security agencies
- Engaged police of jurisdiction to prepare a community security plan

EVACUATION ALERT AUDIT cont'd

- Confirmed the **Shuswap Band Business Continuity Plan** had:
 - IT backup, critical digital and physical files stored in safe and secure location
 - Alternate location for daily administration activities as required
 - Continuity of operations for Emergency Program
- Held an initial conference call and/or face-to-face meeting to brief support agencies on nature of the alert
 - Nature of event, estimated no. of people, how they would be evacuated, where they were going
 - Confirmed their roles and responsibilities
 - Confirmed 24/7 contact numbers for all agencies
 - Confirmed process for evacuating agencies (police of jurisdiction, SAR, Fire Dept., Wildfire etc.) to collect information on individual residences and share it in to EOC
 - Confirmed communications protocol for sharing critical information across support agencies
- Monitored the situation daily using best available information sources
- Confirmed with local municipal government(s) whether they were doing an alert as well
 - If yes, then considered joint messaging and timing as appropriate

EVACUATION ORDER AUDIT

- The evacuation process, including decisions were being documented
- Identified threat/ hazard and confirmed that there was a possibility of it impacting the community directly
- Worked with site level Incident Commander to determine evacuation alert area
 - ➔ Identified areas of highest threat in community
- Confirmed need to evacuate based on current status of event; considered recommendations from site-level Incident Commander, other agencies, available hazard-specific subject matter experts (e.g. technical specialists) and discussed their reasoning
- Activated EOC in accordance with the **Shuswap Band Emergency Plan**
- Activated the **Shuswap Band Evacuation Plan**
- ➔ Confirmed an EMBC task number
 - Provided best information on the nature of the event or threat, including how imminent it was
 - Provided best estimate of how many people and/or properties are threatened
 - Provided location and contact information for the EOC or primary community representative
 - Provided rationale and context around vulnerable population and/or what domestic livestock needed to be evacuated early, why they needed to be evacuated, and where they needed to go
 - Requested a Stakeholder coordination call through EMBC for 1st hour
 - Requested additional assistance through existing mutual aid or resource sharing agreements
- Confirmed number of community members, homes, businesses and facilities that are to be evacuated
 - Ensured all agencies involved were consulted as necessary
 - Confirmed resources needed to conduct Evacuation Order and requested mutual aid agencies as required
 - Created a map of the threatened areas on Evacuation Order, showing clear perimeters
 - Chief and Council issued a Band Council Resolution in writing
 - Chief and Council signed Evacuation Order
- ➔ Estimated numbers of community members and what their ESS needs might be:
 - Accommodation
 - Food
 - Transportation
 - Special needs (medical etc.) – considered early evacuation if appropriate
- Activated an Evacuation Operations Branch
 - Identified appropriate evacuation route(s) and prepared maps
 - ➔ Activated signage on evac route(s)
 - ➔ Activated the Area and Community Emergency Access Management Plan as appropriate
 - ➔ Activated the Community Emergency Security plan as appropriate
 - ➔ Confirmed Temporary Access Procedures with police of jurisdiction and security agencies

EVACUATION ORDER AUDIT cont'd

- Initiated the Evacuation Order
 - Sent copies to EMBC local region PREOC
 - Included geographic description and map of evacuation order area
 - Included geographic description and map of evacuation route(s)
 - Included geographic description and address of reception centre location
- Notified all EOC members, support agencies and stakeholders that an evacuation order had been initiated
 - Confirmed that ESS support and Reception Centre were activating
 - Identified a member of Community Leadership to be a Liaison at the Reception Centre if hosted in another community
- ➔ Appointed an Information Officer with adequate support/ back-up
 - Established a structure to announce public information to community
 - Confirmed with local municipal government(s) whether they were doing an alert as well
 - If yes, then considered joint messaging and timing as appropriate
 - ➔ Established and announced a telephone number for persons to call for incident information
 - ➔ Drafted appropriate messaging about Evacuation Order for community members but **DID NOT RELEASE IT** until approved by the EOC Director. Messaging included:
 - Nature of the event and potential consequences
 - Why the need for an evacuation alert
 - Information on who would issue the evacuation order and how they would do it
 - Information on personal evacuation preparedness
 - How to contact the EOC planning team if any special needs (best communications method, medical, transportation, livestock etc.)
 - If there was an evacuation, where were residents to go and what they were supposed to when they got there
 - Where alerted residents could get the most current accurate info on the status of the event before and during an evacuation
 - ➔ Confirmed Evacuation Order Key Messaging approval by EOC Director
 - ➔ Activated key public messaging to notify community members
 - Where to go and how to get there
 - What to do when they get there
 - How to notify the EOC, where they would be staying and how to contact them once they had evacuated and registered
 - ➔ Delivered messaging by most appropriate method; considered multiple channels:

➔ Community meeting	➔ Social media	➔ Local radio
	<input type="checkbox"/> Door knocking	<input type="checkbox"/> Telephone
 - ➔ Monitored the situation daily using best available information sources
 - Provincial government agencies & responder agencies
 - Local area government public websites and social media
 - Other government websites and social media
 - TV, print & radio broadcasts
 - Provided regular daily updates on the event to community

EVACUATION ORDER AUDIT cont'd

- Activated the **Shuswap Band Business Continuity Plan**
- Activated regular communications protocol for critical information sharing across agencies as appropriate; considered:
 - Daily or twice daily scheduled conference call with immediate evacuation support agencies
 - Daily EMBC coordination call
- Prepared a re-entry plan that considered:
 - Rapid Damage Assessment to identify which homes and facilities were safe to re-enter
 - Transportation needs of evacuees
 - Communication to evacuated community members
 - Support for domestic livestock re-entry
 - Removal of evacuation route(s) signage
 - Disaster psychosocial assistance for EOC personnel and residents as appropriate
- Monitored the situation and consulted with active agencies on expected duration of the threat
 - ➔ Considered the need for an extension on the evacuation order as appropriate and engaged Community Leadership as required
- Initiated Rapid Damage Assessment plan if any properties had been damaged prior to re-entry of community members

EVACUATION RE-ENTRY AUDIT

STAGE 1 – RAPID DAMAGE ASSESSMENT (RDA)

- Conducted an RDA with trained crews and qualified professionals to ensure conditions were safe for re-entry
- Considered using multi-agency and stakeholder RDA teams to leverage expertise, expedite the process, and to minimize trauma on impacted residents
- Requested RDA training and/or assistance from EMBC as required
- Considered assessment needs for:
 - Residential structures
 - Water distribution systems
 - Wastewater systems
 - Garbage collection & debris removal
 - Sewage treatment
 - Infestation by vermin and insects
 - Hazardous material sites
 - Air quality, both inside and outside
 - Gas and power utilities
 - Roads and access routes
 - Telecommunications
 - Food services providers
 - Medical facilities

STAGE 2 – RESTORATION OF ESSENTIAL SERVICES

- Confirmed communication systems were operating at minimum acceptable level
- Confirmed medical facilities were operating at minimal acceptable level
- Confirmed emergency response services (police, fire, ambulance) operating at a minimal acceptable level
- Confirmed water delivery systems were able to provide adequate water for public consumption; boil water advisory status is acceptable
- Confirmed garbage collection and/or treatment system were functional at minimal acceptable level
- Confirmed power was restored to provide essential levels of service
- Confirmed road systems were safe and usable
- Confirmed sewer and/or septic systems were safe and usable

STAGE 3 – COMMUNITY RE-ENTRY

- Confirmed the nature of the threat no longer existed and that a partial or complete evacuation rescind for re-entry was appropriate
 - Considered recommendations from response and support agencies
 - Considered restoration of critical infrastructure such as power, water, transportation routes and other utilities that are important to support
 - Rapid Damage Assessment results identified properties safe to re-enter
 - Confirmed community recovery activities safe to be conducted

EVACUATION RE-ENTRY AUDIT cont'd

- Confirmed with Community Leadership and EOC Director:
 - Re-entry can and/or should occur
 - If it can occur all at once or if it needed to take place in stages
 - A “yes” or “no” decision for re-entry was obtained from Community Leadership
 - If yes then Community Leadership signed rescind document(s) as appropriate
 - Content and intent of re-entry plan
- Provided EMBC regional office with a copy of rescind order document(s)
- Developed a Communications Plan for evacuated residents that included:
 - Status of water systems and safe water consumption
 - Clean up procedures & available resources
 - Psychosocial assistance and wellness resources
 - Available support resources and how to engage including:
 - Government programs
 - Non-government organizations
 - Community programs
 - Where to get information about the event and recovery activities

