



EVACUATION PLAN
FOR
THE DISTRICT OF MACKENZIE

DISTRICT OF MACKENZIE – EVACUATION PLAN

Acknowledgements

This plan was developed by ThreeSixty Analysis Inc. in consultation with the stakeholders of the District of Mackenzie. The feedback and insight of the Fire Department, RCMP detachment, Search and Rescue, School District No. 57 (Prince George) staff, Mackenzie and District Hospital staff, Council members and the CAO were invaluable.

Statement of Limitations

The information contained in this document is the application of ThreeSixty's professional expertise and where applicable professional opinion, subject to the accuracy and content of available information and the scope of work. The user of this information accepts full responsibility for any errors or omissions contained therein.



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DISTRICT OF MACKENZIE – EVACUATION PLAN

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1. Background

Purpose

This plan describes the policies, procedures, roles and responsibilities to coordinate evacuations in the District of Mackenzie. This includes the movement of people and resources in the early stages of an evacuation alert up to and including safe re-entry after an evacuation. This plan aligns to municipal and provincial regulations and by-laws including the *Emergency Program Act*.

Hazards & Risks

This plan was developed to consider a range of hazards including wildfires, snowstorms, freeze up, electrical blackout, hazardous materials incidents, infectious diseases and transportation incidents.

Types of Evacuations

Evacuation Alert

An Evacuation Alert (Alert) advises the affected population of a potential or current threat which may lead to an Evacuation Order.

Evacuation Order

An Evacuation Order (Order) means the impacted population must leave the specified area immediately. Life safety is the most important consideration when ordering an evacuation. In some situations, an Evacuation Order is immediate and no Evacuation Alert is given.

Evacuation Rescind

When the hazard threat to life and safety has passed, the Incident Commander and/or available hazard-specific subject matter experts will make a recommendation to the EOC to formally rescind the Evacuation Order or to downgrade it to an Evacuation Alert.

See [Appendix A](#) for additional definitions and acronyms.

Authority to Activate

The Director of Emergency Management (or their delegate) has the authority to activate and, at the end of the emergency phase (including short-term recovery if applicable), deactivate this Plan.

The District of Mackenzie has overall responsibility for all Evacuation Operations. In most situations, the Incident Commander may recommend an evacuation.

Additionally, the BC Wildfire Service, Office of the Fire Commissioner, the Medical Officer of Health, and the RCMP have “Authority of Jurisdiction” to initiate an immediate evacuation (known as a tactical evacuation) based upon the nature of the emergency and imminent threat.

It is not common practice to force an occupant from their private property when, after being notified of the risk, they wish to remain. Verbal persuasion should be employed when a life-endangering situation is imminent and time allows. The name and address of the person and their next-of-kin should be obtained and recorded. If children are present, the RCMP have the option to

call the Ministry responsible for child welfare (and mentioning this option may actually encourage the parents to act).

Various other methods may be available to law enforcement agencies to remove people, if that person's presence endangers an operation or if that person is endangering the lives of others.

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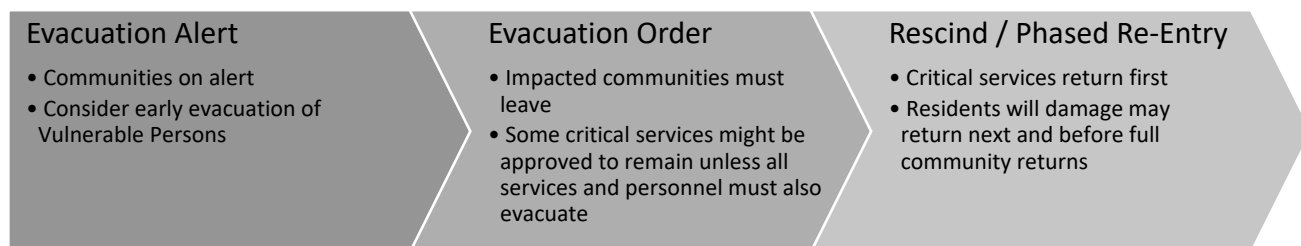
2. Notification and Decision to Evacuate

Notification (EOC, EMBC, and Senior Officials)

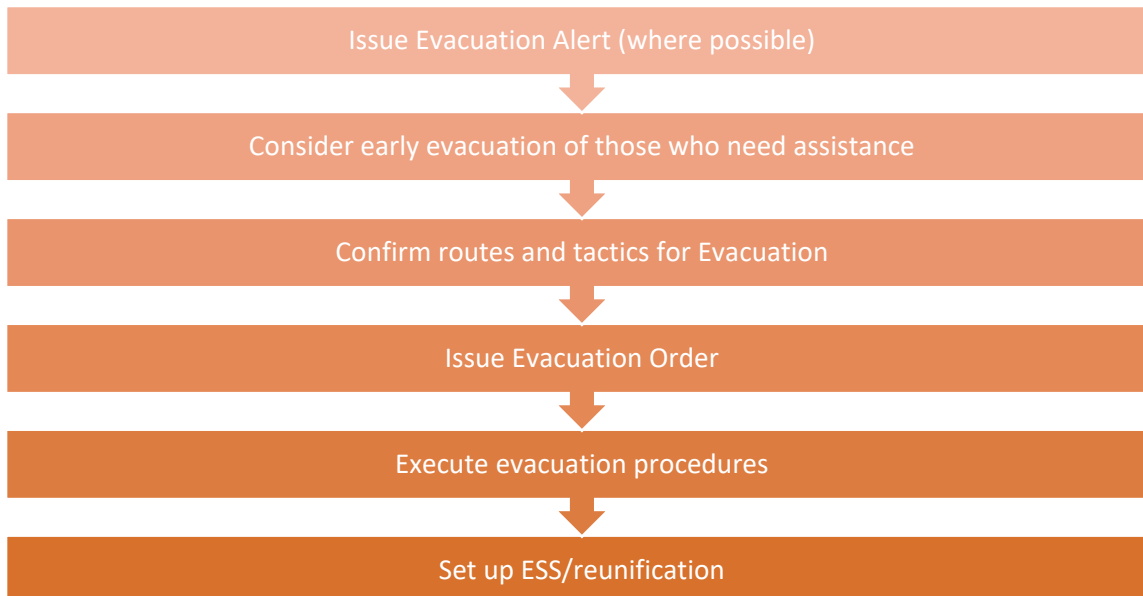
1. At a minimum, the Coordinator of the Emergency Program must immediately be notified whenever any evacuation action is anticipated or implemented.
2. The Emergency Operations Centre must be activated and notified as soon as possible when considering an evacuation alert or order for several facilities, multiple residences or the community as a whole.
3. Notify First Responder groups, where possible request a representative for each in the EOC (Fire Department, RCMP, Hospital, Search and Rescue, and others as needed to support the response). Notify First Nation representatives (McLeod Lake and Fort Ware).
4. If the Evacuation Plan is activated, the Emergency Operations Centre Director or delegate shall also notify senior government officials via EMBC.

Decision to Evacuate – Alert versus Order

Where possible and when time allows, a phased evacuation should be considered. Priority should be given to vulnerable populations, those at greatest risk due to location, or those for whom it will take longest to evacuate. Phasing can be determined by geographical location or by demographics (e.g. a childcare facility or care facilities being evacuated before the general population).



