



Hornby Island Evacuation Operational Guidelines 2020



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The ‘Hornby Island Evacuation Operational Guidelines’ reflect an all hazards approach and are designed for the evacuation of persons exposed to a range of hazards. They are based on the BC Emergency Management System (BCEMS) structure and are designed to provide information and guidance to Emergency Operations Centre (EOC) personnel, first responders, and key stakeholders on the planning and implementation of the evacuation process.

This document assumes that the reader has a basic knowledge of BCEMS, the Incident Command System (ICS) and EOC operations.

Local response agencies and stakeholders were consulted during the creation of this document. The information and feedback they provided was key to its development and is greatly appreciated.

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These guidelines were created in 2020 and are maintained by the Comox Valley Emergency Program. It is recommended that they are reviewed and updated every two years and tested every five years.

Review and revision date:	Conducted by:

Testing conducted:	Date:

DISCLAIMER

Every effort has been made to ensure the information contained within these guidelines is accurate. However neither the Comox Valley Regional District or the Comox Valley Emergency Program give any warranty or accept any liability in relation to the content of material contained in this guide.

Section 1

General Guideline Information

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Acronyms

BCAS	BC Ambulance Service
BCEMS	British Columbia Emergency Management System
CDART	Canadian Disaster Animal Response Team
CVEP	Comox Valley Emergency Program
CVGSAR	Comox Valley Ground Search and Rescue
CVERCT	Comox Valley Emergency Radio Communications Team
DOC	Department Operations Centre
ECC	Emergency Coordination Centre
EMBC	Emergency Management BC
EOC	Emergency Operations Centre
ESS	Emergency Support Services
EPC	Emergency Program Coordinator
HUSAR	Heavy Urban Search and Rescue
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IO	Information Officer
LUSAR	Light Urban Search and Rescue
MOA	Ministry of Agriculture
MOF	Ministry of Forests, Lands, Natural Resource Operations and Rural Development
MOTI	Ministry of Transportation & Infrastructure
NEPP	Neighbourhood Emergency Preparedness Program
PECC	Provincial Emergency Coordination Centre
PREOC	Provincial Regional Emergency Operations Centre
RCMSAR	Royal Canadian Marine Search and Rescue
SoLE	State of Local Emergency
SPCA	Society for the Prevention of Cruelty to Animals

Definitions

Assembly Points

Assembly Points are designated locations within the community which are to be used in the case of emergency situations. They are intended to provide a safe area for individuals to congregate while either waiting for emergency personnel to respond, or to receive transport to, other areas such as a Reception Centre and/or Group Lodging Facility.

At-Risk Populations

For the purposes of this document, at-risk populations include people with disabilities as well as individuals who do not identify as having a disability, but have limitations that may restrict their ability to self-evacuate.

Choke Point

Chokepoint is synonymous with Bottleneck and is often an area of high centrality in the transportation system.

Department Operations Centre (DOC)

Agencies that require unique local support for their operations may establish a DOC. A DOC is primarily concerned with supporting the operations of the agency. The Agency Executive may be located at the DOC. The Emergency Operations Centre's (EOC) relationship to a DOC is usually one of policy direction and support or assistance in facilitating resources or actions at the request of the DOC Director.

Emergency Operations Centre

A pre-designated facility established by a local authority to coordinate the overall agency or jurisdictional response and support to site operations. When the site-level response requires resources or coordination not immediately available at site, an EOC should be activated.

Emergency Support Services (ESS)

Emergency Support Services provides short-term assistance to British Columbians who are forced to evacuate their homes because of fire, floods, earthquakes or other emergencies. This assistance includes food, lodging, clothing, emotional support and family reunification.

Evacuation

Removal of people from an area that is either directly or imminently to be impacted by a disaster or emergency.

Evacuation Alert

The population in an area is informed that they may be required to evacuate in the near future and that they should prepare accordingly. While Evacuation Alerts may give the population an estimated notice period for evacuation, the reality of the situation may require immediate action with very short notice. Evacuation Alerts do not require a declaration of a state of local emergency.