APPENDIX 6. PERSONAL PREPAREDNESS CHECKLIST



EMERGENCY PERSONAL PREPAREDNESS CHECKLIST

If time permits, it is recommended that residents prepare for emergencies by organizing a Personal Preparedness Kit that is easy to transport in the event of an evacuation order. ESS may not be immediately ready and available. Some suggested items and documents include the following:

ITEMS:

- Portable radio with spare batteries
- Flashlights with spare batteries
- Candles & matches (remember to place candles in sturdy containers and to put them out before going to sleep)
- Sleeping bag or warm blanket for each household member
- Pre-packaged thermal blankets
- Leak-proof container of soap
- Small towel and washcloth
- Toothbrush and toothpaste
- Plastic knives, forks & spoons
- Bottled water - at least 4 litres of water per person per day (including small bottles that can be easily carried in the event of an evacuation order)
- Food that won't spoil (e.g., canned food, energy bars and dried foods)
- Small fuel-driven stove and fuel
- Pet food for several days and pet supplies
- First aid kit
- Toilet paper and other person care supplies
- Garbage bags for personal sanitation
- Multi-purpose tool or basic tools (e.g., hammer, pliers, wrench, screwdriver, work gloves...etc.)
- Spare contact lenses and/or glasses
- Medications
- Small amounts of cash & coins
- Credit cards
- Cell phone, cell phone charging cords and a disposable battery charger if possible
- List of emergency contact numbers of immediate family members & relatives

DOCUMENTS:

- Driver's Licence
- Health Care Card / Number
- Social Insurance Information
- Birth Certificates
- Will
- Name / Phone number of children's school
- Insurance Policies
- Insurance Agent's name and contact information
- Mortgage Papers
- Treaty Card / Identification
- Professional Licenses and Credentials
- Photos or video of personal property
- Title to vehicles (cars, boats, RV's etc.)
- Name & phone number of out of town/province contact
- Passport
- Bank Account Numbers
- Medical Cards
- Medical Prescriptions
- Medical lists (suggest they write down what they take and how often)
- Name / Address of Doctor

**In the event of an Evacuation Alert, consider maintaining at least half a tank of gas your vehicle to reduce delays and congestion at gas stations

APPENDIX 7. EVACUATION TEMPLATES

A list of evacuation specific EMBC and Justice Institute templates have been saved here. These standard form templates can help you collect and organize information in the event your EOC kits don't already have ones and to avoid re-creating templates during emergency response situations. Modify and update these forms to best serve your community needs. For a comprehensive list of forms available click on the following hyperlink, see the [EMBC EOC form URL](#) in **Appendix 10 – Province of BC Emergency Resource URLs**, or conduct a web search using the phrase “*embc eoc forms*”.

- ↻ Evacuation Order to Indian Band Community Members
- ↻ Evacuation Alert to Indian Band Community Members
- ↻ Evacuation Rescind to Indian Band Community Members
- ↻ Extraordinary Evacuee Authorization – EMBC
- ↻ EOC Evacuation Area Access Permit – EMBC
- ↻ EOC Evacuation Area Pass-Through Permit – EMBC
- ↻ EOC Temporary Access Permit Procedures – EMBC
- ↻ Evacuation Order Log – EMBC
- ↻ Shelter-in-place Log – EMBC



EVACUATION ALERT

NOTICE TO [**RESERVE NAME**] COMMUNITY MEMBERS

[Descriptor of Area]

[DATE (mm/dd/yyyy) AND TIME (24-hr clock)]

An **Evacuation ALERT** has been issued by Shuswap Band at the Emergency Operations Centre (EOC).

[Briefly describe event and potential risk]

Because of the potential danger to life and health, Shuswap Band has issued an Evacuation Alert for the following areas:

[Geographic description including boundaries, reserves and/or properties potentially impacted]

An Evacuation Alert has been issued to prepare you to evacuate your premises or property should it be found necessary. Residents will be given as much advance notice as possible prior to evacuation; however, you may receive limited notice due to changing conditions.

[Provide map or description of the Potential evacuation route, location of the ESS Reception Centre and Map of evacuation alert area]

WHAT YOU SHOULD DO:

- Locate all family members and designate a meeting area outside the evacuation area, should an Evacuation Order be called while separated
- If separated during the Evacuation, call a designated family member to check-in with AND check-in with the ESS Reception Centre (call the designated phone number)
- Pack essential items such as government-issued ID, medications, eyeglasses, valuable papers (e.g., insurance, credit, and mortgage information), immediate care needs for dependents and, if time and space permits, keepsakes for quick departure
- Prepare to take pets with you (as well as pet food, kennel and a leash)
- Arrange transportation for all your household members. Fill the gas tanks of personal vehicles. If transportation assistance is needed, call [contact number]
- Arrange accommodation for all members of the residence, if possible
- Wait for an Evacuation Order to be issued before evacuating. Monitor [news/radio/online source] for information on evacuation orders and location of Reception Centres

Further information will be issued at [date/time/meeting location] or visit the Shuswap Band Facebook Page at: <https://www.facebook.com/groups/119830024837854/> for more information.

Chief or Designate of Shuswap Band

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EVACUATION ORDER

NOTICE TO [RESERVE NAME] COMMUNITY MEMBERS

[Descriptor of Area]

[DATE (mm/dd/yyyy) AND TIME (24-hr clock)]

An **Evacuation ORDER** has been issued by Shuswap Band Council due to immediate danger to life safety caused by: [briefly describe event].

Members of the [police of jurisdiction], other local police services of jurisdiction and other agencies responsible will be expediting this action on behalf of the Shuswap Band Council.

The Evacuation Order is in effect for the following areas:

[Geographic description including boundaries and properties impacted.
Include map of evacuation area and evacuation route]

YOU MUST LEAVE THIS AREA IMMEDIATELY

WHAT YOU SHOULD DO:

- If you need transportation assistance from the area, advise the person providing this notice or call [contact number]
- Gather your family and, if you have room, take a neighbour or someone needing transportation. Do not use more vehicles than you have to
- Follow evacuation instructions. Follow the travel route specified (Do NOT take shortcuts. This may take you to a blocked or dangerous area)
- Register at: [ESS Reception Centre address and name of facility] so you can be contacted or reunited with your family and loved ones
- Close gates (latches) but do not lock
- Take critical items (medicine purse, wallet, and keys) only if they are immediately available
- Take pets in pet kennels or on leash

Further information will be issued at [date/time/meeting location] or visit the Shuswap Band Facebook Page at: <https://www.facebook.com/groups/119830024837854/> for more information.

Chief or Designate of Shuswap Band

20



EVACUATION RESCIND

NOTICE TO [**RESERVE NAME**] COMMUNITY MEMBERS

[Descriptor of Area]

[DATE (mm/dd/yyyy) AND TIME (24-hr clock)]

The Evacuation Order, issued [date/time] to the area(s) [geographic locations] has been **RESCINDED** by Shuswap Band at the Emergency Operations Centre (EOC).

[Indicate if an Evacuation Alert remains in effect]

An Evacuation Order may need to be reissued; however, if that is deemed necessary, the Evacuation Order process will re-commence.

WHAT YOU SHOULD DO:

- Fill the gas tank of personal vehicles
- Bring a minimum of 3 days of food and essential supplies (e.g., medications, pet supplies) with you as local grocery stores may not yet have adequate stock
- If your animals or livestock have been relocated, call [contact number] to coordinate their safe return

For more information contact: [Shuswap Band contact number]

Chief or Designate of Shuswap Band

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EXTRAORDINARY EVACUEE AUTHORIZATION FORM

Shuswap Band EMERGENCY OPERATIONS CENTRE

Evacuation authorization is in effect for the individual(s)/property stated in this Form, as per below:

		EMBC TASK #	
APPROVAL RESTRICTIONS			
START DATE / TIME		EXPIRY DATE / TIME	
RECEPTION CENTRE LOCATION			
REASON FOR EVACUATION			
ROUTE TO DESTINATION			

EVACUEES' INFORMATION			
FULL LEGAL NAME of INDIVIDUAL(S)/PROPERTY			
CONTACT INFORMATION			
HOME ADDRESS			
ESCORT/SUPPORT PERSON REQUIRED	<input type="checkbox"/> Yes <input type="checkbox"/> No	ESCORT/SUPPORT PERSON NAME/CONTACT	

WHAT EVACUEE SHOULD DO	
INSTRUCTIONS FOR EVACUEE(S)	[e.g. add applicable content from Evacuation Order template (Appendix E)]
TAKE CRITICAL ITEMS	<input type="checkbox"/> Medicine <input type="checkbox"/> Important papers (e.g. insurance) <input type="checkbox"/> Purse/wallet <input type="checkbox"/> Pets, in pet kennel or on leash <input type="checkbox"/> Keys <input type="checkbox"/> [other]

EVACUEE SIGNATURE [or signature of legal guardian]	
Name (print):	Signature:

RECOMMENDATION FOR APPROVAL OF EVACUATION				
RECOMMENDATION	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	POSITION		SIGNATURE

ON BEHALF OF [LOCAL AUTHORITY/FIRST NATION], AUTHORIZED BY				
POSITION		POSITION (e.g. EOC Director)		SIGNATURE

Further information will be issued at [date/time/location] or visit [website] for more information.