3. Operations



Trigger Points – When and Where to issue an alert?

Areas to be evacuated, or areas where sheltering-in-place should occur, will be determined based on identified target hazard areas, or by estimates made at the time. The area may change based upon changes in conditions or projections. Projections may require that evacuation or sheltering-in-place occur in larger areas than initially impacted.

The closure or blockage of Highway 39 is a critical issue; an evacuation must be completed before the road is closed/impacted.

To calculate the trigger point for evacuation, consider the following equation:

$$\begin{aligned}
 & \text{Time needed to notify the community (drafting, dissemination, confirmation)} \\
 & \quad + \\
 & \text{Time needed to mobilize the community (preparation, vulnerable population, etc.)} \\
 & \quad + \\
 & \text{Time taken to physically conduct the evacuation (phased evacuation, routes, etc.)} \\
 & \quad + \\
 & \quad 120 \text{ minutes} \\
 & \quad = \\
 & \textbf{Trigger point for evacuation}
 \end{aligned}$$

Issuing an Evacuation Alert

The Mayor and Council issue all Evacuation Alerts, Orders and Rescinds.

To complete an Evacuation Alert, the following must be completed:

- | | |
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- ☐ The EOC and/or hazard Incident Commander makes a determination that an Evacuation Alert (Alert) is required.
- ☐ Notify Council and first responder agencies.
- ☐ Request assistance to perform Evacuation Alert notifications (e.g. from first responders or other identified groups such as Ground Search and Rescue).
- ☐ Based on advice, map the geographic boundaries for the Alert. Identify the Alert area using civic addresses, street names, or any combination that works best for the situation.
- ☐ Complete an Evacuation Alert template.
- ☐ Alert the public (Section 5).
- ☐ Email a copy of the Alert to EMBC PREOC.

Note: Evacuation Alerts do not require a State of Local Emergency (SOLE) declaration.

In the event time allows during an evacuation alert:

- ☐ Consider evacuating vulnerable populations (including the hospital, seniors' lodge and mobility-impaired residents).
- ☐ Consider early school closures (so that families can prepare together).
- ☐ Consider declaring a State of Local Emergency (SOLE). This is required only for an Evacuation Order but could save time and enable early resource placement and action.
- ☐ Identify First Responder resources and tasks to prepare for an escalation of the situation. Additional police resources will likely be required from Prince George to assist with evacuation efforts. These resources should be requested early as it may take 2-4 hours before additional police resources arrive.
- ☐ Identify triggers to escalate. Triggers may be selected based on:
 - a. Complexity/predictability of the hazard
 - b. Weather conditions
 - c. Other contributing conditions
- ☐ Continuously evaluate the situation.

Before Issuing an Evacuation Order

Evacuation Route

The preferred evacuation route for a community-wide evacuation of the District of Mackenzie is south on Highway #39 unless directed otherwise.

See Route Map in [Appendix B](#).

The RCMP, with input from the Incident Commander and EOC, will select the best routes for evacuation from the threatened area. The best route(s) may have to be adjusted at the time of the incident based on the type of hazard. Route changes must be communicated to all operational personnel and the public.

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Transportation Considerations

- As many evacuees as possible should use their own personal transportation during an evacuation.
- Encourage evacuees to limit the number of vehicles to one per family.
- Encourage evacuees to help transport neighbors.
- Encourage evacuees to remove recreational vehicles early.
- In some cases, it may be necessary to control traffic on other routes to minimize the impact on evacuation traffic.
- Multiple passenger vehicles, which may be utilized, include the school bus and local charter buses.

Issuing an Evacuation Order

To complete an Evacuation Order, the following must be completed:

- ❑ The EOC, in consultation with the hazard Incident Commander makes a determination that an Evacuation Order is required.
- ❑ Notify Council (who approves the Order) and first responder agencies.
- ❑ Request assistance to perform evacuation notifications (e.g. from first responders or other identified groups such as Ground Search and Rescue).
- ❑ Based on advice, map the geographic boundaries for the Evacuation Order. Identify the evacuated area using civic addresses, street names, or any combination that works for the community.
- ❑ Declare a State of Local Emergency (SOLE) ([Appendix E](#)), publish online and notify the public.
- ❑ Complete an Evacuation Order template ([Appendix E](#)).
- ❑ Notify the impacted area of the Evacuation Order.
- ❑ Email a copy of the SOLE and Evacuation Order to EMBC PREOC.
- ❑ Stand up ESS and/or notify Host Community.

After Issuing the Evacuation Order:

- ❑ Confirm Evacuation Order and SOLE has been issued to public and EMBC.
- ❑ Confirm First Responder and other resources who are executing the evacuation.
 - a. Confirm evacuation zone assignments (assign a leader to each zone).
 - b. Ensure maps have been provided.
 - c. Establish check-in times with IC and zone leaders if applicable (leader will check in with the EOC on progress at regular intervals until complete).
- ❑ Ensure an assembly point and leader has been identified for those without transportation.
- ❑ Confirm ESS support / host community for evacuees.

Community-Wide Evacuation Operations

Evacuation Procedure:

In the event a large portion (or all) of the community must be evacuated, door to door checks should be completed using a zone system:

1. EOC Director/IC to determine which zones require evacuation.

2. In coordination with RCMP and other supporting first responders, EOC Director to confirm evacuation route and Assembly Locations for those without transportation.
3. Operations Section/IC to assign a leader to each zone and Assembly Location and identify tactics to remove individuals (buses, car shares).
4. Using zone map, each leader will track completion of their zone (each door gets a knock and a notice). Once complete, zones must report completion to EOC and flag any issues/unwilling residents/business. Downtown area, not included in zone, could be evacuated as needed (however some essential services might be required to help sustain emergency operations).
5. Operations/RCMP will establish check/access points along evacuation route (to prevent re-entry).

See also [Appendix D: Evacuation Toolkit](#).

Shelter in Place

Locations have been pre-identified to use for Sheltering-in-Place and/or assembly locations. These locations are the recreation centre, the airport and the elementary school. Sheltering-in-Place may be required while emergency operations focus on re-establishing the availability of an evacuation route. Shelter-in-Place should consider:

- ☐ (HazMat) Issue a recommendation to close windows and shut off heating and ventilating systems in the threat area.
- ☐ (HazMat) Issue a recommendation for people to stay indoors.
- ☐ Establish and announce a telephone number for persons to call for information on the incident.
- ☐ Post information to the District website and social media.
- ☐ Prepare, print and distribute incident information for persons in the affected area.
- ☐ Notify Council and Emergency Management of BC (EMBC) North East Office (Prince George)
- ☐ Assemble and brief a standing force of personnel to assist with emergency evacuation if the need arises.
- ☐ Establish and announce needed information to the public.
- ☐ Consider the need for a crisis intervention team.
- ☐ Continue to monitor the situation and re-evaluate the need to evacuate, keeping all field responders up to date regarding changes.
- ☐ Keep residents informed of incident progress and projected time until the incident is over.
- ☐ (HazMat) Monitor the release and provide updates to the public on the incident as needed.
- ☐ (HazMat) Consider changing Shelter-in-Place tactic on consultation with relevant parties if the situation warrants.
- ☐ Provide advice and information on any special precautions that should be taken during and after the event.

