

CAO – SHELTER-IN-PLACE CHECKLIST

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 the EOC Director role or designate a qualified person – See EOC Director Shelter-in-Place Checklist
- Assume the Information Officer role or designate a qualified person
- Confirm with the Emergency Program Coordinator (EPC) the threat warrants a 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 the EOC has been activated
 - 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
 - EMBC Task Number has been requested and issued
 - The recommendation for a shelter-in-place order should be accepted, modified, or dismissed
 - Potential evacuation decision triggers have been considered, applicable
 - Identify any gaps in support that may cause challenges