APPROVAL HOLDER(S) MUST PRESENT APPROVED FORM AT RECEPTION CENTRE TO REGISTER.



EOC EVACUATION AREA ACCESS PERMIT

NO PERSON UNDER THE AGE OF 19 WILL BE PERMITTED TO ACCESS EVACUATION AREA

This permit gives the named individual(s) the permission to travel into the Evacuation Order area as per the conditions outlined.

Emergency EOC Contact Number		PERMIT NUMBER	
-------------------------------------	--	----------------------	--

PERMIT RESTRICTIONS

PERMIT ENTRY DATE / TIME		PERMIT EXPIRY DATE / TIME	
CHECKPOINT LOCATION			
DESTINATION / ADDRESS			
ROUTE TO DESTINATION			

PERMIT HOLDER'S INFORMATION

FULL LEGAL NAME		D.O.B. / AGE	
PHONE NUMBER		DRIVER'S LICENCE #	
ADDRESS			

VEHICLE INFORMATION

MAKE/MODEL		PLATE NUMBER		COLOUR	
APPROVED PASSENGER NAME(S)					

PURPOSE OF ACCESS

REASON FOR ENTRY					
Must address at least one of the following BCEMS goals	<input type="checkbox"/> Ensure the health/safety of responders	<input type="checkbox"/> Protect infrastructure			
	<input type="checkbox"/> Save lives	<input type="checkbox"/> Protect property			
	<input type="checkbox"/> Reduce suffering	<input type="checkbox"/> Protect the environment			
	<input type="checkbox"/> Protect public health	<input type="checkbox"/> Reduce economic and social losses			

WAIVER AND AGREEMENT (RELEASE AND INDEMNITY – PLEASE READ CAREFULLY)

“I understand that I have voluntarily chosen to enter into an area that is under an evacuation order due to extreme and imminent hazards and as such, I accept complete responsibility and liability for my actions and choices. In consideration for being permitted to temporarily enter the evacuation area, I hereby release and forever discharge the [Community Leadership / First Nation] and other responding agencies and their officers, agents, employees, contractors and volunteers (collectively, the “Released Parties”) and agree to indemnify and save harmless the Released Parties from and against all losses, claims, damages, actions, causes of action, costs and expenses whatsoever, that the Released Parties may sustain, incur, suffer or be put to, including those arising from the negligence of the Released Parties, by reason of this permit or my entering into the evacuation area.”

Name (print):		Signature:	
Name (print):		Signature:	

INCIDENT COMMANDER RECOMMENDATION FOR ACCESS BASED ON SAFETY CONDITIONS

RECOMMENDATION	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	NAME		SIGNATURE	
ESCORT REQUIRED	<input type="checkbox"/> Yes <input type="checkbox"/> No	ESCORT NAME/CONTACT			

ON BEHALF OF Shuswap Band TEMPORARY ACCESS AUTHORIZED BY

POSITION		NAME		SIGNATURE	
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SAFETY BRIEFING PROVIDED TO PERMIT HOLDER(S) AT TIME OF ISSUANCE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

PERMIT HOLDER(S) IS ONLY TO TRAVEL TO AND FROM THE DESTINATION NOTED WITH NO DEVIATION FROM THE APPROVED ROUTE. PERMIT HOLDER(S) IS NOT AUTHORIZED TO ENTER ONTO ANY OTHER PRIVATE PROPERTY THAN THE APPROVED DESTINATION. PERMIT HOLDER(S) MUST EXIT THE EVACUATION AREA BY PERMIT EXPIRY DATE AND TIME. PERMIT IS TO BE RETURNED TO CHECKPOINT PERSONNEL UPON EXIT.



EOC EVACUATION AREA PASS-THROUGH PERMIT

NO PERSON UNDER THE AGE OF 19 WILL BE PERMITTED TO PASS-THROUGH EVACUATION AREA UNLESS ACCOMPANIED BY THEIR LEGAL GAURDIAN

This permit gives the named individual(s) the permission to travel through the Evacuation Order area as per the conditions outlined.

Emergency EOC Contact Number		PERMIT NUMBER	
-------------------------------------	--	----------------------	--

PERMIT RESTRICTIONS	
PERMIT ENTRY DATE / TIME	PERMIT EXPIRY DATE / TIME
CHECKPOINT ENTRY LOCATION	
CHECKPOINT EXIT LOCATION	
ROUTE THROUGH EVACUATION ZONE	

PERMIT HOLDER'S INFORMATION	
FULL LEGAL NAME	D.O.B. / AGE
PHONE NUMBER	DRIVER'S LICENCE #
ADDRESS	

VEHICLE INFORMATION		
MAKE/MODEL	PLATE NUMBER	COLOUR
APPROVED PASSENGER NAME(S)		

WAIVER AND AGREEMENT (RELEASE AND INDEMNITY – PLEASE READ CAREFULLY)

"I understand that I have voluntarily chosen to enter into an area that is under an evacuation order due to extreme and imminent hazards and as such, I accept complete responsibility and liability for my actions and choices. In consideration for being permitted to pass through the evacuation area, I hereby release and forever discharge the [Community Leadership / First Nation] and other responding agencies and their officers, agents, employees, contractors and volunteers (collectively, the "Released Parties") and agree to indemnify and save harmless the Released Parties from and against all losses, claims, damages, actions, causes of action, costs and expenses whatsoever, that the Released Parties may sustain, incur, suffer or be put to, including those arising from the negligence of the Released Parties, by reason of this permit or my entering into the evacuation area."

Name (print):	Signature:
Name (print):	Signature:

INCIDENT COMMANDER RECOMMENDATION FOR ACCESS BASED ON SAFETY CONDITIONS			
RECOMMENDATION	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	NAME	SIGNATURE
ESCORT REQUIRED	<input type="checkbox"/> Yes <input type="checkbox"/> No	ESCORT NAME/CONTACT	

ON BEHALF OF [Shuswap Band], TEMPORARY ACCESS AUTHORIZED BY			
POSITION	NAME	SIGNATURE	
SAFETY BRIEFING PROVIDED TO PERMIT HOLDER(S) AT TIME OF ISSUANCE?			<input type="checkbox"/> Yes <input type="checkbox"/> No

PERMIT HOLDER(S) IS ONLY TO TRAVEL THROUGH EVACUATION AREA WITH NO DEVIATION FROM THE APPROVED ROUTE. PERMIT HOLDER(S) IS NOT AUTHORIZED TO STOP OR ENTER ANY PRIVATE PROPERTY DURING PASS-THROUGH.



EOC TEMPORARY ACCESS PERMIT PROCEDURES

NO PERSON UNDER THE AGE OF 19 WILL BE PERMITTED TO ACCESS EVACUATION AREA UNLESS MINOR HAS BEEN APPROVED FOR PASS-THROUGH AND ACCOMPANIED BY LEGAL GAURDIAN

AUTHORIZATION FOR ENTRY

- Shuswap Band has the sole authority for permitting non-response related access into the area under Evacuation Order
- Approved permits are standardized, and signed by an authorized representative of Shuswap Band
- Any individual(s) seeking access into the evacuated area must receive an approved permit from Shuswap Band; direct them to [location/phone number] to request access

ENTRY PROCEDURE

1. Daily, when applicable, the EOC will provide a Master List of all approved permits for that time period
2. When individual(s) approach checkpoint, obtain permit
3. Confirm:
 - ✓ Permit information matches EOC Master List
 - ✓ Waiver has been signed
 - ✓ Confirm that individual has received safety briefing from EOC
 - ✓ Permit has been authorized by EOC
4. Give permit back to individual(s) and have them display permit clearly on their dashboard
5. Note the time of entry on EOC Master List

EXIT PROCEDURE

Should individual(s) not exit the evacuation area by the Approved Time of Exit on the EOC Master List, contact the EOC to report situation.