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Assembly Locations

Assembly Locations may be needed for people to gather while awaiting transportation/additional assistance to evacuate. A leader should be assigned to each Assembly Location to ensure orderly and effective assisted evacuations.

Access Control (Evacuated Area)

Access control prevents entry by unauthorized persons and protects lives by controlling entry into the hazard area. Criteria for allowing entry into closed areas will be established for each incident including:

- No Access – prohibits the public from entering the closed area. Authorized personnel as required.
- Limited Access – allows persons into closed area according to access criteria established by the Incident Commander or, if activated, by the EOC (and with a permit issued by the EOC).

Vulnerable Populations / Populations Requiring Additional Assistance

As of 2019, there is one hospital, one senior facility and a large population of vulnerable residents who would require assistance to evacuate the District of Mackenzie. Seniors represent between 25 to 33% of the District of Mackenzie's population (815 to 1075 seniors). In addition, a shadow population and transient population (summer tree planters, campers in isolated area, etc.) fluctuates throughout the seasons. An unknown number of homeless individuals occupy abandoned industrial buildings within the community and are unlikely to have access to transportation.

A special permit can be issued by the EOC for people to evacuate early for special circumstances. In addition to early evacuation, the following tactics may be considered where appropriate:

Hospital

- ❑ Identify whether the hospital must be evacuated (or can remain a shelter for those already admitted).
- ❑ Advise the hospital to activate their emergency evacuation plan.
- ❑ Ensure that additional ambulance (ground and air) services have been requested by BC Ambulance.

Seniors Housing

- ❑ Where possible, engage primary care givers to provide assistance to those who may have difficulty evacuating.
- ❑ Coordinate with hospital for any who are bed-ridden/require more extensive care.
- ❑ Those without transportation should be moved to Assembly Location (bus or van to assist) where they can be moved with others who do not have transportation.

Day Care, Elementary School and Secondary School

- ❑ Work with the School District to support any evacuation plan/procedure they may have in place.
If a feasible plan is not available:
- ❑ In case of evacuation alert, the EOC/school district should advise parents to pick up their children as soon as possible and keep students at home to prepare for evacuation with their families.

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- ❑ In case of evacuation alert, the EOC/school district must arrange for appropriate transportation (12 buses) to be pre-positioned to Mackenzie in order to evacuate both schools completely (the intent may be to take them to MacLeod Lake).
- ❑ In case of an unforeseen and sudden evacuation order, parents will have to pick up local children while the school district evacuates the Powder King and McLeod Lake by the existing 2 buses (unless additional resources can be galvanized quickly to support).

Shelters/Homeless/Transient Populations (Tourists/ seasonal workers)

- ❑ Direct those without transportation to assembly locations.
- ❑ Reach out to industries to confirm if there are missing workers.
- ❑ If time and safety allow, search common areas for these populations to ensure they evacuate.

Domestic Animals

- ❑ Domestic animals (pets) are the direct responsibility of the owner, who shall provide a carrying case/cage/leashes, any medications and basic food and water as required.
- ❑ A separate Pet Care Shelter may be established by the ESS at the Reception Centre(s).

Livestock

- ❑ While the first responsibility must rest with the individual owners, EMBC, the Ministry of Agriculture and Lands, the Emergency Program may be called upon to assist in livestock evacuation during a disaster. This should be coordinated through the Operations Section.

Emergency Social Services & Hosting Communities

Personnel must be assigned to Reception Centres to help keep evacuees informed about the situation. Reception Centres and liaison with Host Communities will be managed by the Director, ESS.

In the event the entire District must be evacuated, or is put on evacuation alert, the EOC must:

- ❑ Confirm with the host community that they are able to receive evacuees, provide details on how many evacuees may be sent and any special considerations they should be aware of (e.g. number of vulnerable people, etc.).
- ❑ Document and share information regarding any extra evacuees (those not covered under a current Evacuation Order) with host community's ESS team.
- ❑ When possible, evacuate vulnerable people with a support person (e.g. health care worker or care giver).
- ❑ Provide regular information-briefings for the host community and evacuees.
- ❑ Maintain consistent, planned contact between District of Mackenzie and host community's officials.
- ❑ Evacuate local community staff with their residents so they can provide support to the host community in matters concerning residents.

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Check-In and Reunification

Every effort should be made to support the reunification of children and vulnerable populations with other family members either prior to or immediately following evacuation. ESS must set up a check-in process for evacuees and can be assisted by Red Cross if requested.

Roles and Responsibilities

Roles are described briefly below. General tasks for the EOC and the site can be found in [Appendix C](#). EOC role-specific checklists have also been included under [Appendix G](#).

Elected Official/Council (Policy Group)

Maintains availability to the EOC to authorize States of Local Emergency (SOLE), Evacuation Alerts, Orders, and Rescinds and provide support, coordination, and/or public engagement as requested by EOC Director. This group also provides policy direction and establishes priorities during all phases of an evacuation, based on recommendations by the EOC Director, IC, or Chief Administrative Officer (CAO).

The Incident Commander (IC)

The IC provides recommendations for Evacuation Alerts, Orders, and/or Rescinds to the Policy Group and EOC; and assists in determining the specifics of the recommendation including the geographic area of the Alert, Order, Rescind, and recommended evacuation route. While the Local Authority (EOC if activated) retains the decision-making authority to accept or reject the recommendations of a hazard IC, it is strongly recommended to follow IC's advice.

The IC is a reliable source for recommending response actions, including evacuations. If the emergency situation shows an immediate threat to the health and safety of people in any portion of the community, the Incident Commander, or any First Responder, can initiate a Tactical Evacuation.

EOC Director & Command Staff

The EOC Director will support the IC and the evacuation coordination. Where the EOC is activated, this includes managing alerts and orders, providing resources to execute evacuations, and communicating with the public and other agencies (Council/Policy Group, EMBC).

Finance Section

The Finance Section will track costs related to the evacuation (planning, execution, and re-entry where applicable). The Finance Section will also lead the cost/claims process for any evacuees.

Logistics Section

The Logistics Section is responsible to procure resources (from the District, industry, partners and others) to support the operation.

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Planning Section

The Planning Section provides direct support to the EOC Director to ensure situational awareness and anticipate the behaviour and impact of the event over time. This includes weather/air quality monitoring, evacuation trigger points, and impact projections. The Planning Section works closely with the Operations Section to provide critical information. This section is also responsible to develop the re-entry plan for the evacuated community.

Operations Section

The Operations Section will provide tactical and resource support to the IC to execute the evacuation and execute re-entry. In a community-wide evacuation, this section will track zone by zone evacuation completion for the EOC (while in direct contact with the I/C on the ground or other operations staff who may be charged to coordinate the evacuation). The Operations Section is also responsible to ensure Emergency Support Services are established for evacuees (see also Operations Section – ESS Director). The Operations Section must keep the Planning Section current on initiatives they are undertaking.

