

The Corporation of the  
**Village of Ashcroft**



EMERGENCY RESPONSE  
AND  
EVACUATION PLAN

*Prepared by TNRD  
Emergency Services Department 2013*

*Revised Village of Ashcroft 2022*

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## 1. Introduction

This Plan is intended for use by all first responders and municipal staff plus members of the Thompson-Nicola Regional District (TNRD) Emergency Preparedness Program in the event of a major emergency in the Village of Ashcroft. The guidelines and procedures included reflect the requirements of the British Columbia Emergency Response Management System (BCERMS) and are consistent with the TNRD Emergency Response and Recovery Plan.

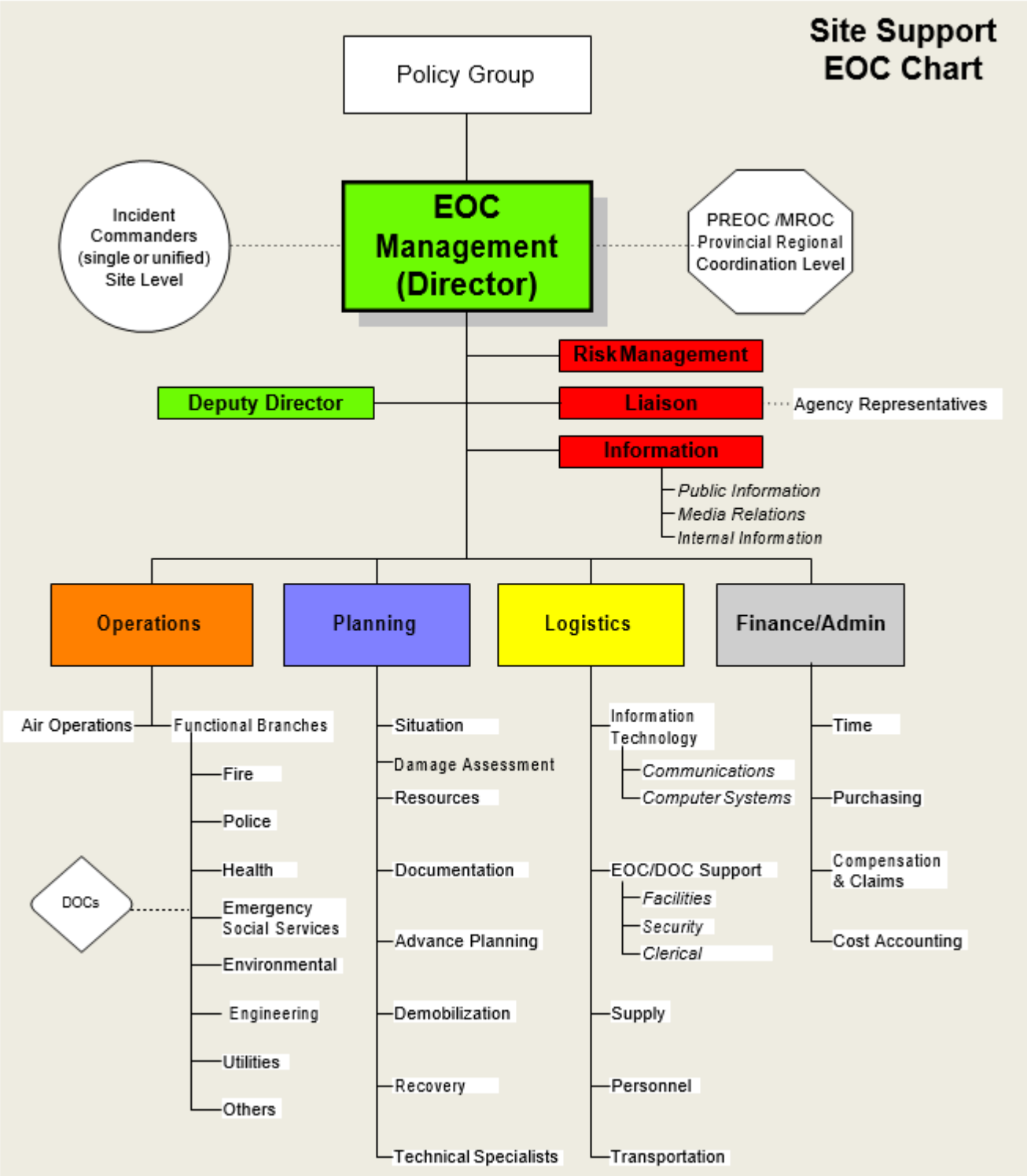
This Plan guides the operations, organization, responsibilities and coordination necessary to provide for effective response to and recovery from major emergencies or disasters in the Village of Ashcroft. It does not address emergencies that are normally handled at the scene by the appropriate first responding agencies such as the Ashcroft Volunteer Fire Department, BC Ambulance Service or RCMP.

It should be noted that there are numerous First Nation communities within the TNRD boundaries. First Nations Emergency Services Society (FNESS) works closely with Indigenous Services Canada (ISC) and Emergency Management BC to support the successful implementation of Emergency Management for First Nations communities in the Province of British Columbia.

## 2. Local Authority for Emergency Response

BC Emergency Program Act requires local governments to “prepare local emergency plans respecting preparation for, response to and recovery from emergencies and disasters.” The Village of Ashcroft has the authority to declare a “State of Local Emergency” and order an evacuation, which remains with the Mayor and Council. For larger, complex emergency events that exceed the capabilities or resources of local first responders or the Village of Ashcroft Emergency Operation Centre (EOC), the TNRD will support the Village of Ashcroft and provide, coordination, resource, planning and logistical support through its EOC located at the TNRD civic Building in Kamloops.

# Site Support EOC Chart



### 3. Response to a Major Emergency or Disaster in Ashcroft

The management of the initial phases of a major emergency is the most critical. Actions and decisions taken early on will dictate the success or failure of response to the event.

When a disaster occurs, it will be up to the Incident Commander to determine whether or not the occurrence will endanger the lives and property of the community. He or she should take account of the services required, making note of the number of injured persons, hazards, and how accessible the area is to vehicles, etc. and proceed as follows:

1. Notify Emergency Management British Columbia Emergency Coordination Centre in Victoria of the event at 1-800-663-3456 (24 hrs/day). The information required includes:
  - the name of the person reporting the incident
  - the agency reporting the incident
  - phone number
  - type of disaster
  - size of the area involved
  - number of people involved
  - property involved
  - potential additional property involved
  - type of access to the area
2. Notify the Village Administrator at (250) 453-9161 and the TNRD Emergency Program Coordinator at (250) 819-4105
3. The Village of Ashcroft will set up an EOC to liaise with the IC and the TNRD EOC (if required). The Village will advise Mayor and Council of the event and that the Mayor's presence may be required at the Village EOC.
4. The Incident Commander will keep the Village EOC advised of the situation at the scene of the emergency or disaster.

## 4. Responsibilities During an Emergency or Disaster

### 4.1 Mayor and Council

- Contact the Village Administrator to find out where the EOC is being set up and what assistance they can provide.
- The Mayor may be required to declare a state of local emergency should it be necessary to order an evacuation or evacuation alert.

Declarations can be made in two ways:

- The Mayor may declare the local emergency by order for the Village of; or
- The municipal council may pass a bylaw or resolution declaring a state of local emergency.

The declaration document (including the bylaw or resolution) must identify the nature of the emergency and specify the geographic boundaries, preferably on an attached map, within which the declaration will apply.

The declaration must be accompanied by an assignment, by name, of who or what organization can apply the extraordinary powers on behalf of the local authority.