1. Collect the permit from the individual(s) exiting the evacuation zone
2. Note the time of exit on EOC Master List
3. At end of operational period, submit permits and Master List to your supervisor

ANY QUESTIONS, CONCERNS, OR ISSUES ARE TO BE REPORTED TO EOC AT [PHONE NUMBER]

EVACUATION ORDER LOG

SHELTER-IN-PLACE LOG

Shelter-in-Place Information

Reserve / EMZ: _____

DATE: _____

Address	Last Name(s)	Were Occupants Home?		# of Occupants	Is Transportation Required in the Event an Evacuation Order is issued?		Are Accommodations Required in the Event an Evacuation Order is Issued?		Occupants with disability requiring assistance with evacuation		
		Yes	No		Yes	No	Yes	No	Yes	No	
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>
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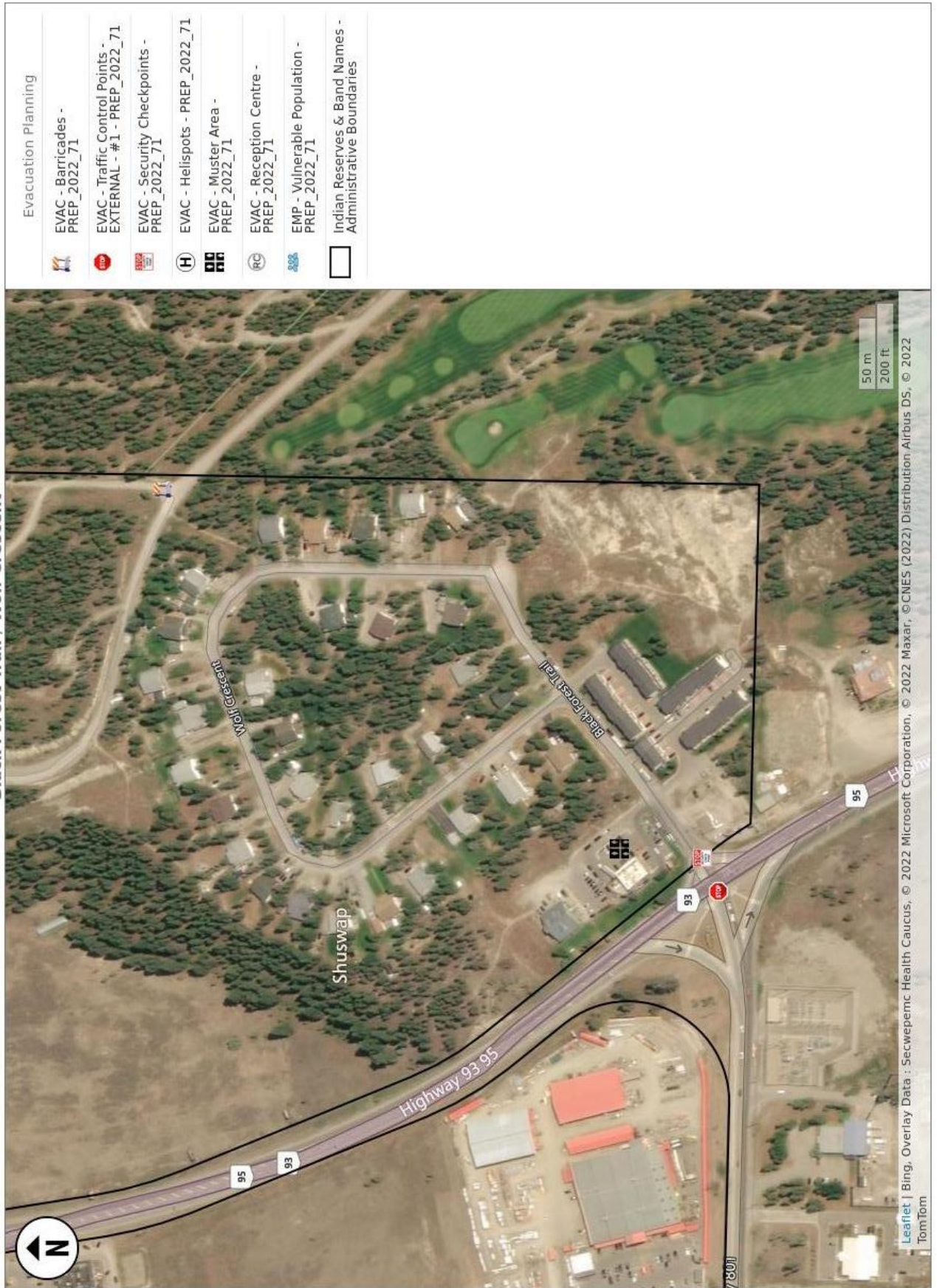
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APPENDIX 8. MAPS

February 8, 2022 12:20 PM

Black Forest Trail / Wolf Crescent

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Airport Commercial

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Eagle Ranch Trail South

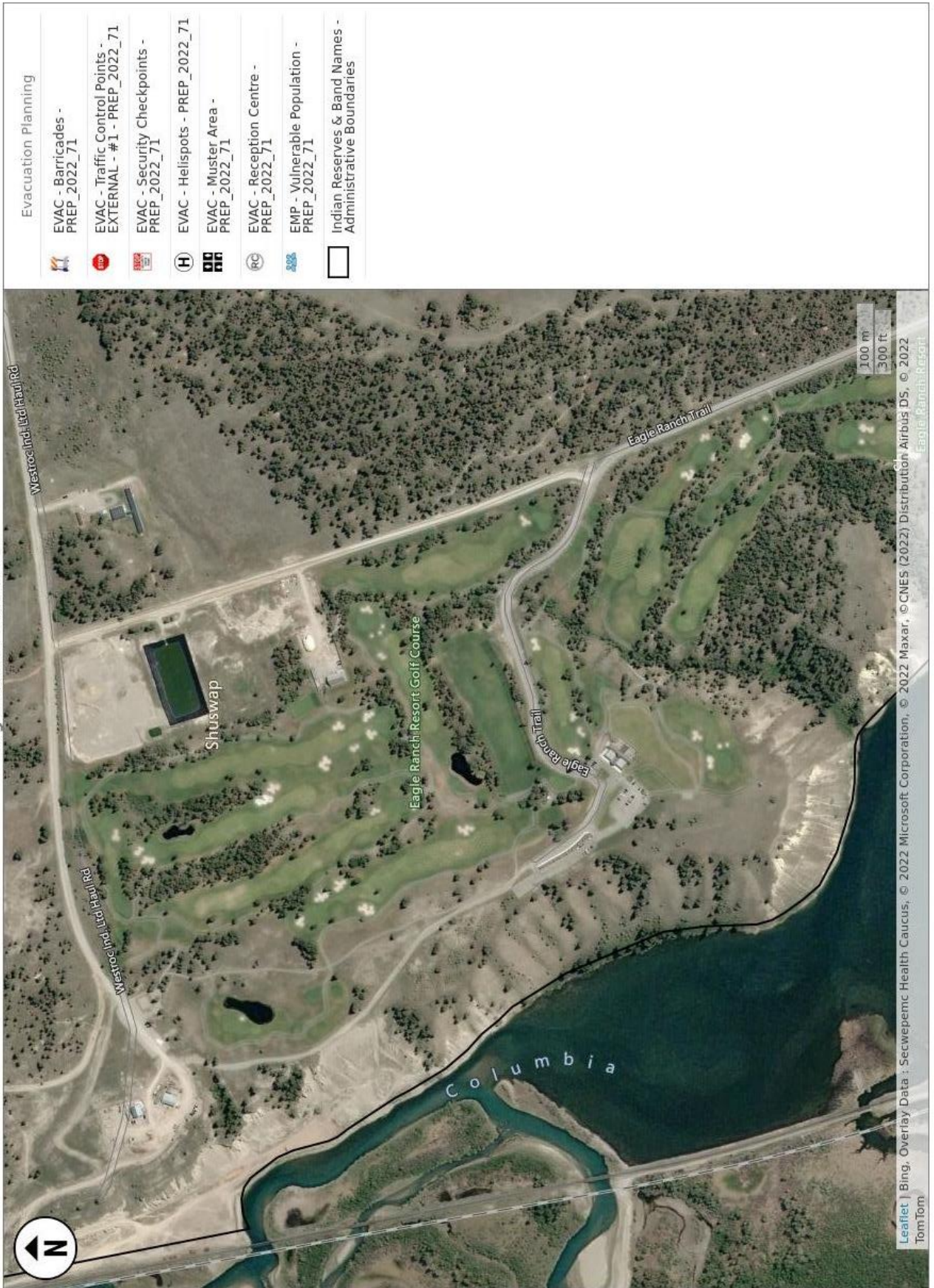
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Eagle Ranch Trail North