Operations Section - ESS Director

The responsibility for opening a Reception Center/or group lodging belongs to the Emergency Support Services Director as a member of the Operations Branch of the EOC. The Emergency Support Services Director shall be notified whenever an Evacuation Action is implemented or anticipated. If only a portion of the District is evacuated, the ESS Director will open a designated Reception Centre in Mackenzie. If a significant portion of the District must be evacuated, the ESS Director will work with a host community ((Prince George and/or Chetwynd) to set-up a Reception Centre outside of the District.

4. Public Communication

How to Alert the Public

The public should be notified **as soon as possible** and **often** throughout the duration of the emergency threatening evacuation. Notification should be sent to all impacted or potentially impacted areas including First Nations (Fort Ware and McLeod Lake) who may have children attending schools in impacted areas. The following mechanisms should be used to communicate evacuation messages:

Evacuation Alert:

- ☐ Public Alert System (PAS) through Regional District of Fraser-Fort George (RDFFG)
- ☐ Local radio and other news media
- ☐ Social media (including the District of Mackenzie website, the Mackenzie Emergency Network on Facebook and the District Facebook page)

Evacuation Order:

- ☐ Public Alert System (PAS) through Regional District of Fraser-Fort George (RDFFG).
- ☐ Local radio and other news media
- ☐ Social media (including the District of Mackenzie website, the Mackenzie Emergency Network on Facebook and the District Facebook page)
- ☐ Hard copy evacuation notices / Door to Door notification by First Responders and District of Mackenzie personnel
- ☐ Law enforcement and fire vehicles using public address systems

Messaging

Include the following as applicable:

- ☐ Who is being evacuated (clearly indicate those affected using neighborhoods / geographic boundaries, civic addresses, street names, etc.)
- ☐ Clear instructions on evacuation or shelter-in-place
- ☐ Whether evacuation is an alert or an order
- ☐ Why they are being asked to take action (what is the hazard)
- ☐ The evacuation route, including any cautions or adverse road conditions
- ☐ The location of Reception Centre(s) or designated Host Community
- ☐ Assembly points for those without transportation
- ☐ Estimated duration of evacuation

Additional guidance on messaging has been included in [Appendix F](#).

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5. Recovery

Considerations Before Rescinding an Evacuation Order

- Have community support agencies had the opportunity to prepare the area for re-entry?
- Is it safe for the entire Evacuation Order to be rescinded, or only a portion?
- Has access for impacted residents been facilitated in advance of general re-entry (critical services – power, water, hospital - been set-up, reunification centre available if needed)?

Rescinding an Evacuation Order

1. The EOC, in consultation with the hazard Incident Commander, makes the determination that an Evacuation can be rescinded.
2. Notify Council (who approves the Rescind) and first responder agencies.
3. Coordinate early re-entry for community support agencies (e.g. critical services and supports – see next section on Re-Entry) to prepare for community re-entry.
4. Consider allowing residents who may have lost homes or property early access into the evacuated area.
5. Complete an Evacuation Rescind template ([Appendix E](#)).
6. Notify evacuated residents of Evacuation Rescind.

Re-Entry Plan

Early Access

Early access should be considered for the following:

- ❑ The respective health authority will need to validate that critical public services are available, such as drinking water, sanitary sewer, air quality, and food safety. The respective health authority will also need hospital maintenance, inspection, and clinical staff to prepare the emergency department to ensure services are open and available.
- ❑ Critical Infrastructure agencies will need to ensure that their equipment is operating.
- ❑ Utility Agencies will need to reinstate services, if interrupted.
- ❑ Rapid Damage Assessments of properties and hazards need to take place.
- ❑ Contaminated sites will need to be assessed and, if required, cleaned-up.
- ❑ School Districts will need to determine if schools can open within a reasonable time-period.
- ❑ In some cases, a Resilience Centre should be established for evacuees to obtain information and resources once the Evacuation Order has been lifted and they return to their community.

Planned Re-Entry of Residents

Re-Entry should be planned across three phases where possible: Damage Assessment, Service Restoration and Re-Entry. A documented plan (to be completed by the Planning Section) should include hazard assessments, traffic and access control, and other considerations. See [Appendix H](#) for additional details.

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6. Plan Administration & Training

Plan Maintenance

The Deputy Emergency Program Coordinator is responsible to maintain this Evacuation Plan. The Evacuation Plan should be reviewed annually.

Training and Exercises

This Plan should be exercised annually through tabletop discussion-based exercises involving the EOC and key stakeholders (Hospital rep, School rep, First Responder groups, and Ground Search and Rescue).

Where possible an evacuation drill (for first responders only) should be held every 4 years. This would allow first responders to specifically time evacuation notice delivery (zone-by-zone, door to door) to ensure the Plan remains effective and achievable within a reasonable timeframe.

Appendix A: Definitions & Acronyms

Emergency Operations Centre - A pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Evacuation Alert – Evacuation Alert allows for the population at risk to begin an orderly preparation to voluntarily leave the affected area within a specified time frame. The reality of the situation may require immediate action with short notice.

Note: In some situations, an Evacuation Order is immediate and no Evacuation Alert is given.

Evacuation Order – The population at risk is ordered to evacuate the area specified in a formal written order. An Evacuation Order means the impacted population must leave the specified area immediately.

Evacuation Rescind (All Clear) – The population at risk is allowed to return to the area previously evacuated, having been advised that the danger has passed. There is the possibility that the danger may re-manifest itself and the Evacuation Notice is reinstated.

Sheltering-in-place – Advice to residents to remain inside and seal the building (shutting down heating and air conditioning units). This gives immediate protection and should be considered for a short duration.

Strategic Evacuation – An evacuation in which there is time to follow an escalating process (alert followed by an order).