Following the declaration, the Mayor will ensure:

- Step #1** that immediately after making a declaration of a state of local emergency, a copy of the declaration be forwarded to the director of the Emergency Management British Columbia (EMBC), who presents the declaration to the Solicitor General.
- Step #2** that the boundaries are clearly delineated by means of a map.
- Step #3** that the authority to exercise the extraordinary powers granted under the *Emergency Program Act* has been delegated in writing to the appropriate persons and/or agencies.
- Step #4** that **notice be published** immediately of the declaration in a form that residents of the affected area may learn of the declaration (by all means necessary to reach residents in the affected area as per Section.9 of this plan).

**Step #5** when necessary to seek the authority of the Solicitor General to extend the term of the declaration beyond seven days, by making application to the director of EMBC. Successive extensions of seven days each may be requested.

**Step #6** to cancel the declaration as soon as the extraordinary powers are no longer needed, **publish** the cancellation (by all means necessary to reach residents as per Section 9 of this plan), and notify the director of EMBC.

The Village must forward, to the director of EMBC, a signed copy of the declaration, a map designating the geographic boundaries, a copy of any publication notice and a copy of any Delegation Order which designates persons or agencies who can apply the extraordinary powers on behalf of the local authority.

Director of Emergency Management British Columbia

Phone: (250) 952-4918

Fax: (250) 952-4888

24/7: Phone: 1-800-663-3456

24/7: Fax: (250) 952-4872

24/7: Email: [preoc3.ops1@gov.bc.ca](mailto:preoc3.ops1@gov.bc.ca)

The director of EMBC will present the declaration to the Solicitor General, who may alter or set aside the declaration, as authorized in the *Emergency Program Act*.

#### 4.2 Thompson Nicola Regional District (TNRD)

The TNRD will activate its Emergency Operations Centre (EOC) to the appropriate level of response required to support the Village of Ashcroft EOC. The TNRD EOC will provide planning, logistical, operational and media relations support to the Village.

The TNRD EOC supports a prescribed set of emergency response goals set out as follows:

- Provide for the safety and health of all responders;
- Save lives;
- Reduce suffering;
- Protect public health;
- Protect government infrastructure;



- Protect property;
- Protect the environment; and
- Reduce economic and social losses.

All Action Plans will take these goals into consideration.

#### 4.3 R.C.M.P. - Ashcroft

A police officer who receives initial notification of a disaster will immediately advise the Detachment Commander. Upon confirmation of a disaster, the Detachment Commander will:

- Notify Emergency Management British Columbia by calling the Emergency Coordination Centre in Victoria at 1-800-663-3456;
- Set up an Incident Command Post at the scene of the disaster

The responsibilities of the R.C.M.P. during a disaster are:

- Preserve and protect life and property;
- Control traffic/crowds;
- Maintain law and order;
- Provide security;
- Provide assistance to the Coroner;
- Carry out evacuation orders;
- Conduct investigations;
- Safeguard evidence; and
- Liaise with the Emergency Operations Centre to ensure adequate manpower, equipment, and other resources are made available as needed.

It is also the responsibility of the R.C.M.P. to coordinate the search & rescue of missing, injured and entrapped persons, however, they should refrain from getting involved in rescue work if other trained, qualified and equipped persons are available to perform this function.

#### 4.4 Ashcroft Fire Rescue

The responsibilities of the Fire Department during a disaster are:

- Respond to all requests for aid where fire or other emergencies exist;
- Respond to all requests for aid where life or property are threatened by the existence of a hazardous condition;
- Assist the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD), BC Wildfire Service Branch in structural fire protection;
- The Fire Chief or his alternate may dispatch equipment or personnel to incidents outside the community so long as basic protection for the community is maintained and only with the approval of Mayor and Council; and
- Send a Senior Officer (with a Fire Department radio) empowered to make decisions to the scene to establish a Command Post.

#### 4.5 BC Emergency Health Services - Ashcroft

In the event of a disaster, it is the responsibility of the BC Emergency Health Services (BCEHS - formerly BC Ambulance Service) to:

- Triage, treat and transport casualties from the disaster site;
- Liaise with the Emergency Operations Centre to call out additional resources, as needed; and
- Direct personnel from other agencies called upon for assistance at the site.

#### 4.6 Interior Health Authority (IHA)

During a major emergency or disaster in the Ashcroft/Cache Creek area, IHA will:

- Evacuate the Ashcroft Hospital if necessary and, if possible, attempt to set up a temporary emergency room (depending on where the event is happening);
- Work closely with BCEHS to move patients and local residents in the affected community who may need relocation due to medical conditions. IHA maintains a list of people in their service area with medical disabilities who would require evacuation assistance. Plans are also in place to provide transportation assistance; and

- IHA staff will be involved at the EOC level to provide input on evacuation decisions and logistics.

#### 4.7 School District #74 Gold Trail

During a major emergency or disaster in the Ashcroft/Cache Creek area, SD#74 will:

- Liaise with Village administration and Council to establish stand by emergency school bus services.
- Make available at the request of the Mayor School buses and drivers (if available) to assist in the transport of vulnerable citizens.

#### 4.8 BC Transit & Yellowhead Community Services (Para Transit System)

During a major emergency or disaster in the BC Transit and Yellowhead Community Services as the operators of the Ashcroft, Cache Creek and Clinton Para Transit System will:

- Liaise with Village administration and Council to assist with the transportation of vulnerable citizens.

## 5. Village of Ashcroft Evacuation Plan

### 5.1 Introduction

Evacuation is the process of removing persons, domestic animals and livestock from an area that is or may pose a threat to life and limb to an area of safety. Depending on the nature and scope of the threat, an evacuation may involve a single building, a group of buildings or an entire community.

Further to the results of a hazard, risk and vulnerability analysis carried out for the Village of Ashcroft, an evacuation plan has been prepared that identifies the population at risk, the potential frequency and severity of hazards and the process involved in conducting a safe, orderly evacuation.

## 5.2 Annual Stakeholder Planning

Each spring the Village will coordinate a stakeholder meeting inviting representation from:

- R.C.M.P.
- B.C.E.H.S.
- Ashcroft Fire Rescue
- School District #74
- The Ashcroft HUB Society
- Elizabeth Fry Society
- BC Transit/Yellowhead Community Services

The stakeholder meeting will review established evacuation of citizen plans, update contact information and confirm available resources.

## 5.3 Process

As the designated Emergency Preparedness Program Coordinator for the Village of Ashcroft, it is the Thompson-Nicola Regional District's (TNRD) responsibility to identify hazards and be prepared to coordinate evacuations in areas that may be affected by emergency events. Depending on the event and circumstances, evacuations could be ordered by:

- Province of BC;
- The Mayor and Council for the Village of Ashcroft;
- Office of the Fire Commissioner – for an emergency arising from a fire hazard or from a risk of explosion;
- Ministry of Health or the Local Health Authority;
- Ministry of Environment. The Minister may order or designate a person to order;
- Ministry of Energy, Mines and Petroleum Resources;
- Ministry of Forests, Land & Natural Resource Operations for tactical firefighting purposes.

An evacuation order may or may not be preceded by a notice or evacuation alert, depending on how much time is available to clear the affected area. After the event and if it is safe to return home, the order is lifted and a public notice issued. The actual evacuation process

consists of the following key elements:

- Identifying the population at risk;
- Communicating the evacuation order by way of media announcements, personal contact and delivery of handouts, mass notification system alert (Voyent Alert), Social Media posts and posted to the Village of Ashcroft website;
- Identifying evacuation routes and modes of transportation available;
- R.C.M.P. enforcing the order and conducting traffic control;
- Identifying assembly point and reception centres for evacuees.

