

CAO – EVACUATION ORDER 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
- 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 – **Community Name Evacuation Plan Section 11.0**
 - Consider the recommendations from other response and support agencies
 - The EMCR Task Number has been requested and issued
 - The **Community Name 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 **Community Name 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 EMCR
 - Status of support available from other communities, agencies and EMCR as required

- Identify any gaps in support that may cause challenges

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- Confirm with Community Leadership, EPC and Information Officer who will be the primary spokesperson
 - See the **Community Spokesperson Evacuation Alert and Order Checklist** in **Appendix 4.1**
- Brief Community Leadership and the Community Spokesperson on the most current and critical situational awareness as it evolves
- Activate the **Community Name Business Continuity Plan**
- Work with Planning Section Chief to prepare documents for Community Leadership signature:
 - State of Local Emergency – see **Checklist** in **Emergency Management Plan**
 - 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 4.3**