2020 Evacuation Site Commander Guide

Evacuation Plan: Part 5

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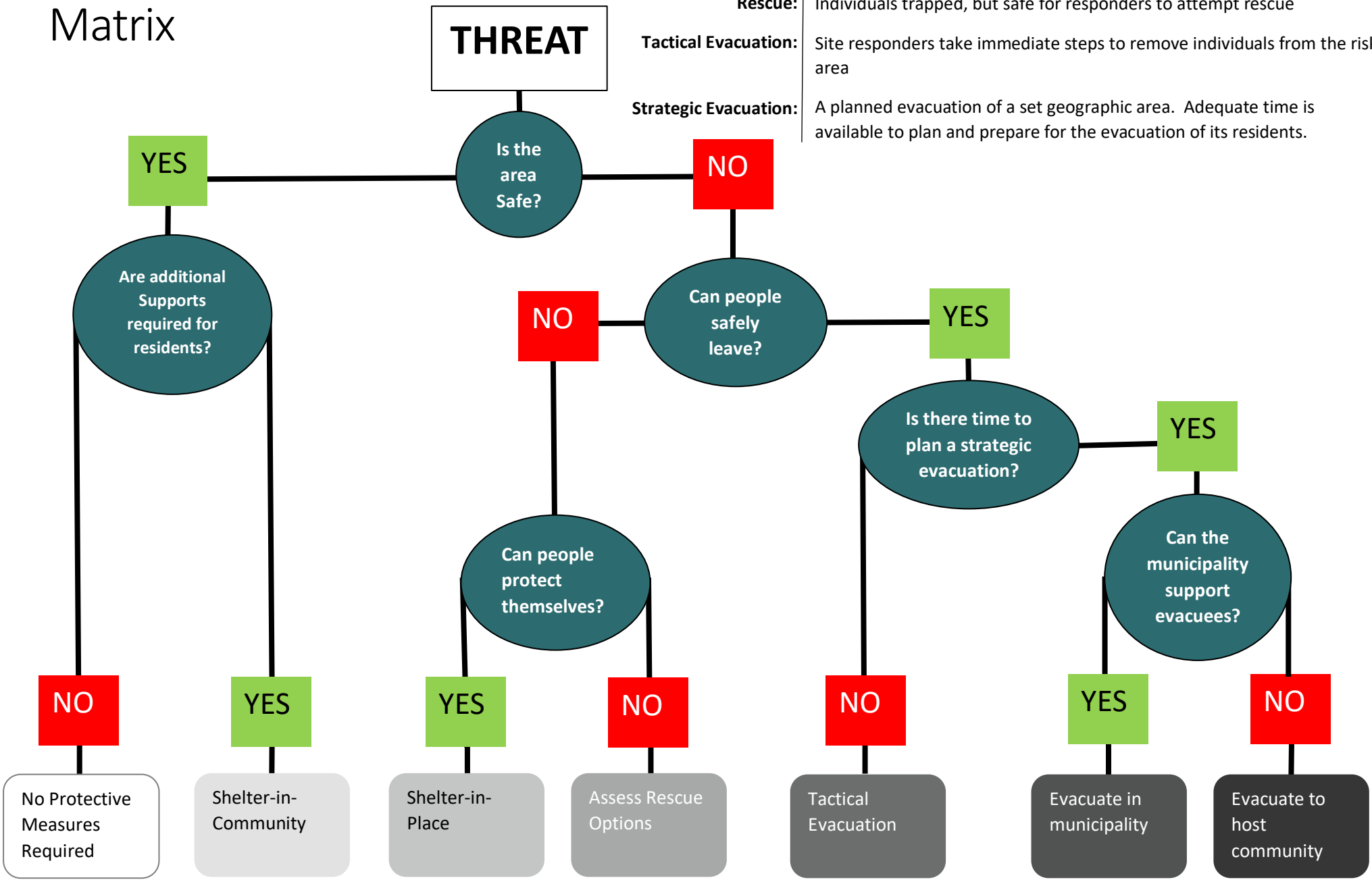
Protective Measures Summary