### 5.3 Population at Risk

The Village of Ashcroft Evacuation Plan has been prepared to include the 52.9 sq. km area within the Village of Ashcroft boundary. The permanent resident population of this area is estimated (2021 census) at 1670 people.

### 5.4 Risk Priorities

Using a template provided by Emergency Management British Columbia (EMBC) and in discussion with area residents, a Hazard, Risk and Vulnerability analysis carried out for the subject area has identified the following risk priorities:

	RISK	FREQUENCY OF OCCURRENCE	SEVERITY OF IMPACT	DETAILS
5.4.1	Dangerous goods spill	Moderate or likely	High	<ul style="list-style-type: none"> <li>• Highway No. 97C and both railroads are all used for the transportation of large quantities of dangerous goods.</li> <li>• Steep hills, poor weather conditions and increased tourist traffic in summer months as well as increased commercial traffic due to growth at the Inland Port could increase accident risk possibilities on area roads.</li> <li>• No oil pipelines in this area, however, there is a Fortis Gas transmission line coming into Ashcroft from Cache Creek. It crosses the river under the Highway 97C bridge.</li> <li>• Area first responders should be well aware of TDG/CANUTEC and RR contact information and procedures.</li> </ul>

5.4.2	Fire – industrial	Moderate or likely	High	<ul style="list-style-type: none"> <li>• The Ashcroft Terminal (Inland Port) has experienced significant growth in recent years and has a fuel farm on site as well as rail cars loaded with hazardous materials. A fire at the Inland Port may require an area evacuation.</li> <li>• Another large industrial facility in the area is the Ashcroft Treating railroad tie plant which produces about 1 million ties annually. Ties are treated with creosote on site. A fire at the plant could send hazardous fumes towards Ashcroft.</li> <li>• Highland Valley Copper reloads copper concentrate in Ashcroft. A rail car fire may require a local area evacuation due to burning Sulphur.</li> </ul>
5.4.3	Transport accident – rail	Moderate or likely	High	<ul style="list-style-type: none"> <li>• Both the CP and CN mainlines go through the Village, combined total approx. 60 trains/day.</li> <li>• About 10% of the cargo is classed as dangerous goods.</li> <li>• Derailment upstream of Ashcroft could affect drinking water quality.</li> </ul>
5.4.4	Transport accident – road	Moderate or likely	High	<ul style="list-style-type: none"> <li>• Area roads receive heavy transport truck traffic. Wide variety of commodities transported.</li> <li>• Daily traffic from Highland Valley Copper hauling copper concentrate to reload facility.</li> <li>• Regular truck traffic hauling supplies up to both Highland Valley Copper, I.G. Machine and Fibres site near Barnes Lake and to and from the Ashcroft Terminal.</li> <li>• Logging truck traffic.</li> <li>• School buses bringing rural students into town.</li> </ul>
5.4.5	Fire – interface and wildfire	Moderate or likely	High	<ul style="list-style-type: none"> <li>• Wildfire hazard within the core area of the Village is low as it is predominantly grassland, however, the total fire protection area does contain forested area subject to wildfires.</li> <li>• A wildfire outside the Village boundaries could threaten the area population and require an evacuation.</li> <li>• Moderate risk of grass fires from R.R. track grinding to remove rust.</li> <li>• High summer recreational use throughout the area increases the chance of human caused fires.</li> <li>• The number of days of high or extreme fire hazard is variable, ranging from 20 in 2005 to 84 in 2009 to 115 in 2021</li> </ul>
5.4.6	Severe weather	Moderate of likely	High	<ul style="list-style-type: none"> <li>• Risk of extreme heat events could cause increased risk of wildfire.</li> <li>• Atmospheric River events could cause increased risk of flooding and landslides.</li> <li>• Risk of severe winter storms closing highways or rural side roads.</li> <li>• Utilities could be disrupted by winter snowstorms, high winds or summer electrical storms.</li> </ul>

5.4.7	Epidemic – human	Moderate to likely	High	<ul style="list-style-type: none"> <li>Emergency Management British Columbia has updated its Pandemic Influenza Consequence Management Plan and BC Pandemic Provincial Coordination Plan in preparation for possible future outbreak.</li> <li>The BC Ministry of Health Services has primary authority for implementation of the Plan.</li> <li>Local government liaises with the Province to coordinate local emergency response.</li> </ul>
5.4.8	Landslide, debris flow or subsidence	Occasional or slight chance	High	<ul style="list-style-type: none"> <li>There are areas along the Thompson River both upstream and downstream of Ashcroft where landslides could completely block the flow of the river. Either event would impact the Village and rail traffic.</li> <li>The Black Canyon area about 10 km downstream of Ashcroft has been identified as a potential slide area.</li> <li>Minor rock falls and landslides are a regular occurrence along the river.</li> </ul>
5.4.9	Flood	Occasional or slight chance	High	<ul style="list-style-type: none"> <li>The Thompson River in Ashcroft does not have a history of flooding the area, even during very high flow years. The bigger concern is the Bonaparte River, which could cause rockslides and landslides enroute from Cache Creek to the Thompson.</li> </ul>
5.4.10	Explosion or emissions	Unlikely or improbable	High	<ul style="list-style-type: none"> <li>Orica Canada has a storage facility for explosives and detonators 3 km north of Ashcroft.</li> </ul>
5.4.11	Transport accident – air	Unlikely or improbable	High	<ul style="list-style-type: none"> <li>Concerns raised by some area residents over the possibility of an event. No details available.</li> </ul>
5.4.12	Dam failure	Highly unlikely or rare event	Low	<ul style="list-style-type: none"> <li>Possible failure of the Highland Valley Copper tailings dam raised as a concern. Dam is monitored regularly by Highland Valley Copper engineers.</li> </ul>
5.4.13	<p>There were several other potential emergency events contained in the HRVA that, although not considered to be high-risk hazards for this area, are still considered to be possible events that could affect Ashcroft. These include:</p> <ul style="list-style-type: none"> <li>Critical facility failure</li> <li>Earthquake</li> <li>Epidemic - animal</li> <li>Avalanche</li> <li>Storm surge</li> <li>Terrorism</li> <li>Transport accident – marine</li> <li>Volcanic eruptions</li> </ul>			

## 6. Special Population Considerations

RCMP Detachments:	-Ashcroft -Kamloops Rural	(250) 453-2216 (250) 314-1800
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Fire Departments:	Village of Ashcroft- Firehall: Village of Cache Creek Firehall:	(250) 453-2233 (250) 457-9967
Schools:	Desert Sands Community School (287 Students)	(250) 453-9144
Hospitals:	Ashcroft & District Hospital:	(250) 453-2211
Ambulance:	Dispatched through 911 from Ashcroft	911
Airport:	5 km southwest of Cache Creek, 3300 ft. of paved runway, no landing lights, VFR only	
Different Languages spoken:	English only: (98.2%) French only: (0.6%) Other: (1.2%)	

## 7. Shelters and Reception Centres

Evacuation routing and shelters would be determined by a combination of factors:

- How many people are being evacuated?
- What is the capacity of the Reception Centre for registering and processing evacuees?
- Are the proposed evacuation routes safe for travel?
- How many of the evacuees require shelter and for how long

Given that there are two main highways leaving Ashcroft, the evacuation would proceed on one of these routes, depending on the event. If only a portion of the Village was being evacuated, the evacuees may be routed to an Emergency Social Services reception centre either in Ashcroft, Cache Creek or Logan Lake. If all residents of Ashcroft were being evacuated, the reception centre would most likely be set up in Kamloops due to the number of people.

