

CAO – TACTICAL EVACUATION CHECKLIST

For additional guidance see EMCR'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 4.2**
- Assume Information Officer role or designate a qualified person – see **Information Officer – Tactical Evacuation Checklist** in **Appendix 4.2**
 - 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 **Community Emergency Plan** has been activated to an appropriate level
 - The **Community 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) & location of Reception Centre(s)
 - ESS has been activated and identify their requirements
 - The appropriate agencies are involved in the evacuation operations and support
- Confirm with the EPC that EMCR 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 EMCR
- Confirm with Community Leadership, EPC and Information Officer who will be the primary spokesperson
- Confirm that Community Leadership, is aware of their roles and responsibilities under the **Community Evacuation Plan**
- Brief designated Community Spokesperson on the most current situational awareness as it evolves
- Confirm you have good communications and regular updates from site level operations
- Update Community Leadership on the status of the event on a regular basis