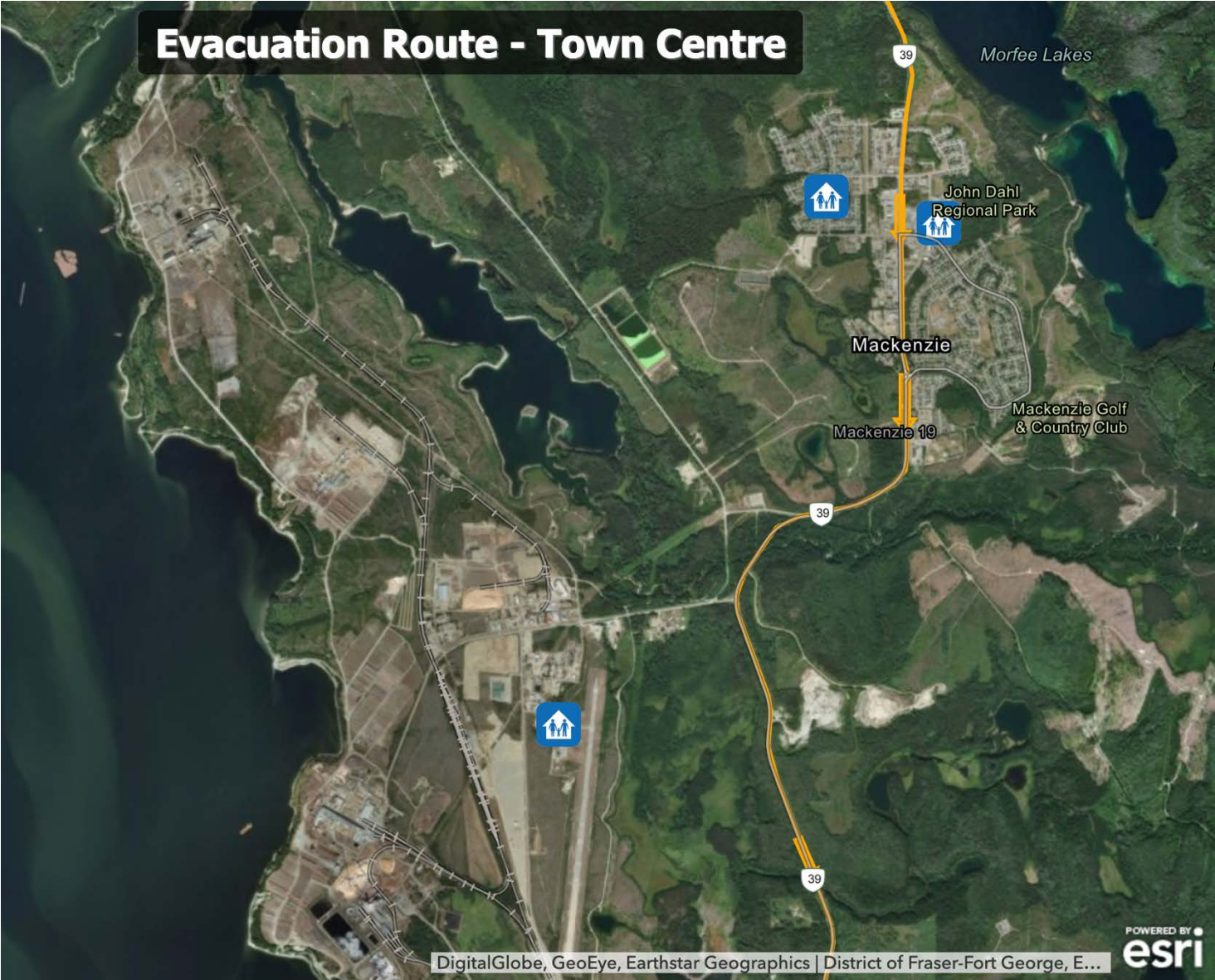
Tactical Evacuation – A tactical evacuation is an evacuation resulting from a hazard impact that requires immediate action and allows for little warning or preparation. The hazard Incident Commander (IC) or any authorized first responder (e.g. community firefighter or police) at the scene of the event can order the tactical evacuation of persons with no formal documentation. Hazardous material accidents/incidents, fires, and flooding are examples of events that may require a tactical evacuation.

Appendix B: Maps

Primary Evacuation Route Map

(preferred route for District-wide evacuation)