Protective Measure	Description	Example	Decision Maker	Authority
None	No action is required to protect people, animals or structures.	• Water Main break • Small hazardous materials spill	• Incident Commander • EOC Director • CAO	N/A
Shelter-in-Place	It is safest to remain inside and protect oneself from the hazard.	• Airborne Hazardous material leak • Police incident	• Incident Commander • EOC Director • CAO	**Fire Services Act,** Section 25 **Police Service Act** **Public Health Act**, Section 28(1), 29(2)(a), 31(1), 31(2) (b)(ii) **Environmental Management Act**, Section 91.2 (2)c
Rescue	Individuals trapped, but safe for responders to attempt rescue.	• Structure fire • High angle rescue	• Incident Commander	**Fire Services Act,** Section 25 **Police Service Act**
Tactical Evacuation	Site responders take immediate steps to remove individuals from the risk area.	• Spreading structure fire • Police incident	• Incident Commander	**Fire Services Act,** Section 25 **Police Service Act** **Public Health Act**, Section 28(1), 29(2)(a), 31(1), 31(2) (b)(ii) **Environmental Management Act**, Section 91.2 (2)c
Strategic Evacuation	There is time to plan and prepare an evacuation prior to notifying the public. There are three stages to a Strategic "Planned" evacuation: 1) Evacuation Alert, 2) Evacuation Order 3) Evacuation Rescind (Cancellation)			
Evacuation Alert	Advance notification that an Evacuation Order may be required.	• Wildfire approaching the area • Tsunami Advisory	• Incident Commander • EOC Director • CAO	Not Required
Evacuation Order	The legal directive to leave an area. Requires: 1) State of Local Emergency 2) Evac Order.	• Wildfire • Landslide • Dam Breach	• Mayor & Council • Mayor	**Emergency Program Act**, Section 12(1) and 9(1) **Fire Services Act**, Section 25 **Public Health Act**, Section 28(1), 29(2)(a), 31(1), 31(2) (b)(ii) **Environmental Management Act**, Section 91.2 (2)c **Oil and Gas Activities Act**, Section 51 **Wildfire Act,** Section 11, 13 and 14 **Indian Act,** Section 81

Protective Measures Matrix

Shelter-in-community:	Services such as a warming centre
Shelter-In-Place:	It is safest to remain inside and protect oneself from the hazard.
Rescue:	Individuals trapped, but safe for responders to attempt rescue
Tactical Evacuation:	Site responders take immediate steps to remove individuals from the risk area
Strategic Evacuation:	A planned evacuation of a set geographic area. Adequate time is available to plan and prepare for the evacuation of its residents.



Actions and Roles by Department

	Initial Actions	Lead Role(s)	Support Role(s)
Police	• Determine staffing levels • Identify Area Control points • identify immediate resource needs • Send representative to EOC • Prepare for door-2-door notification	○ Secure Area ○ Door-2-door notification ○ Traffic Control	✓ EOC Representative
Fire	• Determine staffing levels • Send representative to EOC • Standby for tasking	○	✓ Secure Area ✓ Door-2-door notification ✓ Traffic Control ✓ EOC Representative
Public Works	• Determine staffing levels • Identify traffic control resources and locations • Send representative to EOC	○	✓ Traffic Control ✓ EOC Representative
Emergency Program	• Setup EOC • Coordinate approval of evacuation • Coordinate State of Local Emergency • Coordinate Evacuation Order	○ Municipal Coordination (EOC) ○ Public Messaging ○ Support “Site”	✓
Communications	• Send representative to EOC • Develop public messaging	○ Support EOC	✓
Mayor and Council	• Receive briefing • Approve State of Local Emergency • Approve Evacuation Order	○ Municipal Spokesperson	✓

Initial Evacuation Actions

Lead Dept (Fire, Police, PW)	**Lead Dept Head** (Chief or Director)	**EPC (Fire Chief)**	**Support Department Heads**		**CAO**	**Mayor & Council**	**EOC**
			Police	Fire/PW			
Decide to evacuate							
ID evacuation area (order and alert)							
Notify Dept Head							
	Notify EPC						
	ID staffing level						
	Report to EOC						
	Request Mutual Aid						
		Notify Support Depts					
		Notify CAO					
		Notify ESSD					
		Activate EOC					
			ID staffing levels	ID staffing levels	**Notify Mayor & Council**		
			ID Traffic Control Points	Request Mutual Aid	Notify **All Staff**		
			Review Evac Quick Ref Guide	Rep to EOC		Receive Briefing	
			Request Mutual Aid			Auth State of Local Emergency	
			Rep to EOC			Auth Evac Order	
						Appoint Media Spokesperson	Support Site & Mgmt
							Prep site assign pkgs
							Prep public info

Evacuation Briefing Summary

Date: (yyyy/mm/dd)		**Time**: (24 Hr Clock)		
Provided by: (first, last name; position)		**Received by:** (first, last name; position)		
What is going on? (type of hazard)				
Is it spreading?	Rate	Direction	Expected to	Part 1: Situation
			☐ Increase ☐ Decrease ☐ Constant	
Is the situation:	☐ Deteriorating ☐ Stabilizing ☐ Improving	Describe:		
Ppl or routes impacted? (Recommended action)	**Geographical boundaries (addresses/street names)**			Part 2: Impacts
Now (Shelter-in-place)				
0-6 hours (Tactical Evac)				
6-24 hours (Evacuation Order)				
24+ hours (Evacuation Alert)				

	Recommended	Approved	N/A	**Who made the Recommendation/Approved?** (name, position, organization)	Part 3: Actions
Tactical Evacuation	☐	☐	☐		
Evacuation Alert	☐	☐	☐		
Evacuation Order	☐	☐	☐		
Shelter-in-Place	☐	☐	☐		
Evacuation Rescind	☐	☐	☐		

Site Type	Address	Commander (Name)	Contact	Part 4: Sites
Incident Command Post				
Staging Area				
Emergency Ops Centre				

Who has been Notified	Time Notified (24-hour clock)	Part 5: Internal Notification
☐ Fire Duty Chief		
☐ Police Watch Commander		
☐ Public Works Director		
☐ CAO		
☐ Emergency Program Coordinator		
☐ Mayor and Council		