Evacuation Order

The population is ordered to evacuate an area according to a formal written document that outlines the area in question and why an evacuation is necessary. Evacuation Orders are based on the authority granted through the declaration of a state of local emergency covering the impacted area

under the *Emergency Program Act*. This is an order and as such does not allow for any discretionary decision on the part of the population. They must leave the area immediately.

Evacuation Rescind

When the emergency which necessitated the evacuation is under control and the hazard/emergency zone is declared safe, a Rescind of the Evacuation Order is issued.

Group Lodging

A Group Lodging facility is the location designated by the local ESS team, in cooperation with the local authority, which provides dormitory style accommodation for people displaced from their homes as a result of an emergency or disaster. These services are usually provided in local community centres, school gymnasiums and arenas. At a Group Lodging facility individuals will normally be provided with a sleeping space, meals, as well as information about the emergency situation.

Incident Commander (IC)

The individual responsible for the management of all incident operations at the incident site. The response is conducted from an Incident Command Post (ICP). On Hornby Island it is likely that the IC will be the Fire Chief or the Chief's designate.

Incident Command Post

The location at which the primary command functions are executed. (See Incident Commander)

Pre-planned evacuation

A pre-planned evacuation is an evacuation resulting from an event that provides adequate warning and preparation time.

Reception Centres

A Reception Centre is the location designated by ESS as a safe gathering place for people displaced from their homes as a result of an emergency or disaster. At a Reception Centre individuals may register to receive emergency support (food, clothing, lodging, etc.) as well as information about the emergency situation.

Self-evacuation

When individuals make the decision to evacuate although there is no official Evacuation Order in place for their area.

Shelter in Place

A protective measure that encourages the population to stay indoors and perform safety measures (such as closing windows) for the duration of the threat.

Staging Areas

Staging Areas are designated locations within the community which are to be used in the case of emergency situations to stage resources awaiting distribution by the EOC or Command Post.

Tactical evacuation

An evacuation resulting from a hazard impact that forces immediate action, thereby allowing little or no warning and limited preparation time.

Traffic Control Points

Points along the evacuation route that have stations to control the flow of traffic.

Unified Command:

In an Incident Command System (ICS), Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

Introduction

Purpose and Scope

This document is a collaborative effort with input provided by Hornby Island first response agencies, key stakeholders, and the Comox Valley Regional District. The purpose of these guidelines are to support the response effort when large scale evacuations are required.

Evacuation is the process of removing persons from an area of imminent or actual threat to an area of safety, and their eventual return home.

An evacuation is an enormous undertaking requiring careful coordination of numerous agencies and resources. Successful and detailed planning is the key to effectively executing an evacuation. A community that is prepared for an event is more likely to respond quickly and effectively, and become more resilient for the future.

These operational guidelines outline the Three Stage Evacuation Process approved by the provincial Interagency Emergency Preparedness Council as well as provide guidance and tools to conduct evacuations.

The overall objectives of evacuation notifications and operations are to:

- Expedite the movement of persons from hazardous areas;
- Institute access control measures to prevent unauthorized persons from entering evacuated or partially evacuated areas;
- Provide for evacuation to appropriate Assembly Points, Evacuation Points or Reception Centres;
- Provide adequate means of transportation for special needs groups;
- Provide for the procurement, allocation, and use of necessary transportation and law enforcement resources by means of mutual aid or other agreements;
- Control traffic;
- Account for the needs of individuals with domestic pets and livestock;
- Provide ongoing communications to the public throughout all phases of an evacuation; and
- Assure the safe re-entry of evacuated persons.

These guidelines provide the framework to coordinate and respond to an evacuation situation.

Legal Authorities

Emergency Program Act

The legal authority for local authorities to order an evacuation rests within the *Emergency Program Act* (1996) Section 12(1). Under this section the head of a local authority or designate is permitted to declare a state of local emergency giving legal power to:

“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.”