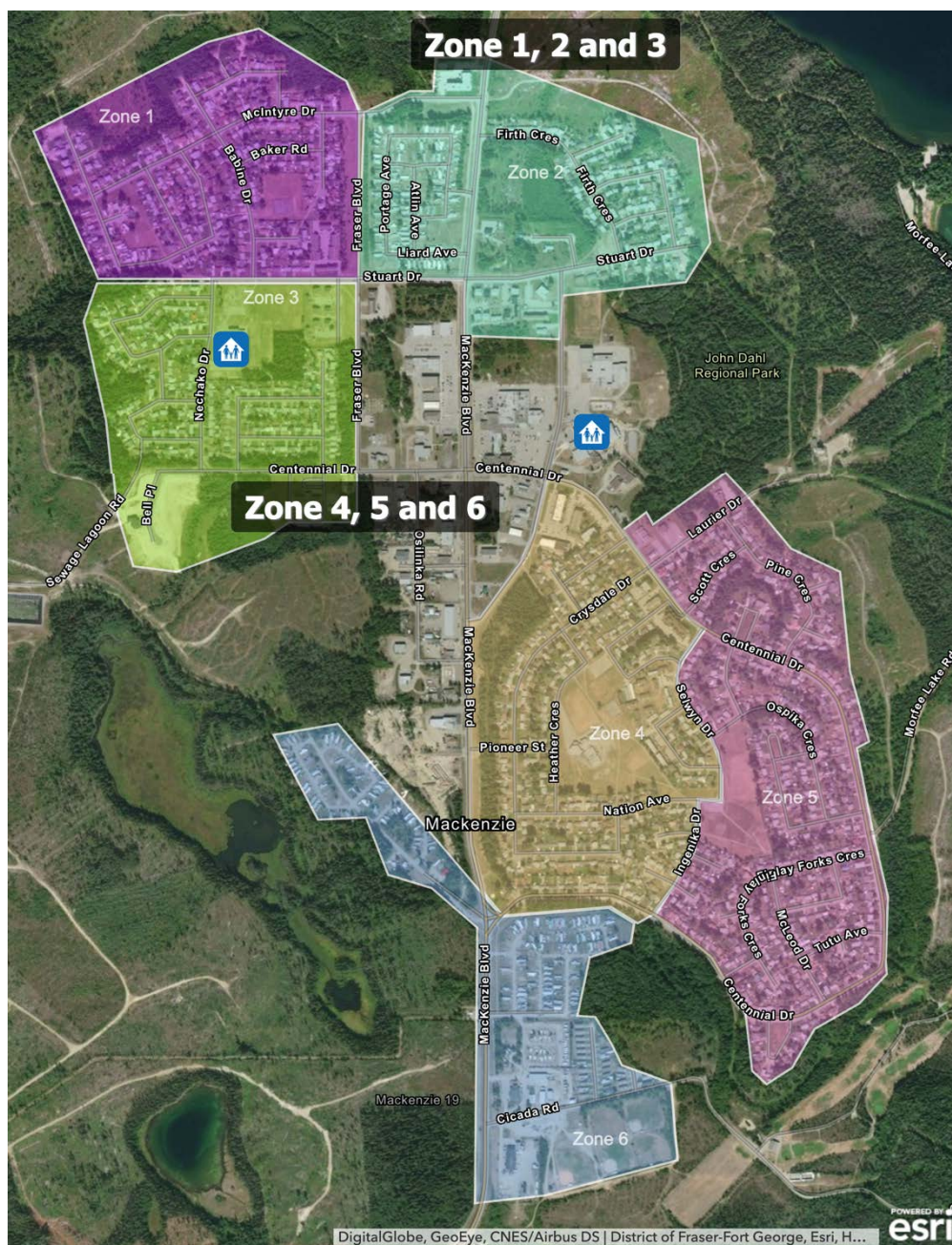




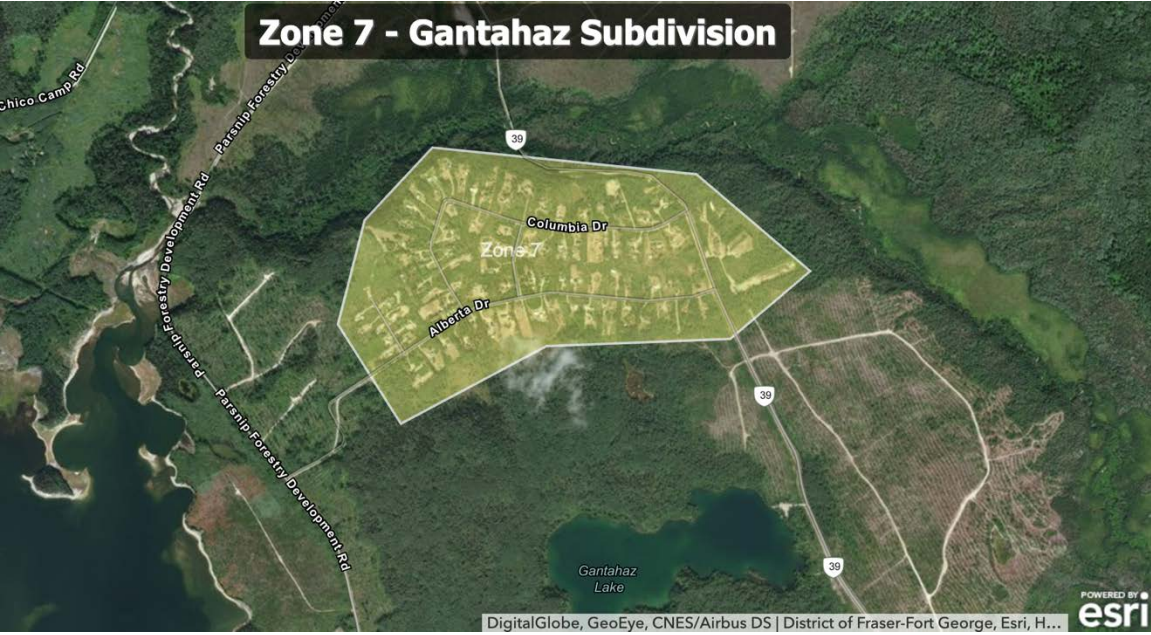
Assembly Location / Shelter-In-Place

Evacuation Zones and Shelter/Assembly Locations

(To stage evacuations if time allows and to assist first responders in verifying evacuations in an orderly fashion. Downtown (not listed as a zone) would be evacuated as needed but some services may be required to maintain emergency response operations.)



DISTRICT OF MACKENZIE – EVACUATION PLAN



Appendix C: Action Checklists

The Evacuation Plan and checklists below are a guide and may vary according to the type, size and complexity of an incident and geographic area involved.

Evacuation Checklist – Operations / Incident Command On-Site

- ☐ Exclude people from entering the threat area by diverting vehicle and pedestrian traffic – indicate boundary, zone on map:
 - ☐ Agency in charge _____
 - ☐ Resources assigned:
 - ☐ RCMP
 - ☐ Fire
 - ☐ Public Works
 - ☐ EOC staff members, called-out/alerted
 - ☐ Traffic Control (Flag persons called out)
 - ☐ Other: specify _____

- ☐ Rescue – indicate area, zone on map:
 - ☐ Agency in charge _____
 - ☐ Resources assigned:
 - ☐ Search and Rescue
 - ☐ Fire Department
 - ☐ BC Ambulance Service
 - ☐ Other: specify _____

- ☐ Evacuate – indicate area on map (Zone #):
 - ☐ Agency in charge _____
 - ☐ Resources assigned:
 - ☐ Fire Department
 - ☐ RCMP
 - ☐ BC Ambulance Service
 - ☐ EOC staff members, increased callout
 - ☐ Traffic Control (Flag persons called out)
 - ☐ Other: specify _____

- ☐ Ensure all agencies are consulted prior to evacuation and understand the decision.

- ☐ Incident Commander establishes criteria for Access Control into the zone.

- ☐ When Emergency Operations Centre is operational:
 - ☐ Ensure that notification has been given to local elected officials and EMBC.
 - ☐ Set up Reception Centre, consider number of people who will require assistance.
 - ☐ Consider special needs evacuees, required transportation and establish priorities.
 - ☐ Consider potential for domestic animals to be evacuated with families and alert ESS to prepare for pet evacuees.
 - ☐ Consider potential for commercial farm animals to be evacuated and alert Livestock Evacuation Team.

DISTRICT OF MACKENZIE – EVACUATION PLAN

- ☐ Establish and announce a telephone number for evacuees to call for information.
- ☐ Track the number of evacuees and any reported injuries.
- ☐ Track all costs related to the evacuation incident.
- ☐ Document the decision process.

- ☐ Determine whether an Alert or Order is required.
- ☐ Prepare, print and distribute Evacuation Alert or Evacuation Orders, if time permits.
- ☐ Announce Evacuation Plan decisions (boundaries, zones and routes).
- ☐ Assemble, brief, and deploy Evacuation personnel.
- ☐ Use the Reception Centre to keep evacuees informed of incident progress and projected return times.
- ☐ Consult Re-Entry plan with all relevant parties.
- ☐ Prepare, print, and distribute rescind (All Clear) notice.
- ☐ Schedule a debriefing with all parties to evaluate the Evacuation.

Evacuation Checklist - Site Support – Emergency Operations Centre

- ☐ Activate Emergency Operation Centre and obtain a Task Number from EMBC.
- ☐ Begin to document the evacuation process, including all decisions.
- ☐ Ensure all agencies involved are consulted prior to evacuation, if time allows.
- ☐ Confirm resources needed to conduct evacuation operations and advise potential mutual aid agencies, if time allows.
- ☐ Appoint an Information Officer, with support and back-up.
- ☐ Establish structure to announce public information to the community.
- ☐ Establish and announce a telephone number(s) for persons to call for information on the incident.
- ☐ Work with Incident Commander at the site level to determine evacuation area.
- ☐ Create a map of the evacuation area with clear perimeters.
- ☐ Draft evacuation documentation and receive sign-off from applicable authority.
- ☐ Assemble and brief a standby force of personnel to assist with evacuation and EOC operations if the need arises.
- ☐ Request police assistance in providing evacuation notifications. If the decision is made to go door-to-door, provide all teams with the appropriate evacuation documentation and emergency notification kits.
- ☐ Announce evacuation decisions through traditional media outlets and social media, as applicable.
- ☐ Forward a copy of the evacuation documentation to EMBC.
- ☐ Establish process for allowing the temporary access into the evacuated area.
- ☐ Keep all field units updated regarding changes.
- ☐ Provide additional resources to site as required (e.g. transportation resources).
- ☐ Track all costs related to the incident.
- ☐ Track numbers of evacuees and any reported injuries.
- ☐ Provide advice and information on any special precautions that should be taken during and after the event.
- ☐ Provide Situation Reports and updates to EMBC/PREOC.

Appendix D: Evacuation Toolkit

EVACUATION RECORDING PROCEDURES

Ensure that all premises are reported on the Evacuation Log.

Where first responders are equipped with ribbons: 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. Tie the appropriate ribbon around the doorknob most visible to the street. Should a door not be visible from the street, attach tape to the side of the house where it 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).

If ribbons are not available: A door sign template has been provided, circle the appropriate option and tape to the door (transparent packing tape if possible).