Registering with ESS serves two main purposes. First, the evacuee's immediate needs are identified to determine if food, shelter, clothing or other services are required. Second, a copy of the registration form is sent to the Canadian Red Cross who have a 24-hour toll-free telephone number that would allow friends and family from across the country to find out if the evacuees are safe. Evacuation Routes, Distances and Time Considerations



**PLEASE NOTE:**

**Whenever an ESS team is activated, or if additional resources are required, contact the Emergency Coordination Centre in Victoria at 1-800-663-3456.**

## 8. Evacuation Routes, Distances and Time Considerations

<b>Kamloops City Centre to:</b>	<i>Distance (km)</i>	<i>Travel Time</i>
Cache Creek	85	60 min.
Ashcroft	95	1 hr.10 min.
Logan Lake	50	40 min
Spences Bridge	132	1 hr. 40 min.
Lytton	168	2 hr. 5 min.
<b>Ashcroft to:</b>	<i>Distance (km)</i>	<i>Travel Time</i>
Cache Creek	10	10 min.
Logan Lake	59	45 min.
Spences Bridge	57	45 min.
Lytton	93	1 hr. 10 min.

## 9. Communication

If the evacuation alert or order is issued by the Village of Ashcroft, it would be preceded by the Declaration of a State of Local Emergency, either by Order of the Mayor or a Resolution approved by the Mayor and Council. Once the local emergency has been declared and an evacuation ordered, area residents and visitors **must comply** as the R.C.M.P. may use discretionary powers to enforce the order. Both the declaration of a state of local emergency and the evacuation order will be communicated to area residents by way of:

- Radio and television bulletins;

- Voyent Alert (mass notification system)
- Door to Door notification (if safe to do so)
- Telephone;
- R.C.M.P. contact (if safe to do so);
- Area Search and Rescue Volunteers;
- Social Media and Village Website.

## 9.1 Ongoing Emergency Communication

The Village of Ashcroft EOC will engage with residents during a state of local emergency, while under evacuation alert or evacuation order by:

- Providing daily bulletin notices with situation updates;
- Bulletins will be used to disseminate accurate and current information to residents on a daily basis when under evacuation order or alert;
- EOC Staff will strive to post bulletins to the Village website, social media sites and public notice boards by 2:00pm Monday – Friday and as information is available on weekends and statutory holidays;
- The LED sign will be used as a communication tool for state of local emergency status changes only.

## 10. Principal Contact Information

10.1	<u>TNRD Emergency Management Program (24/7 Duty Officer)</u> (250) 819-4105 <u>TNRD Emergency Program Coordinator</u> (250) 319-0921
10.2	<u>Province of BC, Emergency Management British Columbia</u> <b>24/7 phone number for Emergency Coordination Centre in Victoria</b> <b>1-800-663-3456</b> <u>EMBC Central Region, Kamloops</u> (250) 371-5240
10.3	<u>R.C.M.P. Village of Ashcroft</u> (250) 453-2216

10.4	<u>Province of BC, Kamloops Regional</u> <b>Fire Commissioner</b>	(250) 554-5547 24 hour contact number: 1-800-663-3456 (EMBC)
10.5	<u>CN Rail</u> <u>CP Rail</u>	24 Hour Emergency No.: 1-800-465-9239 24 Hour Emergency No.: 1-800-716-9132
10.6	<u>BC Ministry of Forests, Land &amp; Natural Resource Operations</u>	Kamloops Fire Control Centre (250) 554-5500 24 hour forest fire reporting 1-800-663-5555
10.7	<u>Kinder Morgan Pipelines</u>	24 Hour Emergency No.: 1-888-876-6711
10.8	<b><u>Key Local Contacts:</u></b>	
	Mayor, Village of Ashcroft	(250) 453-9161
	After hours on call	(250) 457-7354
	Chief Administrative Officer, Village of Ashcroft	(250) 453-9161
	Cell - (CAO)	(250) 457-0964
	Director of Public Works, Village of Ashcroft	(250) 453-9161
	Cell - (DPW)	(250) 457- 7497
	Manager of Health Services, Interior Health	(250) 672-9731 or (250) 674-2244
	Desert Sands Community School	(250) 453-9144
	BC Ambulance Unit Chief, Ashcroft	(250) 453-2533
10.9	Search & Rescue	Dispatch through 911

## 11. Required Actions

1. As time will be of the essence should an evacuation be necessary, area residents are encouraged to have a personal emergency preparedness kit prepared. Depending on the timing of the event, voluntary evacuation may be necessary prior to being officially notified by either the Village or the R.C.M.P.
2. Prior to ordering an evacuation, the Mayor and Council of the Village of Ashcroft by Resolution or the Mayor by Order must declare a state of local emergency. A sample declaration is attached. The evacuation order cannot be given until this declaration has been made. For a wildfire event, the Order will generally be issued by the Office of the Fire Commissioner following consultation with the incident commander.

3. Once the evacuation has been ordered, area residents must comply as the order may be enforced by the R.C.M.P. Residents must immediately:
- Gather up family, pets and personal family emergency kit, including a flashlight and battery powered portable radio.
  - Proceed quickly and calmly to the evacuation reception centre identified in the Evacuation Plan. Evacuees will be registered by Emergency Social Service volunteers who will attend to the food, shelter and clothing needs of those persons moved out of the affected area. By registering at the reception centre, this will also facilitate contact by friends and relatives concerned about their safety.
  - If the evacuation has been ordered as a result of a wildfire or hazardous goods event, do not proceed in the general direction of the event. Ensure that travel proceeds away from the event towards the reception centre. For events such as wildfire or a hazardous materials spill, the evacuation routing will be identified by way of the media or through the R.C.M.P.
  - Residents should ensure they have not forgotten a personal or medical necessity as travel will be one way only until the evacuation order is lifted.
  - **Remember: Under lawful declaration of a state of local emergency the R.C.M.P. may exercise its discretionary powers to enforce an evacuation order.**

# TEMPLATES & CHECKLISTS



## EVACUATION ALERT

# THE CORPORATION OF THE VILLAGE OF ASHCROFT EVACUATION ALERT

An Evacuation Alert has been issued by the Corporation of the Village of Ashcroft at the Emergency Operations Centre in Ashcroft. This is not an order to leave your homes. The threat posed by both the fire, smoke, fumes and risk of explosion have created a potential threat to homes and livestock in the area.

This evacuation alert is being issued to notify area residents of the potential for the threat to escalate and create unsafe conditions, possibly requiring an evacuation order to be issued. Residents may be required to leave this area on very short notice. Relocation of large animals to higher ground should be considered at this time. This evacuation alert applies to the following areas:

- All of the Mesa Vista subdivision and the downtown core area of the Village of Ashcroft.

This alert may be followed by an order to evacuate, with more updated information. If and when the evacuation order is issued, you must leave your home immediately. A recommended travel route and location of the Emergency Social Services Evacuation Reception Centre will also be issued at that time.

At this time people should also consider removing all valuables and locate the shutoffs for electrical and propane and/or natural gas supplies.