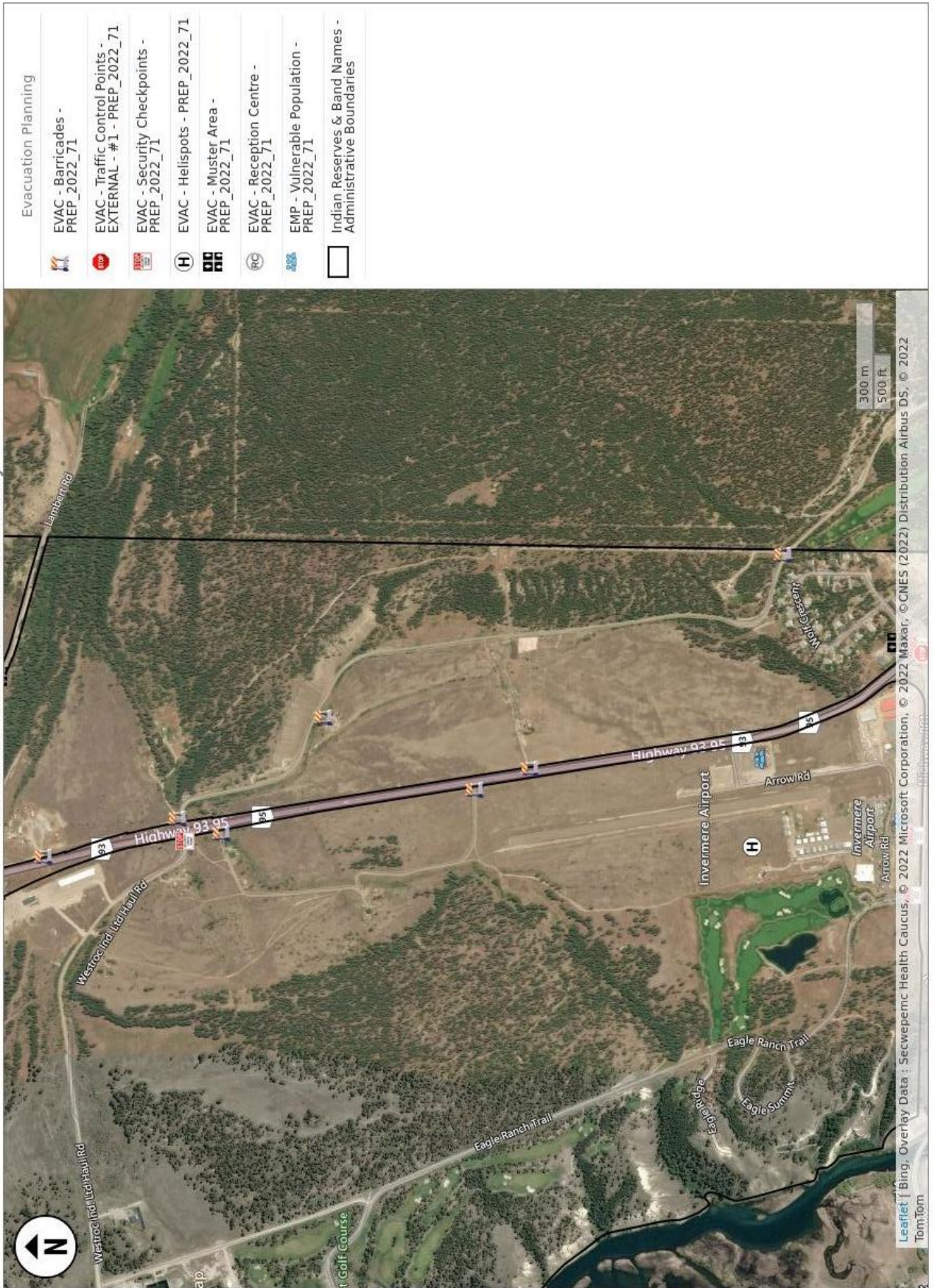
Created by: Innomergence Solutions



February 8 2022 12:04 PM

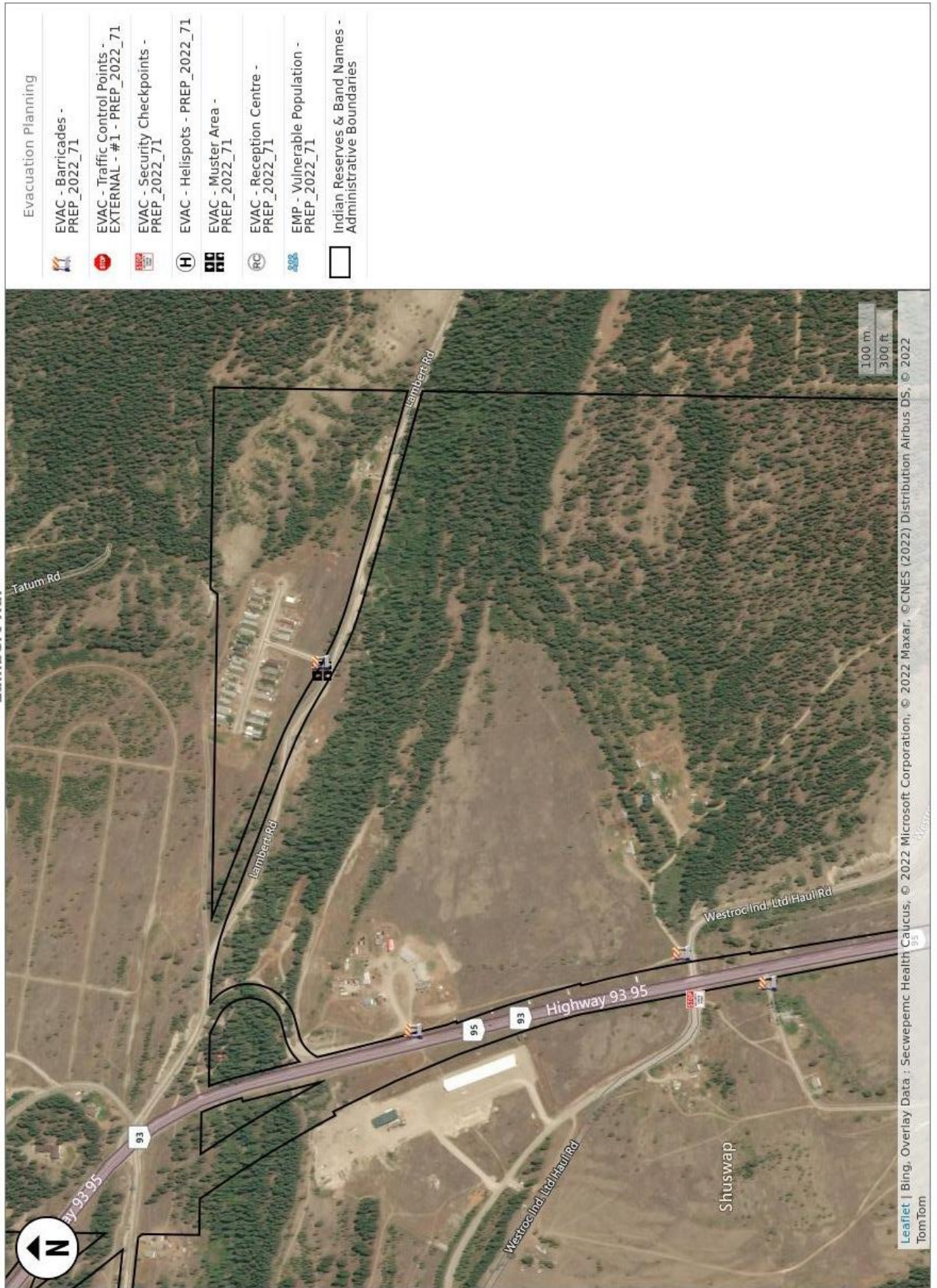
Westroc Ind. Ltd. Haul Rd. East of Hwy

Created by: Innomergence Solutions



Created by: Innomergence Solutions

February 8 2022 12:03 PM

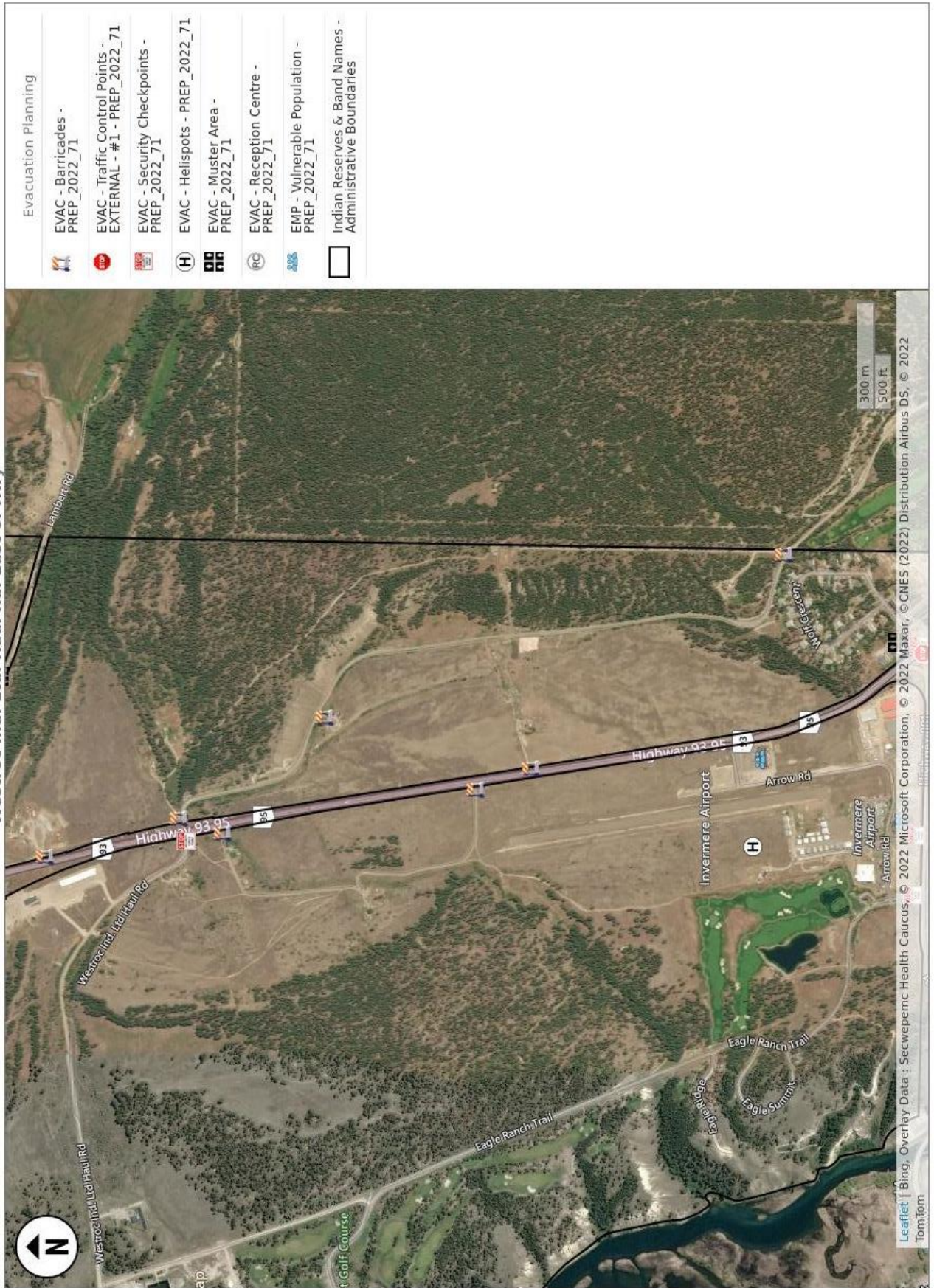


