CAO – EVACUATION ALERT CHECKLIST

For additional guidance see EMCR'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 has been gathered

    ❑ Potential evacuation routes

    ❑ Consider evacuation decision triggers identified in the **Community Name 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 **Community Name 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 **Community Name 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 EMCR and how that works

    ❑ Notifying ESS for a potential activation

    ❑ Process for initiating an Evacuation Order

    ❑ Potential resources to be requested from other communities and/or EMCR

    ❑ 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

CAO – EVACUATION ALERT CHECKLIST cont'd

- ❑ Brief the Community Leadership 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

- ❑ Consider activating the **Evacuation Alert Audit** in **Appendix 4.3**

- ❑ Review the **CAO Evacuation Order Checklist** in **Appendix 4.1**

- ❑ Review the **Community Name Business Continuity Plan** with Community Leadership

- ❑ Confirm the EPC has activated the **Evacuation Alert Audit Checklist** in **Appendix 4.3**