For more information contact: \_\_\_\_\_, EOC Director or  
\_\_\_\_\_, Information Officer Phone: (250) 453-9161

FOR IMMEDIATE RELEASE

**Ashcroft, BC** – \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, @ \_\_\_\_\_ hrs.  
Month, Day, Year,



## DECLARATION OF STATE OF LOCAL EMERGENCY ORDER

WHEREAS \_\_\_\_\_ in \_\_\_\_\_ ;  
*type of hazard* *name of local authority*

AND WHEREAS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*explanation of ongoing or imminent threat to life or property*

AND WHEREAS this \_\_\_\_\_ emergency requires prompt  
*type of hazard*  
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

\_\_\_\_\_ due to  
*specific geographic boundaries of designated area*  
\_\_\_\_\_ and  
*short hazard description*  
\_\_\_\_\_  
*short consequence statement*

IT IS FURTHER ORDERED THAT the \_\_\_\_\_, its employees,  
*name of local authority*  
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 \_\_\_\_\_ this date \_\_\_\_\_ to remain in  
*head of local authority* *date*  
force for seven days until \_\_\_\_\_ at midnight unless cancelled by order of  
*date*  
\_\_\_\_\_ or the Minister responsible.  
*name of local authority*

\_\_\_\_\_  
*(Head of local authority)*



## DELEGATION OF EMERGENCY POWER MATRIX

Reference: *Emergency Program Act Section 10*

Emergency Powers	Delegated To			
	EOC Director	Deputy EOC Director	Operations Section Chief	Incident Commander
Acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster.				
Authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster.				
Control or prohibit travel to or from any area of British Columbia.				
Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of British Columbia.				
Cause the evacuation of persons and the removal of livestock, animals and personal property from any area of British Columbia that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property.				
Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the minister to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster.				
Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the minister to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster.				
Construct works considered by the minister to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster.				
Procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of British Columbia for the duration of the state of local emergency.				

**NOTE: Other individuals/agencies may be included in the matrix at the discretion of the head of a local authority**





## EVACUATION ORDER

# **CORPORATION OF THE VILLAGE OF ASHCROFT** **EVACUATION ORDER – (EVENT DESCRIPTION)**

An Evacuation Order has been issued by Mayor \_\_\_\_\_ of the Corporation of the Village of Ashcroft at the Emergency Operations Centre (EOC) in Ashcroft.

Threat posed by both the fire, smoke, fumes and risk of explosion is threatening homes and livestock in the Village of Ashcroft. Because of the potential danger to life and health, the Village of Ashcroft has ordered everyone to evacuate the following areas immediately.

- **( DESCRIPTION OF EVENT AND AREA AFFECTED)**

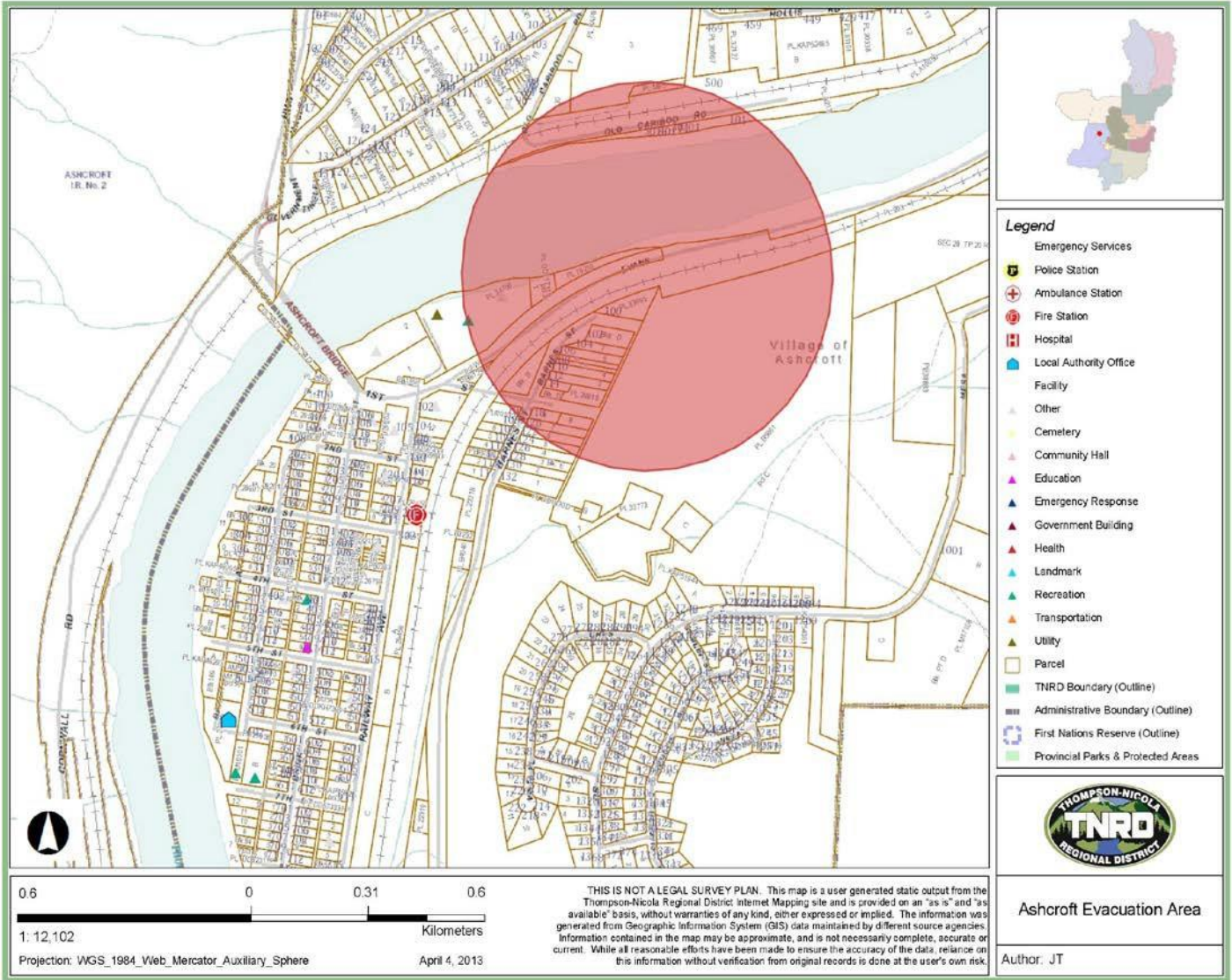
If you are in the described area, you must leave immediately and report to the Emergency Social Services (ESS) Reception Centre at the \_\_\_\_\_  
\_\_\_\_\_. It is also suggested that evacuees turn off the electrical power and gas or propane supplies to their residences.

For more information contact: \_\_\_\_\_, EOC Director or  
\_\_\_\_\_, Information Officer Phone:  
(250) 453-9161

FOR IMMEDIATE RELEASE

### **(EVENT DESCRIPTION)**

**Ashcroft, BC –** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, @ \_\_\_\_\_ hrs.  
Month, Day, Year,



**\*\*SAMPLE MAP\*\***



## EVACUATION RESCIND

### CORPORATION OF THE VILLAGE OF ASHCROFT

#### EVACUATION RESCIND – (EVENT DESCRIPTION)

The Village of Ashcroft Emergency Operations Centre has been advised that the imminent risk of danger to life and properties from (EVENT) in the Village of Ashcroft has diminished at this time.

The Evacuation Order issued at \_\_\_\_\_ on \_\_\_\_\_ pursuant to Section 10.1.h of Division 2 of the Emergency Program Act of British Columbia, RS Chapter III (1996) is therefore rescinded. An evacuation Alert/Order may need to be re-issued , however and, if necessary, the process will re-commence.