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February 8 2022 12:04 PM

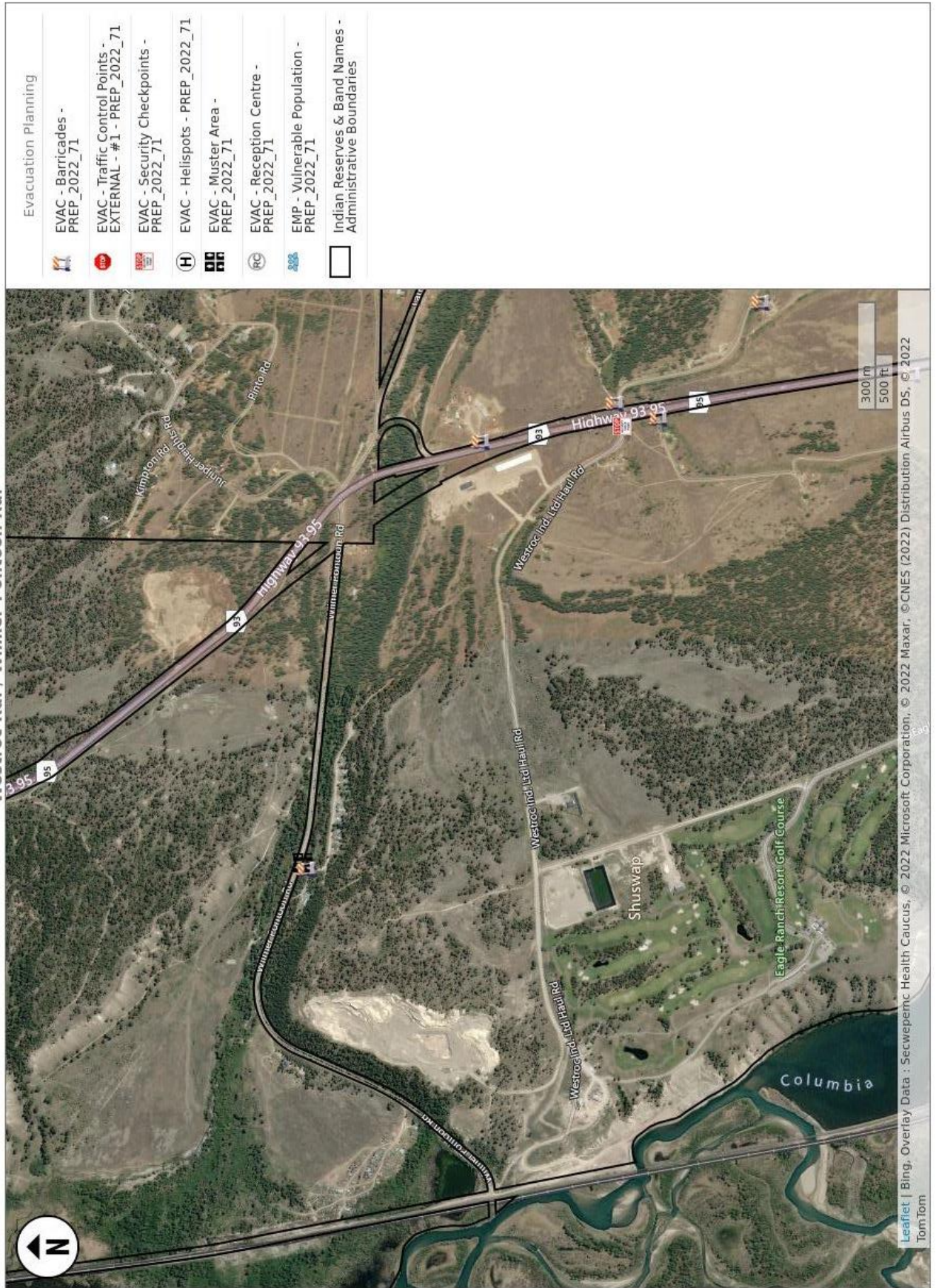
Westroc Ind. Ltd. Haul Rd. East of Hwy

Created by: Innomergence Solutions



Created by: Innomergence Solutions

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Westroc Rd. / Wilmer-Pontoon Rd.