Assignment Briefing

Incident Name		**Date** (yyyy/mm/dd)	
Authority (Tactical, or Evac order)		**Time** (24 hr clock)	
Supervisor	Name	Position	
Supervisor's Contact		**Check-in Intervals**	
Task			
Assignment Location			
Situation Summary			
Re-Entry Permits Allowed (Y/N)			
Requirements	Approved Re-entry permit (Y/N)		
	Means of communication (Y/N)		
Re-entry permit details (from EOC)			
Receiving Point	Facility Name	Address	
Routes to take or avoid	Take	Avoid	
Where to get information	Website		
	Phone		
Contact for additional assistance	Phone		

Door-2-Door Notification Team Planning

	Team 1	Team 2	Team 3	Team 4	Team 5	Team 6
Assigned Zone (number)						
Muster Point (name and address)						
Team Lead (First, Last name)						
Team Members (First, Last name)						

	Team 7	Team 8	Team 9	Team 10	Team 11	Team 12
Assigned Zone (number)						
Muster Point (name and address)						
Team Lead (First, Last name)						
Team Members (First, Last name)						

Personnel Check-in Log

Evacuation Zone | Checkin every (minutes):

Start Time | End Time | Completed by | Date (yyyy/mm/dd)

| Name | Active | Deactivated | Task force (Assignment) Checkin Log (Mark box for each checkin) | | |

Evacuation Recording Procedures

1) Ensure that all premises are reported on the Evacuation Log.

2) If directed by Command, the evacuation team will use one 2-3 foot long ribbon of colour-coded, weather-resistant tape to indicate the evacuation status of each premise.

3) Tie the appropriate ribbon around the door knob most visible to the street. Should a door not be visible from the street, attach tape to the side of the house that is visible. Should the house not be visible from the street, place the ribbon at the entrance to the driveway (e.g. around mailbox or tree).

Use the following colour-coded, labelled ribbons:

Colour – Meaning	**Actions**
Blue – Not home	Needs a second visit if safe to do so. Tape the Evacuation Order to the door of the property with a note explaining the meaning of the blue tape, and instruction to call phone number on the Order for more information or instruction.
Pink - Notified	Ready to evacuate when ordered. Provide occupant with yellow ribbon to exchange with pink ribbon when leaving.
Yellow - Evacuated	Explain to residents to replace pink ribbon with yellow ribbon when they leave the premises.
Orange - Refused	Advise that responders will not be put at risk to rescue them. Note address, report and record the refusal. Explain the purpose of the Orange tape: so First Responders will not visit property again for evacuation notification, or be alarmed at occupied residence during patrols. Provide Order and highlight EOC contact information.
Red – Needs Assistance	Try to delegate assistance to neighbours. Use situational discretion for whether or not to directly assist. Explain the meaning of the tape: it is a flag for First Responders to come back to provide assistance in evacuating. Note status and actions taken and continue with evacuation notification.

Evacuation Notification is the Priority – Keep Moving!

Notification Log

Purpose: To track notifications provided to each address

Incident/Event Name:			Date (yy/mm/dd)		Local Gov't:	
Task Force Member Names			Start Time:		Sector:	
			End time:		Assignment:	

Street Name	Unit number	Time	# of Occupants	# of ppl < 19	# of pets	Blue- Not Home	Pink-Notified	Yellow- Evacuated	Orange- Refused	Red- Needs Assistance	Comments • If RED, note type of assistance • If ORANGE, note reason • If Pets/Livestock, number of each type.

Evacuation
Time to Leave

Due to risks from:

Evacuation Area:

District of Metchosin has issued an Evacuation Order,

You are required to leave immediately.

Where should I go?

The following facility is being used to as a reception centre to receive evacuees. It may provide the following:

- Registration and referral services
- Additional information

Facility Name:
Address:
Hours of Operation:

Where can I get more Information?

Website	www.Metchosinfire.ca
Twitter	@ChiefDunlop
Event Hashtag	#
Facebook	Metchosinfire / metchosinemergencyprogram

If you require assistance with
transportation or special needs:

Things to take with you:

People	Take your “grab-and-go” emergency kit for each member of your family and proceed to your meeting place or the municipal reception centre.
Pets	Have a carrier and food for each pet.
Paperwork	Have paper or electronic copies of important documents. (identification, credit cards, insurance, etc.)
Prescriptions	Take your essential medications and copies of prescriptions.

Connect

Do:

Contact Family and Friends to let them know you are safe.
Use your out-of-area contact, social media or text messages

Avoid:

Using telephone lines to call

Evacuation

District of Metchosin has issued an Evacuation Order,
You are required to leave immediately.

Unaccompanied Minors were removed from the property at:

Due to risks from:
They will be taken to a municipal Reception Centre.

Where should I go?

The following facility is being used to as a reception centre to receive evacuees.

Facility Name:
Address:
Hours of Operation:

Where can I get more Information?

Website	www.Metchosin.ca
Twitter	@
Event Hashtag	#
Facebook	(name)

For Additional Information**:**

Things to take with you:

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Using telephone lines to call