For more information contact: \_\_\_\_\_, EOC Director or

\_\_\_\_\_, Information Officer

Phone: (250) 453-9161

FOR IMMEDIATE RELEASE

#### Evacuation Rescind – (Event Description)

Ashcroft, BC – \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, @ \_\_\_\_\_ hrs.  
Month, Day, Year,



CANCELLATION ORDER

**STATE OF LOCAL EMERGENCY CANCELLATION ORDER**

Date: \_\_\_\_\_  
*date*

WHEREAS \_\_\_\_\_ in \_\_\_\_\_;  
*type of hazard* *name of local authority*

AND WHEREAS this \_\_\_\_\_ emergency no longer  
*type of hazard*

requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property;

IT IS HEREBY ORDERED pursuant to Section 14 (2) (ii) of the *Emergency Program Act* (RS, 1996, Chap 111) that a state of local emergency no longer exists in

\_\_\_\_\_  
*specific geographic boundaries of designated area*

\_\_\_\_\_

\_\_\_\_\_

and is therefore cancelled effective this date at \_\_\_\_\_.  
*time*

\_\_\_\_\_  
Printed Name  
*[Head of the Local Authority]*



EXTENTION REQUEST

**EXTENSION REQUEST  
FOR  
STATE OF LOCAL EMERGENCY**

WHEREAS life and property remain at risk due to \_\_\_\_\_  
*short hazard description*  
in \_\_\_\_\_;  
*name of local authority*

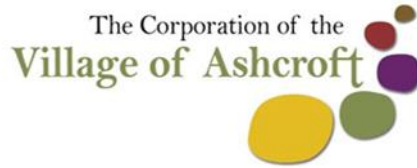
AND WHEREAS the Mayor/Chair of \_\_\_\_\_  
*name of local authority*

has requested to extend the duration of the declaration of a state of local emergency due  
to expire on \_\_\_\_\_ at midnight;  
*date*

IT IS HEREBY APPROVED pursuant to Section 12(6) of the *Emergency Program Act*  
(*RS, 1996, Chap.111*) that \_\_\_\_\_ may extend the  
*name of local authority*  
duration of a state of local emergency for a further seven days to \_\_\_\_\_  
*date*  
at midnight.

\_\_\_\_\_  
(Minister responsible)

\_\_\_\_\_  
Date Signed



## PREPARING FOR EVACUATION

### VILLAGE OF ASHCROFT

#### PREPARING FOR AN EVACUATION

During periods of an extreme fire danger rating, people may be ordered to leave their residences on very short notice and travel to established Emergency Social Services (ESS) reception centres.

- A. Notice of an Emergency Event: people are pre-warned about wildfire activity that may lead to an alert being put in place. People should prepare for an alert by maintaining close contact with family members, gathering insurance papers, valuables and clothing. Residents should monitor local media or listen for other warnings from local officials. There is no immediate need to leave an area under notice unless it is for health reasons, or for someone with transportation difficulties.
- B. When an event escalates to the point where an evacuation may be necessary, there are three stages to the process:
  1. **Evacuation Alert** – people are warned of imminent threat to life and property, and are asked to be ready to leave on short notice. Be prepared for worsening conditions. On notification of an **ALERT**, you should be prepared for the evacuation order by:
    - Locating all family members or co-workers and designate a safe meeting place, should an evacuation be called while separated.
    - Gathering essential items such as medications, eye glasses, valuable papers (i.e. insurance), immediate care needs for dependents and, if you choose, keepsakes (photographs, etc.) Have these items readily available for quick departure.
    - Preparing to move any disabled persons and/or children.
    - Moving pets and livestock to a safe area.
    - Arranging to transport your household members or co-workers in the event of an evacuation order.
    - Arranging accommodation for your family if possible. In the event of an evacuation, emergency shelters will be provided if required.
    - Monitoring news sources for information on locations of emergency shelters and evacuation orders.

2. **Evacuation Order** – you must leave the area immediately. It is imperative that you report to the designated Evacuation Reception Centre. Members of the RCMP will be enforcing the evacuation order.
3. **Evacuation Rescind** – you will be allowed to return to your home when the danger has passed.

At the reception centres, evacuees can get short-term assistance with lodging, food and clothing if needed. Evacuees are also encouraged to check in at reception centres so friends and relatives making inquiries on the whereabouts of their loved ones can be assured they are fine. People are also advised to contact their insurance company to find out what their policy covers.

Residents should prepare for evacuations by organizing a Personal Emergency Preparedness Kit containing the following items (most of which you may already have in your home):

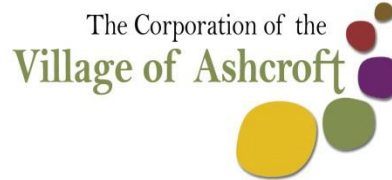
### **Personal Emergency Preparedness Kit**

- portable radio with spare batteries
- flashlights with spare batteries
- warm blanket
- pre-packaged thermal blankets
- small towel & washcloth
- leak proof container of soap
- toothpaste & toothbrush
- plastic knives, forks & spoons
- snack food & bottled water
- pet food for a couple of days
- first aid kit
- drinking water purifier kit
- multi-purpose tool
- candles & matches
- whistle
- toilet paper
- playing cards & pocket books
- list of emergency contact numbers for immediate family members & relatives
- spare eye glasses
- medications
- small amount of cash & coins (for pay phones)
- local maps
- identification documents & other valuable papers (insurance)

**Residents are advised to follow instructions of local authorities and emergency personnel to ensure their safety and are encouraged to stay tuned to their local media for information.**

**Information on family and friends who have been evacuated is available from the Red Cross at 1-888-350-6070.**

**\*\*SAMPLE\*\***



## **VILLAGE OF ASHCROFT EVACUATION ORDER**

This is Mayor \_\_\_\_\_ from the Village of Ashcroft.

A rapidly moving wildfire east of the Village of Ashcroft has resulted in heavy smoke, airborne particulates and hot embers in the area.

Because of the potential danger to life and health and homes, the Office of the Fire Commissioner has ordered everyone residing in the Mesa Vista subdivision and downtown core of the Village of Ashcroft to evacuate the area immediately. Area residents are requested to travel north on Highway No. 97 to the Emergency Social Services Reception Centre at the Cache Creek Community Hall.

This message will be repeated. Specific instructions and locations for help will be given. If you are in the following areas, you must leave the area immediately and report to the Reception Centre as soon as possible.

The area involved is as follows:

- all of the Mesa Vista subdivision and downtown core area of the Village of Ashcroft.

For more information contact: Mayor \_\_\_\_\_, Village of Ashcroft  
Phone: (250) 453-9161 OR  
TNRD Emergency Operations Centre  
Phone: (250) 377-8673 or  
Toll Free in BC at 1-877-377-8673

FOR IMMEDIATE RELEASE

### **Evacuation Order**

Ashcroft, BC – Date



## CAO – EVACUATION ALERT

For additional guidance see EMBC’s **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Assume EOC Director role or designate a qualified person
- Assume Information Officer role or designate a qualified person
- Confirm with Emergency Program Coordinator (EPC at TNRD) that there is a threat that warrants an evacuation alert for some or all of the community
  - Gather intel on the area under potential threat, including weather forecasts
  - Consider recommendations from other agencies
  - Consider areas of the community under potential threat and time required for actual evacuation, including any community members with medical and/or transportation needs
- If conditions warrant go to **Evacuation Order Checklist**
- Review the following with Mayor and EPC together:
  - EOC state of readiness if activation required
  - Potential host communities and reception centre locations
  - Support available from EMBC and how that works
  - Process for Declaration of State of Local Emergency
  - Evacuation decision triggers
  - Process for initiating an Evacuation Order
  - Potential resources to be requested from other communities and/or EMBC
  - 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
- Confirm with Mayor, EPC and Information Officer who will be the primary community spokesperson; ensure that this person will not be viewed as fatigued, stressed or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event
  - Designated spokesperson to reference the **Community Spokesperson Evacuation Alert and Order Checklist**
- Brief the Mayor and Council and designated Community Spokesperson on the most current and critical situational awareness
- Review **Village of Ashcroft Business Continuity Plan** with Mayor
- Establish EOC state of readiness if activation required
  - If the entire community is under threat, consider external EOC locations or virtual EOC support from TNRD Emergency Operations Department
- Determine ESS support needs and confirm host community availability
- 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
- Confirm with the EPC that the **Evacuation Alert Review Checklist** has been activated