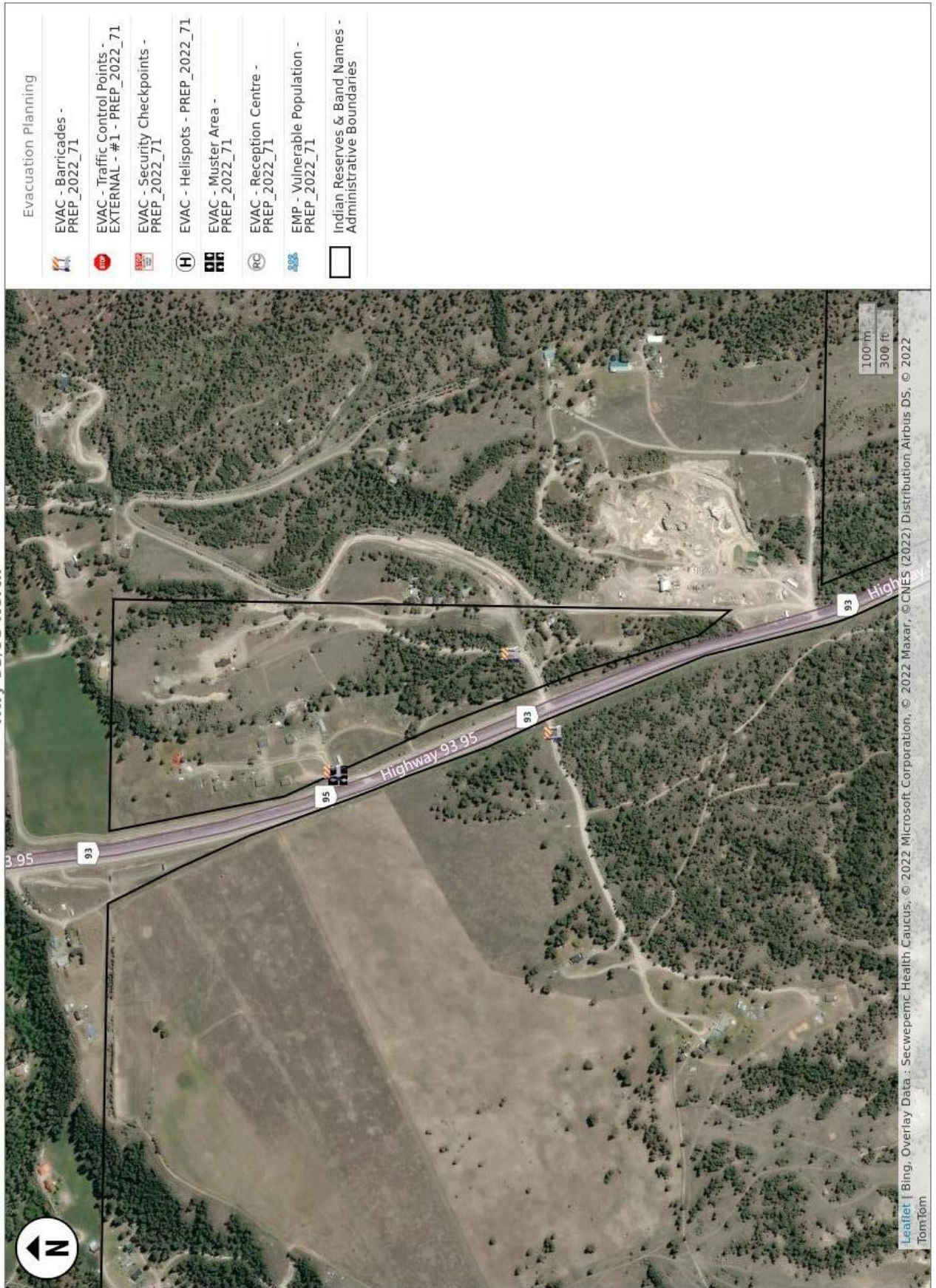
- Evacuation Planning
- EVAC - Barricades - PREP_2022_71
 - EVAC - Traffic Control Points - EXTERNAL - # 1 - PREP_2022_71
 - EVAC - Security Checkpoints - PREP_2022_71
 - EVAC - Helispots - PREP_2022_71
 - EVAC - Muster Area - PREP_2022_71
 - EVAC - Reception Centre - PREP_2022_71
 - EMP - Vulnerable Population - PREP_2022_71
 - Indian Reserves & Band Names - Administrative Boundaries

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February 8 2022 11:40 AM

Hwy 93/95 North

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February 8 2022 12:17 PM

Stoddart Creek Rd.



Created by: Innomergence Solutions



















- Evacuation Planning
- EVAC - Barricades - PREP_2022_71
 - EVAC - Traffic Control Points - EXTERNAL - #1 - PREP_2022_71
 - EVAC - Security Checkpoints - PREP_2022_71
 - EVAC - Helispots - PREP_2022_71
 - EVAC - Muster Area - PREP_2022_71
 - EVAC - Reception Centre - PREP_2022_71
 - EMP - Vulnerable Population - PREP_2022_71
 - Indian Reserves & Band Names - Administrative Boundaries






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APPENDIX 9. SUMMARY OF BEST PRACTICES

SECTION	TITLE	BEST PRACTICE / KEY INFORMATION
 1.4.1	Base Plan vs. Appendices	Photocopy and store a copy of the relevant checklists in the binder of each emergency program leadership position. This binder should stay with the individual at all times. These positions include: <ul style="list-style-type: none"> › Chief and Council › Director of Operations › Emergency Program Coordinator
 1.4.1	Base Plan vs. Appendices	Store a set of the EOC command staff checklists in each workstation kit. The people that are tasked with a specific EOC role may also choose to keep a copy in a large envelope taped to the inside of their office door. They include the following positions: <ul style="list-style-type: none"> › EOC Director › Information Officer › Operations Section Chief › Planning Section Chief › Logistics Section Chief › Finance Section Chief
 2.6	Exercising The Plan	Exercise the Evacuation Plan at least once a year, since this is often one of the most critical activities a community EOC engages in. <ul style="list-style-type: none"> ✎ Consider practicing a tactical evacuation or evacuation order being delivered late in the day ✎ Practice identifying liaison agencies and running through their notification processes ✎ Consider conducting a multi-agency/stakeholder tabletop mass evacuation exercise to reaffirm roles and responsibilities (e.g. IHA EPC, MoTI, police of jurisdiction Fire Chief, etc.) ✎ Review the process for setting up roadblocks (e.g., identify key stakeholders and review permitting processes and Information Officer key messaging and timelines)
 2.6	Exercising The Plan	Consider adding a short tabletop exercise to the standing agenda of the Emergency Management Committee to test elements from both evacuation and business continuity plans
 2.6	Exercising The Plan	Conduct at least one multi-agency/multi-stakeholder evacuation exercise per year to help reaffirm roles and responsibilities. This could be a full day event consisting of refresher training and a tabletop exercise in the afternoon
 2.6	Exercising The Plan	There has been consistent provincial and federal funding available to communities for emergency exercises so keep an eye open for those opportunities.
 2.8	Socializing The Plan	The Traffic Route Planning Section can be copied and distributed to the various agencies as the Public Works department, police of jurisdiction and Ministry of Transportation (MoTI) so that all are working from a common approach
 2.8.1	Community Education	If you tie in a community dinner after the mock evacuation exercise, you will likely get a good turn out and may trigger a higher level of awareness around personal preparedness

	5.3	Issuing a Band Council Resolution	A BCR can be used to demonstrate access to extraordinary powers and to declare a State of Local Emergency on Indian Reserve lands. A BCR applies to reserve lands only and where possible, it should be done with the consensus support of a Council majority.
	5.3	Issuing a Band Council Resolution	A BCR is NOT required for tactical evacuation when it is necessary to move people from harm immediately or to issue any kind of Evacuation notification. They are however, commonly used for issuing an Evacuation Order.
	5.3	Issuing a Band Council Resolution	A BCR is NOT required to access financial support from EMBC or ISC.
	5.3	Issuing a Band Council Resolution	BCRs are a common practice, but the same result may be better achieved by creating a by-law that identifies the process that Chief and Council will use for issuing Evacuation Orders and the extraordinary powers they may access.
	5.3	Issuing a Band Council Resolution	Where possible, issue an Evacuation Alert to community members who may be at threat and then draw up the formal BCR and Evacuation Order papers to have them ready just in case they are needed.
	6.2	Shelter-in-Community	Advise residents to stay indoors and consider a clean air shelter for short term wildfire smoke. Depending on the potential duration of the poor air quality, consider temporarily relocating elders and vulnerable populations to an area of the Province where there is better air quality.
	7.2.1	Evacuation Alert	The specifics of the individual event and how imminent the threat is, may dictate the need to skip the Evacuation Alert stage and go straight to the Evacuation Order stage for certain impacted areas
	7.2.2	Evacuation Order	In some cases where the event crosses jurisdictional or administrative boundaries, it may make sense to declare a joint evacuation order with the other community or Community Leadership.
	7.4	Self-Evacuation	Vulnerable populations and caretakers evacuating under an Alert ARE ELIGIBLE for Provincial ESS support.
	9.1	Evacuation Branch Organizational Chart	The boxes in the EOC org charts represent functions and NOT people. Not every box in the EOC org chart needs to be filled by a different person. One person may fill more than one box.
	10.4	Provincial Government Support	Consider requesting all agencies directly involved provide a liaison to physically attend the EOC. Some may have limited capacity, but others will be able provide a liaison. All agencies will provide a primary contact.
	11.1	Wildfire	Anticipate late afternoon wildfire evacuation orders and alerts by preparing evacuation documents and maps in advance
	12.1	Known Vulnerable Populations	Collect information to better understand any specific care needs well in advance as possible.
	12.1	Known Vulnerable Populations	Proactively engage known vulnerable individuals and confirm arrangements for safe travel to a Reception Centre or host community if required.
	12.1	Known Vulnerable Populations	Consider authorizing the evacuation of support personnel for vulnerable people in the early stages of an evacuation (e.g. a family, friend, or caregiver, to lessen undue stress to the vulnerable