Additionally, SARs may use tablets to keep track of this information.

Colour (ribbons) / Classifications	Actions
Blue – Not home	Requires 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 the 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.

OPTIONAL:

Red – Needs Assistance	Try to delegate assistance to neighbours. Use situational discretion in deciding whether 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, actions taken and continue with evacuation notification.
-----------------------------------	---

Evacuation Notification is the Priority – Keep Moving!

Evacuation Log

[illegible]

Evacuation Door Sign:

This residence/business/facility
is in an area that has been
Ordered to Evacuate

This location was checked on

Date

Occupants were:

(Circle Option)

Not home

Notified of Evacuation

Evacuated

Refuse to Evacuate

Need Assistance

Appendix E: SOLE, Alert, Order, and Rescind Templates

SOLE Template

(copy posted to the public and provided to EMBC)

Declaration of State of Local Emergency ORDER

WHEREAS there is a [type of hazard] within the jurisdiction of [Local Authority/First Nation]

AND WHEREAS the [nature of emergency] poses an existing or imminent threat to people and property within the area known as [jurisdictional area where emergency exists, i.e. Electoral Area A, IR#1];

AND WHEREAS this [type of hazard] emergency requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

NOW THEREFORE:

IT IS HEREBY ORDERED pursuant to Section 12 (1) of the Emergency Program Act (RS, 1996, Chap 111) that a state of local emergency exists in [specific geographic boundaries of designated area] due to [short hazard description] and [short consequence statement];

IT IS FURTHER ORDERED THAT the District of Mackenzie, its employees, servants and agents are empowered pursuant to Section 13 (1) of the Emergency Program Act to do all acts and implement all procedures that are considered necessary to prevent or to alleviate the effects of the emergency.

ORDERED by the [head of Local Authority] this date, [date – mm/dd/yyyy], to remain in force for seven days until [date – mm/dd/yyyy] at midnight unless cancelled by order of [name of Local Authority].

Signature: _____

[Board Chair or Designate, Mayor or Designate, Chief or Designate]
District of Mackenzie

Evacuation Alert Template

EVACUATION ALERT [DESCRIPTOR OF AREA] [DATE(mm/dd/yyyy) AND TIME (24-hr clock)]

An Evacuation Alert has been issued by the District of Mackenzie at the Emergency Operations Centre (EOC).

[Briefly describe event and potential risk]

Because of the potential danger to life and health, the District of Mackenzie has issued an Evacuation Alert for the following areas:

[Geographic description including boundaries and properties potentially impacted]

An Evacuation Alert has been issued to prepare you to evacuate your premises or property should it be found necessary. Residents will be given as much advance notice as possible prior to evacuation; however, you may receive limited notice due to changing conditions.

[Provide map or description of potential evacuation route and map of evacuation alert area]

WHAT YOU SHOULD DO:

- Locate all family members and designate a meeting area outside the evacuation area, should an Evacuation Order be called while separated.
- Pack essential items such as government-issued ID, medications, eyeglasses, valuable papers (e.g. insurance, credit, and mortgage information), immediate care needs for dependents and, if time and space permits, keepsakes for quick departure.
- Prepare to move disabled persons, children and/or neighbours, if assistance is needed.
- Prepare to take pets with you and move livestock to a safe area (if possible).
- Arrange transportation for all your household members. Fill the gas tanks of personal vehicles. If transportation assistance is needed, call [contact number].
- Arrange accommodation for all members of the residence, if possible.
- Wait for an Evacuation Order to be issued before evacuating unless told otherwise by authorities.
- ❑ Monitor [news/radio/online source] for information on evacuation orders and location of Reception Centres.

Further information will be issued at [date/time/meeting location], or visit [website/social media page] for more information.

Signature: _____

[Board/Chair or designate, Mayor or Designate, Chief or Designate]
District of Mackenzie

Evacuation Order Template

EVACUATION ORDER

[DESCRIPTOR OF AREA]

[DATE (mm/dd/yyyy) AND TIME (24-hr clock)]

Pursuant to Section 12 (1) of the BC Emergency Program Act an Evacuation Order has been issued by the District of Mackenzie due to immediate danger to life safety caused by: [briefly describe event].

Local First Responders and other applicable agencies will be expediting this action.

The Evacuation Order is in effect for the following areas:

[Geographic description including boundaries and properties impacted. Include map of evacuation area and evacuation route]

YOU MUST LEAVE THE AREA IMMEDIATELY

WHAT YOU SHOULD DO:

- Follow the travel route provided and register at: [ESS Reception Centre address and name of facility/host community].
- If you need transportation assistance from the area, advise the person providing this notice or call [contact number].
- Shut off all gas and electrical appliances, other than refrigerators and freezers.
- Close all windows and doors.
- Close gates (latch) but do not lock.
- Gather your family, and, if you have room, take a neighbour or someone needing transportation.
- Do not use more vehicles than you have to.
- Take critical items (medicine, purse, wallet, and keys) only if they are immediately available. Take pets in pet kennels or on leash.
- Do not use the telephone unless you need emergency service.

Further information will be issued at [date/time/meeting location], or visit [website/social media page] for more information.

Signature: _____

[Board/Chair or designate, Mayor or Designate, Chief or Designate]

District of Mackenzie

Evacuation Rescind Template

EVACUATION RESCIND

[DESCRIPTOR OF AREA]

[DATE (mm/dd/yyyy) AND TIME (24-hr clock)]

The Evacuation Order, pursuant to Section 12 (1) of the BC Emergency Program Act issued at [date/time] to the area(s) [geographic locations] has been rescinded.

[Indicate if an Evacuation Alert remains in effect]

An Evacuation Order may need to be reissued; however, if deemed necessary, the Evacuation Order process will re-commence.

WHAT YOU SHOULD DO:

- Fill the gas tank of personal vehicles.
- Bring a minimum of three days of food and essential supplies (e.g. medications, pet supplies) with you as local grocery stores may not yet have adequate stock.
- If your animals or livestock have been relocated, call [contact number] to coordinate their safe return.

For more information contact: [Local Authority/First Nation contact number]

Signature: _____

[Board/Chair or designate, Mayor or Designate, Chief or Designate]

District of Mackenzie

Appendix F: Public Information – Templates and messaging

SHELTER-IN-PLACE INSTRUCTIONS FOR THE PUBLIC

1. Get inside your home or other building as quickly as possible.
2. Close all doors, windows, fireplaces, vents or other openings. Use duct tape, foil or plastic wrap to seal leaks.
3. Turn off all heating, ventilation and air conditioning systems. Close vents.
4. Close drapes, curtains and shades. Stay away from external windows.
5. Use stairwells whenever possible. Limit the use of elevators.
6. Use telephones only if you need immediate emergency service.
7. Turn on the radio or television for information.
8. The signs and symptoms of exposure to the hazardous material are as follows:

9. If you have any of these signs or symptoms, seek medical help outside the evacuation area or at the medic station located at:

EVACUATION INSTRUCTIONS FOR THE PUBLIC

1. Stay calm.
2. Do not use the telephone or your cell phone unnecessarily.
3. If an Evacuation Alert is issued:
 - a) Gather your family.
 - b) Assemble essential items (clothing and footwear, medicines, money, insurance papers, pets in carrying cases or on leash, etc.).
 - c) Turn off the lights and any heat. Shut off any gas or propane devices.
 - d) Be prepared to leave in one vehicle, if possible.
 - e) Contact a neighbour, if they don't have a vehicle, offer transportation.
 - f) If you leave, put a note stating WHERE YOU HAVE GONE on the front door or end of driveway.
4. If Evacuation Order issued:
 - a) Gather your family, if in the immediate vicinity.
 - b) Take critical items only if immediately available.
 - c) Pets in carrying cases and/or on leashes.
 - d) Use one vehicle, if possible.
 - e) Contact a neighbour, if they don't have a vehicle, to offer transportation.
 - f) Leave the front door unlocked to allow RCMP/firefighters to verify you have vacated the premises. Access to your neighbourhood will be controlled and patrolled.
 - g) If you leave, put a note stating WHERE YOU HAVE GONE on the front door or end of driveway.
5. Emergency Response Workers may be stationed along the route to direct you.
6. Go to and register at the _____ unless directed to go elsewhere.
7. If you have special needs transportation call: _____

Appendix G: EOC Role Checklists for Evacuation Coordination

(The checklists below are intended to supplement the checklists found in the ERRP)

EOC Director

- ☐ Identify Operations Chief and other key roles in EOC if unfilled.
- ☐ Establish link with any activated EMBC Regional EOCs/PREOC.
- ☐ Notify PREOC that EOC is established.
- ☐ Connect with Incident Commander.
- ☐ Staff Liaison Officer, Information Officer and Risk Management Officer positions.
- ☐ Receive sign-off from applicable authority on SOLE, Evac Alert, Evac Orders and Evac Rescinds.

EOC Operations Section

- ☐ Establish communication link with I/C and EMBC as appropriate.
- ☐ Assess need for evacuation if not already decided/discussed.
- ☐ Ensure utilities are advised.
- ☐ Monitor potential spread of hazard and need for mitigation.
- ☐ Coordinate/support the evacuation of people and livestock.
- ☐ Coordinate in defining evacuation area (alerts and orders) and establish access control perimeters (coordinated with RCMP).
- ☐ Secure disaster scene for subsequent investigation if applicable (RCMP).
- ☐ Coordinate traffic control and routes for emergency vehicles (RCMP).
- ☐ Coordinate the protection of property and relocate resources where necessary to support evacuation.
- ☐ Coordinate the elimination of hazards from damaged utilities.
- ☐ Identify requirement to evacuate public health facilities.
- ☐ Establish ESS (ESS Branch).
- ☐ Staff ESS positions for possible reception centres (ESS Branch).
- ☐ Liaise with host community if applicable.

EOC Planning Section

- ☐ Monitor situation and provide updates to EOC team.
- ☐ Consider impact/incident projections (is the hazard getting bigger, changing directions, are other contributing factors at play).
- ☐ Supervise damage assessment.
- ☐ Consider possible major effects (Advance Planning Unit) including injuries and fatalities, fire, explosions of propane tanks and other hazards, damage to property, collapse of buildings and other structures, sudden health requirements, release of toxic smoke, fumes, disruption of traffic and communications, disruption of utilities.
- ☐ Support Operations by developing the Plan for the next operational period.
- ☐ Plan for Re-Entry.

EOC Logistics Section

- ❑ Anticipate requests for additional supplies.
- ❑ Anticipate requests for food and accommodation.
- ❑ Consider Transportation requirements (e.g. school or other buses)
- ❑ Consider equipment needs and sources:

Equipment	Sources
Fire Fighting and Rescue Equipment (Water Tankers, Relay Tanks)	Fire Department / Forest Service
Public Address System	Fire Department
Ambulances and Medical Equipment	BC Health / Hospital
Communication Equipment	Industry (CN Rail), Forest Service / Amateur Radio
Traffic Barricades	Public Works / RCMP
Auxiliary Lighting	Public Works
Blankets and Food	ESS
Chemical Response Team	EMBC

EOC Finance / Administration

- ❑ Track incident costs.
- ❑ Ensure a tracking number has been requested from EMBC.
- ❑ Anticipate compensation/claims.

Appendix H – Re-Entry Planning

Stage 1 – Damage Assessment

- Access should be restricted to agencies and private service providers with key roles in damage assessment.
- Determine the minimum level of service required prior to community re-entry.
- Accurately document any damage at all stages of the re-entry procedures.
- Initially, resources should be dedicated to providing detailed damage assessment and safety planning. Areas for consideration may include:
 - Structures - safe access and condition
 - Water and Wastewater Services – availability, potability, repairs and certification
 - Air Quality Conditions
 - Gas and Electric
 - Access Routes
 - Telecommunications (including provision of 911 service where applicable).
 - Accommodation/Food
 - Debris/Waste Management
 - Secondary hazards (animals, insects, fire retardant)

Stage 2 – Restoration of Services

Restore services to enable safe and sustainable living (may not be original condition. Prioritize restoration accordingly. The following list is not in order of priority):

- ❑ Medical Facilities – the minimum level of health services required will need to be defined by BC Health
- ❑ Emergency Services (Fire, Police, Ambulance, 911)
- ❑ Water system - functional and able to deliver water; issue a boil water advisory if necessary
- ❑ Sewage - collection and treatment system is functioning
- ❑ Garbage - collection and treatment system is functioning
- ❑ Storm water collection and discharge
- ❑ Gas and Electric - restoration of gas and electric facilities
- ❑ Communications - restoration of communications (voice and data)
- ❑ Lighting and traffic signals
- ❑ Public Works - restoration of the public works operations centres, landfill, and waste collection program. The waste collection program should include a specific plan for disposal of decaying garbage, white goods (appliances), electronics, large amounts of construction and vegetation debris and household hazardous waste.
- ❑ Critical Retail (grocery stores, pharmacies and gas stations) that are required to support re-entry
- ❑ Banking - facilities should be available for all residents to have access to banking and cash services
- ❑ Daycare/education facilities

Stage 3 – Community Re-Entry

Where possible a Welcome/Reunification Centre should be established in the District to provide valuable information to returning community members. Not everyone will visit Welcome Centres; therefore, all available information should also be duplicated on as many communication platforms as available (e.g. District website, radio, social media, printed literature and door hangers). The District may be able to provide re-entry information at reception centres prior to re-entry.

Communicating Re-Entry with the Public

Key messages to returning residence should include:

- ❑ If homes have been destroyed or damaged the impacted homeowners should be notified prior to any announcement of re-entry
- ❑ How and when re-entry will begin
- ❑ If a staged re-entry is required, and when will different groups be allowed to enter the evacuated area and reasons why others are excluded
- ❑ Transportation restrictions
- ❑ What the re-entry routes are and if control of these routes has been established
- ❑ Location of any Reunification/Welcome Centres
- ❑ Safety considerations, such as how to obtain emergency assistance and the use of personal protective equipment
- ❑ Any limitations of services, boil water advisories, etc.
- ❑ Guidance on re-entering homes (specific information should include restoring utilities, disposal of spoiled food, etc.)