## CAO – EVACUATION ORDER

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan*** and the ***Evacuation Order Review Checklist***

For additional guidance see EMBC’s **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Assume EOC Director role or designate a qualified person
- Assume Information Officer role or designate a qualified person
- Confirm with the Emergency Program Coordinator (EPC at TNRD) that the threat warrants an Evacuation Order for some or all of the community
  - Get briefed on the specifics of the hazard and threat including weather forecasts
  - Consider recommendations from other response and support agencies
  - Evacuation decision triggers have been activated as identified in the ***Village of Ashcroft Emergency Response and Evacuation Plan***
  - Consequences to community are understood
  - Areas of the community under threat and time required for actual evacuation, including any community members with special medical and/or transportation needs are understood
  - EMBC Task Number has been requested and issued
  - Village of Ashcroft Emergency Response and Evacuation Plan*** has been activated
  - Host communities and reception centre locations are at the ready
  - Status of support requested from other communities, agencies and EMBC (TNRD, SD#74, MOTI, RCMP etc)
  - Status of support available from other communities, agencies and EMBC as required
  - Any gaps in support identified that may cause challenges
  - That the EPC has activated the ***Evacuation Order Review Checklist***
- Activate EOC as identified in ***Village of Ashcroft Emergency Response and Evacuation Plan***
  - Consider remote or virtual EOC support options from other communities or organizations if required and/or available
  - Confirm safe EOC location that won’t be compromised by the event or threat
- Confirm with the Mayor, EPC and Information Officer who will be the primary spokesperson; ensure that this person will not be viewed as fatigued, stressed or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event
  - Designated spokesperson to reference the ***Community Spokesperson Evacuation Alert and Order Checklist***
- Brief the Mayor and Council and the designated Community Spokesperson on the most current and critical situational awareness
- Determine ESS support needs and confirm host community ability to provide
- Activate ***Village of Ashcroft Business Continuity Plan***
- Prepare documents for Mayor signature with support from the TNRD
  - Declaration of State of Local Emergency
  - Evacuation Order including geographic description and map
- 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

## CAO – EVACUATION ORDER RESCIND

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan***

For additional guidance see EMBC’s **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Confirm with supporting agencies that the threat has passed, and to what extent it might return
- Consult with Emergency Program Coordinator (TRD EPC) and EOC team about appropriate rescind measures
  - Entire community can return
  - Part of community can return but some areas may remain under evacuation order due to safety concerns and/or loss of structures or infrastructure
  - Some or all of the community can return but an evacuation alert is still required
- Initiate a Rapid Damage Assessment plan if any properties have been damaged prior to re-entry to ensure the safety of community members
- Initiate a re-entry plan
- Consult with Mayor and Council and EPC on nature and timing of evacuation rescind order
- Confirm communications plan is completed
- Brief the Mayor and Council and the designated Community Spokesperson on the most current and critical situational awareness
- Prepare evacuation rescind paperwork for Mayor and Council signature; when signed distribute copies as appropriate for
  - Communication to evacuated community members
  - Communication to support agencies and stakeholders
  - EMBC notification
- Confirm with EPC that the ***Evacuation Order Rescind Review Checklist*** has been activated

## CAO- TACTICAL EVACUATION

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan***

For additional guidance see EMBC's **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Ensure personal safety and the safety of your family
- Understand the nature and status of the event or threat to the community
  - Confirm with the EPC that:
    - The RCMP have been notified and who their primary EOC contact will be
    - The ***Village of Ashcroft Emergency Response and Evacuation Plan*** has been activated to an appropriate level
    - There IS or is NOT a need for an Evacuation Order
    - You or someone else is the EOC Director
    - The Emergency Program Coordinator (EPC) or someone else has operational lead of the site level evacuation activities as an appropriate support organization is being developed
    - The ***Tactical Evacuation Review Checklist*** within has been activated
- Confirm with the EPC that EMBC has been notified and that a Task Number has been issued. If not, call **1-800-663-3456** and be prepared to provide:
  - Best information on the nature of the event or threat, including how imminent it is
  - Best estimate of how many people and/or properties are threatened
  - Location and contact information for the EOC
  - Request any additional assistance you need through EMBC
- Assume Information Officer role or designate a qualified person
- Confirm with the Mayor, EPC and Information Officer who will be the primary spokesperson; ensure that this person will not be viewed as fatigued, stressed or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event
- Brief designated Community Spokesperson on the most current and critical situational awareness
- Confirm that the Mayor is aware of his/her roles and responsibilities under the ***Emergency Plan***
- Confirm you have good communications and regular updates from site level operations
- Update Mayor on the status of the event on a regular basis

## MAYOR – EVACUATION ALERT

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan***

For additional guidance see EMBC’s **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Confirm with Chief Administration Officer (CAO) and the community Emergency Program Coordinator (EPC) that there is a threat that warrants an evacuation alert for some or all of the community
  - Gather intel on the area under potential threat, including weather forecasts
  - Consider recommendations from other agencies
  - Consider evacuation decision triggers identified in the ***Village of Ashcroft Emergency Response and Evacuation Plan***
  - Consider areas of the community under potential threat and time required for actual evacuation, including any community members with medical and/or transportation needs
  
- If conditions warrant go to ***Evacuation Order Checklist***
  
- Review the following with CAO and EPC together:
  - EOC state of readiness if activation required
  - Village of Ashcroft Emergency Response and Evacuation Plan***
  - Potential host communities and reception centre locations
  - Support available from EMBC and how that works
  - Process for Declaration of State of Local Emergency
  - Process for initiating an evacuation order
  - Need for any formal request to other host communities
  - 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
  
- Confirm with the CAO, EPC and the Information Officer who will be the primary community spokesperson; ensure that this person will not be viewed as fatigued, stressed or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event
  - Designated spokesperson to reference the ***Community Spokesperson Evacuation Alert and Order Checklist***
  
- Review ***Village of Ashcroft Business Continuity Plan*** with CAO
- Participate in any evacuation preparedness and planning activities as required

## MAYOR – EVACUTATION ORDER

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan***

For additional guidance see EMBC’s **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Confirm with Chief Administration Officer (CAO) and the community Emergency Program Coordinator (EPC) that there is a threat that warrants an evacuation order for some or all of the community
  - Confirm the nature and consequences of the event or threat
  - Consider recommendations from other response and support agencies
  - Consider evacuation decision triggers as identified in the ***Village of Ashcroft Emergency Response and Evacuation Plan***
  - Consider areas of the community under potential threat and time required for actual evacuation, including any community members with special medical and/or transportation needs
  - EOC has been activated, and that it is located in a safe location that will not be compromised by the event or threat
  - Village of Ashcroft Emergency Response and Evacuation Plan*** has been activated
  - Host communities and reception centre locations are at the ready
  - Additional support has been requested from other communities, agencies and EMBC as required
  - Any gaps in support identified that may cause challenges
  
- Confirm with CAO, EPC and Information Officer who will be the primary community spokesperson; ensure that this person will not be viewed as fatigued, stressed or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event
  - Designated spokesperson to reference the ***Community Spokesperson Evacuation Alert and Order Checklist***
  
- Declare a State of Local Emergency
- Sign Evacuation Order
- Confirm with CAO that the ***Village of Ashcroft Business Continuity Plan*** has been activated
- Identify a representative of Community Leadership that can act as Liaison for the community members at the reception centre if it is in another community
- Participate in any evacuation preparedness planning and support activities as required