			person). See Appendix 7 Extraordinary Evacuee Authorization Form.
	12.2	Livestock Relocation	Relocate domestic livestock (if necessary) during the Evacuation Alert stage
	12.2	Livestock Relocation	Many of the direct costs required to move livestock and support livestock producers are eligible response costs through EMBC when certain conditions are met. (No SOLE is required to evacuate livestock or to be eligible for financial reimbursement from EMBC during the Alert stage) Contact EMBC prior to relocating livestock to confirm eligible reimbursement costs
	12.3	Domestic Animals	Encourage residents to create a personal plan for evacuating their pets in advance.
	12.3	Domestic Animals	Domestic animals need to be housed in a facility separate from Group Lodging facilities due to potential allergies from exposure
	12.3	Domestic Animals	In most cases Emergency Support Services (ESS) coordinates a pet services function with assistance from local animal shelters and non-profit organizations
	14.0	Evacuation by Road	Copy and distribute the Traffic Route Planning Section to agencies such as the Public Works department, RCMP and Ministry of Transportation (MoTI) so that all are working from a common approach.
	14.4	Transportation	Contact BC Transit handyDART <u>before</u> an Evacuation Alert to request resources be placed on standby
	15.0	Evacuation By Air	Additional time may be required to source helicopters during the summer months due to wildfires. In an emergency, contact EMBC for assistance with procuring helicopters.
	17.0	Community Notification	Collect information to better understand any specific care needs as well in advance as possible.
	17.0	Community Notification	Educate community members on how the Shuswap Band emergency notification system will work and consider making it an annual business practice before flood and fire season
	17.1	Door knocking	Normally community members will comply with evacuation instructions however, it should be clearly communicated that emergency response personnel will not return for residents who refuse to comply with an evacuation order.
	17.1	Door knocking	Provide Notification Kits to the police detachment in advance of an emergency
	17.1	Door knocking	Coordinate annual Evacuation Notification Refresher Training with representatives from first responding agencies (including police of jurisdiction who may be involved in evacuation notification every spring to review standard operating procedures
	18.0	Community Security	Source experienced security contractors to staff security checkpoints in advance
	18.2	Temporary Access Escorts	If possible, consider providing an escort to accompany all individuals/agencies passing through an evacuated area
	19.3	ESS Response Protocols	Ensure your community has mutual aid agreements with various neighbouring communities in place. EMBC may not be able to provide adequate support in the event numerous communities are evacuating at the same time.

	19.4	ESS Planning Considerations	Whenever possible, host evacuees in a community that is similar to the one they are evacuating from so they may feel more comfortable
	19.4	ESS Planning Considerations	Establish relationships with potential host communities in advance of an evacuation
	19.5	Host Communities	Establish relationships with potential host communities in advance of an evacuation
	21.0	Re-entry Planning	Activate an Advance Planning Unit during the early stages of an event. If there are obvious or suspected recovery activities, activate a Recovery Planner to make re-entry and the recovery as efficient as possible.
	22.0	Financial Reimbursement	Activate a Finance Section during the first operational period to track costs and initiate procurement practices

APPENDIX 10. PROVINCE OF BC URLS

This is a list of resources from the Province of BC that can assist with emergency response activities. Please ensure that the website URL's are checked as part of the regular plan maintenance.

Evacuation Resources

Declaring a State of Local Emergency in BC (pdf)	https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/policies/declaring_a_state_of_local_emergency_in_bc_jan_2019.pdf
Evacuation Operational Guidelines (pdf)	https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/evacuation_operational_guidelines.pdf
EMBC EOC Forms & Templates	https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/local-emergency-programs/eoc-forms

ESS

Emergency Support Services (formerly Emergency Social Services) Field Guide January 2010	https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/ess/field-guide/essfieldguide.pdf
ESS Group Lodging Operational Guidelines (pdf)	https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/ess/group-lodging/operational-guidelines.pdf
ESS Reception Centre Operational Guidelines (pdf)	https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/ess/reception-centre/operational-guidelines.pdf
ESS Service Responder Guides and Manuals	https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/volunteers/emergency-support-services/guides-manuals
Evacuee Living Assistance Policy (pdf)	https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/policies/503_evacuee_living_assistance_policy.pdf
Evacuee Living Assistance Procedures (pdf)	https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/policies/503_evacuee_living_assistance_procedures.pdf

Re-Entry

Rapid Damage Assessments	https://www.bchousing.org/about/post-disaster-building-assessments
Considerations for Community Re-entry (XLS)	https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/considerations_for_community_re-entry.xlsx
Further Considerations for Community Re-entry (Doc)	https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/further_considerations_for_community_re-entry.docx
Returning Home After a Wildfire	https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/further_considerations_for_community_re-entry.docx

APPENDIX 11. LIST OF ACRONYMS

BCEHS	British Columbia Emergency Health Services (<i>formerly BC Ambulance Service</i>)
BCP	Business Continuity Plan
BC OGC	British Columbia Oil and Gas Commission
BCSPCA	British Columbia Society of the Prevention of Cruelty to Animals
BCWS	British Columbia Wildfire Service
CAF	Canadian Armed Forces
CDART	Canadian Disaster Animal Response Team
EMBC	Emergency Management British Columbia
EOC	Emergency Operation Centre
EPC	Emergency Program Coordinator
EMBC	Emergency Management British Columbia
ESS	Emergency Support Services (<i>formerly Emergency Social Services</i>)
FLNRORD	Ministry of Forests, Lands, Natural Resource Operations and Rural Development
FNESS	First Nations Emergency Services Society
FNHA	First Nations Health Authority
FSC	Finance Section Chief
HEMBC	Health Emergency Management British Columbia
HRVA	Hazard, Risk, Vulnerability Assessment
IC	Incident Commander
IO	Information Officer
ISC	Indigenous Services Canada
JIBC	Justice Institute of British Columbia
LSC	Logistics Section Chief
MOECC	Ministry of Environment and Climate Change
MoTI	Ministry of Transportation and Infrastructure
MTAC	Ministry of Tourism, Arts & Culture
OSC	Operations Section Chief
PECC	Provincial Emergency Coordination Centre
PSC	Plans Section Chief
PREOC	Provincial Regional Emergency Operations Centre
RCMP	Royal Canadian Mounted Police
RDA	Rapid Damage Assessment
RDEK	Regional District East Kootenays
SAR	Search and Rescue

APPENDIX 12. LIST OF TERMINOLOGY

Critical Infrastructure	Processes, systems, facilities, technologies, networks, assets and services essential to the health, safety, security or economic well-being of a community; most often associated with transportation, communications, community water delivery, and energy
Business Continuity	A process that identifies the necessary steps required to maintain critical services, viable continuity and recovery strategies in order to minimize any potential losses as a result of an emergency or event.
BCEMS	(British Columbia Emergency Management System) A comprehensive framework that helps ensure a coordinated and organized approach to emergencies and disasters
Damage Assessment	A determination of the effects of the incident on humans; on physical, operational, economic characteristics; and on the environment
Disaster	Event that causes great damage or loss
Emergency	Sudden, urgent, usually unexpected occurrence or event requiring immediate action
Emergency Operations Centre	A central command and control unit / service that plans and supports site level response activities
Emergency Program Coordinator	(EPC) is responsible for managing and coordinating emergency preparedness, response and recovery as well as developing and maintaining an emergency program for its jurisdiction
Exercise	A process to assess, train, practice, test and improve performance of recovery or continuity of an organization's system
Event	Occurrence of a particular set of circumstances
Hazard	A potential source of danger, or conditions physical or operational, that have a capacity to produce an adverse effect to things of value including human injury, damage to health, property or the environment
Impact	The evaluated magnitude or severity of a consequence (e.g., physical, social, or environmental) from a particular hazard event
Incident	An event that might be, or could lead to, an operational interruption, disruption, loss, emergency or crisis
Incident Commander	The individual responsible for the management of all incident operations at the incident site
Incident Management Plan	Clearly defined and documented plan of action for use at the time of an incident or disruption, typically covering the key personnel, resources, services and actions needed to implement the incident management process
Incident Management System	The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and designed to aid in the management of resources during incidents
Mitigation	Activities taken to reduce the impacts from hazards
Mutual Aid / Assistance	Usually prearranged in the form of an agreement between two or more entities to share resources in response to an incident

ANNEXES

ANNEX A – SHUSWAP BAND EVACUATION ROUTE PLAN