## MAYOR – EVACUATION ORDER RESCIND

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan***

For additional guidance see EMBC's **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Confirm with Chief Administration Officer (CAO) and Emergency Program Coordinator (EPC) that:
  - The threat has passed and to what extent it might return
  - Their recommendations for rescind measures are appropriate
  - Timing for partial or complete re-entry is appropriate
  - Safety of returning evacuated community members has been addressed
  - Communications to evacuated community members has been addressed
  - Communications to support agencies and stakeholders has been addressed
  
- If filling in as the designated spokesperson, reference the ***Community Spokesperson Evacuation Order Rescind Checklist***
  
- Sign evacuation rescind paperwork

## MAYOR – TACTICAL EVACUATION

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan***

For additional guidance see EMBC’s **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Ensure personal safety and that of your family
- Understand the nature and status of the event or threat to the community
- Confirm that the Emergency Program Coordinator (EPC) and Chief Administrative Officer (CAO) are aware of the event and who is leading the evacuation support
  - The EPC or someone else may assume operational leadership of the evacuation operations in the initial stages as an appropriate support organization is being developed
  - The CAO will assume or designate the role of EOC Director as appropriate
- Confirm that the ***Village of Ashcroft Emergency Response and Evacuation Plan*** has been activated to an appropriate level
- Consult with the CAO and EPC on the need for elevated actions such as evacuation orders, and to what extent
- Confirm with the CAO, EPC and Information Officer who will be the primary spokesperson; ensure that this person will not be viewed as fatigued, stressed or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event
  - Designated Community Spokesperson to reference the ***Community Spokesperson Evacuation Alert and Order Checklist***

Be prepared to assume your role and responsibility as identified in the ***Tactical Evacuation Order Checklist***



## EPC – EVACUATION ALERT

(Position may be filled by the CAO)

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan*** For additional guidance see EMBC’s ***Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)***

- Monitor any ongoing threat that may warrant an evacuation alert for some or all of the community
  - Identify the hazards that are, or may become a direct threat to the community
  - Become aware of the area affected by the hazard including weather forecasts
  - Consult with other agencies and consider their intelligence and recommendations
  - Consider evacuation decision triggers as identified in the ***Village of Ashcroft Emergency Response and Evacuation Plan***
  - Consider areas of the community under potential threat and time required for actual evacuation, including any community members with medical and/or transportation needs
  - Consider domestic livestock evacuation needs in advance of the threat
- If conditions warrant go to ***Evacuation Order Checklist***
- Review with CAO and/or EOC Director, Information Officer and elected officials as directed:
  - EOC state of readiness if activation required
  - Village of Ashcroft Emergency Response and Evacuation Plan***
  - Potential host communities and reception centre locations
  - ESS support needs as required
  - Potential alternate host communities if required
  - Support available from EMBC and how that works
  - Potential resources to be requested from other communities and/or EMBC
  - Confirm plan for Emergency Program continuity of operations
  - Process for Declaration of State of Local Emergency
  - Process for initiating an Evacuation Order
  - Evacuation decision triggers
  - Need for any formal request to other host communities
  - 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
- Confirm with the Mayor, CAO and Information Officer who will be the primary spokesperson; ensure that this person will not be viewed as fatigued, stressed or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event
  - Designated spokesperson to reference the ***Community Spokesperson Evacuation Alert and Order Checklist***
- Brief the Mayor and Council and the designated Community Spokesperson on the most current and critical situational awareness
- Participate in any evacuation preparedness and planning activities as required
- Activate the ***Evacuation Alert Review Checklist***

## EPC – EVACUATION ORDER

(Position may be filled by the CAO)

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan***

For additional guidance see EMBC’s **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Identify any threat that warrants an evacuation order for some or all of the community
- Brief Chief Administrative Officer (CAO), EOC Director, and Mayor as appropriate on:
  - The area hazard and threats including weather forecasts; consult with response and support agencies as appropriate
  - The nature and consequences of the direct threat
  - Recommendations from other agencies
  - Evacuation decision triggers as identified in the ***Village of Ashcroft Emergency Response and Evacuation Plan***
  - Areas of the community under potential threat and time required for actual evacuation, including any community members with medical and/or transportation needs
  - Number of community members that will be evacuated
  - Domestic livestock evacuation needs or status
  - Village of Ashcroft Emergency Response and Evacuation Plan*** has been activated
  - EOC level of activation, current staffing, and forecast staffing needs
  - Host communities and reception centre locations have been confirmed
  - ESS support at the reception centre(s) has been confirmed
  - Resources that have been requested from other communities, agencies and EMBC
  - Support available from other communities, agencies and EMBC
  - Any gaps in support identified that may present a challenge
  - Plan for Emergency Program continuity of operations has been activated
- Confirm with the Mayor, CAO and Information Officer who will be the primary spokesperson; ensure that this person will not be viewed as fatigued, stressed or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event
  - Designated spokesperson to reference the ***Community Spokesperson Evacuation Alert and Order Checklist***
- Brief the Mayor and Council and the designated Community Spokesperson on the most current and critical situational awareness
- Participate in any evacuation support and planning activities as required
- Consult the ***Evacuation Order Review Checklist***

## EPC – EVACUATION ORDER RESCIND

(Position may be filled by the CAO)

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan***

For additional guidance see EMBC's **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Prepare or designate preparation of a rapid damage assessment plan to determine public safety and community recovery concerns if any homes, facilities and/or infrastructure has been damaged
  - Teams can be formed and trained from within the community
  - Teams and/or training can be requested from EMBC
  - Rapid Damage Assessment information can be found here: <https://www.bchousing.org/about/postdisaster-building-assessments>
  
- Prepare or designate preparation of a re-entry plan including:
  - Address public safety concerns based on results from rapid damage assessment
  - Transportation needs
  - Communication to evacuated community members
  - Support for domestic livestock
  
- Brief the Mayor and Council and the designated Community Spokesperson on the most current situational awareness
  
- Consult the ***Evacuation Order Rescind Review Checklist***

## EPC – TACTICAL EVACUATION

(Position may be filled by the CAO)

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan***

For additional guidance see EMBC’s **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Ensure personal safety and the safety of your family
- Understand the nature and status of the event or threat to the community
- Confirm that the Chief Administrative Officer (CAO) is aware of the event and who is leading the evacuation support
  - You may assume or designate operational leadership of the site level evacuation process in the initial stages as an appropriate support organization is being developed
  - The CAO will assume or designate the role of the EOC Director as appropriate
- Call RCMP to advise and engage for support in evacuation
  - Provide best situational awareness that you have
  - Provide primary person’s name and contact information for the EOC support to the evacuation; this may be the EOC Director, Emergency Program Coordinator (EPC) or Operations Chief
  - Request they have an agency rep attend the EOC as well
- Call EMBC to request a task number if one hasn’t already been issued: **1-800-663-3456**
  - Provide best information on the nature of the event or threat, including how imminent it is
  - Provide best estimate of how many people and/or properties are threatened
  - Provide location and contact information for the EOC
  - Request any additional assistance you need through EMBC
- Activate the ***Village of Ashcroft Emergency Response and Evacuation Plan*** to an appropriate level
- Consult with the CAO and Community Leadership on the need for elevated actions such as evacuation orders, and to what extent
- Confirm with the Mayor, CAO and Information Officer who will be the primary spokesperson; ensure that this person will not be viewed as fatigued, stressed or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event
  - Designated spokesperson to reference the ***Community Spokesperson Tactical Evacuation checklist***
- Brief the Mayor and Council and the designated Community Spokesperson on the most current situational awareness
- Ensure there are regular communication updates from the Site Level Operations to the EOC
- Consult the ***Tactical Evacuation Review Checklist***