Local Authorities are also required under Section 2(3)(f) of the Local Authority Emergency Management Regulation to: “coordinate the provision of food, clothing, shelter, transportation and medical services to victims of emergencies and disasters, whether that provision is made from within or outside of the local authority”

Within provincial legislation the legal authority to order an evacuation rests within a number of statutes. These statutes are frequently used to authorize tactical evacuations. One example is the *Fire Services Act* which provides authority to evacuate individuals from a burning building or area.

Appendix A provides a detailed list of the provincial and federal statutes under which specific authorities can order an evacuation.

The Evacuation Process

Evacuations can be done in three ways:

- 1. Self-Evacuation:**

When individuals make the decision to evacuate although there is no official Evacuation Order in place for their area. This can be especially helpful for residents living in care facilities or other at-risk populations that may need more time. Although Emergency Management BC (EMBC) typically provides ESS support only to those that are ordered to evacuate, they may consider support for those that leave early due to special circumstances.

- 2. Tactical Evacuation:**

Directed by Fire and/or RCMP due to extreme risk or threat to public safety. No order is required.

- 3. Strategic Evacuation:**

EOC opens, a State of Local Emergency is declared, and an Evacuation Order is issued.

Note: A State of Local Emergency (SoLE) is declared only when it is necessary to exercise one or more of the powers available to local authorities under the *Emergency Program Act*.

For further details regarding this procedure refer to the “Guidelines for Declaring a State of Local

Emergency”, which can be found at: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/local-emergency-programs/guidelines>

Three Stage Evacuation Process

Within British Columbia local authorities are encouraged to follow the Three Stage Evacuation Process of Evacuation Alert, Evacuation Order and Evacuation Rescind when preparing to perform or performing evacuations under the legislative authority of the *Emergency Program Act*.



- **Stage 1 - Evacuation Alert**

The purpose of the Evacuation Alert is to inform the population at threat of a potential or impending danger. An Evacuation Alert may allow for the affected population to begin an orderly preparation to leave the affected area while informing them of the hazard as well as identify hazard/emergency zones, evacuation route(s), and Reception Centres. Evacuation Alerts do not require a declaration of a SoLE.

At this point, moving at-risk populations, transient populations and in some cases, school populations should be considered. This should be done in consultation with EMBC so that eligible funding coverages are understood by all parties.

In some instances an Evacuation Order is immediate and no evacuation alert is given.

Appendix B provides an Evacuation Alert template.

- **Stage 2 - Evacuation Order**

The order to evacuate all or part of an area should only be given after careful consideration of all the factors involved, and with life safety being paramount.

The hazard and situation is the primary indicator when making the decision to evacuate. In some cases clear and obvious risks will indicate the need for evacuation; in other cases a precautionary evacuation may be justified to avoid an anticipated impact or threat. Ordering an evacuation too far in advance in cases when the hazard recedes can expose the evacuees to unnecessary risk. Waiting too long to make the decision may force the community to evacuate under high risk conditions.

Under a formal written Evacuation Order the impacted population is ordered to evacuate the area specified immediately. It is an Order and as such does not allow for any discretionary action on the part of the population at risk. All persons in the affected area are to be told that, in the interest of their own safety and considering the risk, they are now ordered to leave the area. The

written Evacuation Order is to be in a consistent form with no allowance for discretion clearly indicating immediate evacuation. It should be stated that while the evacuation order is in effect, the area in question will have controlled access.

Appendix B provides an Evacuation Order template.

In the case of an Evacuation Alert or Order, the information provided should include:

- The issuing authority;
- The date and time of issue;
- Time of subsequent communications (if an evacuation alert may give a timeline for acceleration to order);
- The geographic area of the Alert/Order (most often in the form of a map);
- Whether notice is an Alert, Order, or Rescind;
- Details of the hazard and reasoning behind the Alert/Order;
- Evacuation routes, including conditions of roads;
- Assembly points;
- The location and name of Reception Centres;
- Transportation assistance available;
- Re-entry process; and
- Where to find further information.

- **Stage 3 - Evacuation Rescind**

When the emergency which necessitated the evacuation is under control and the hazard/emergency zone is declared safe, a Rescind of the Evacuation Order is issued. In many situations the population should be advised that although they are being allowed to return to their homes, the risk may reoccur and the potential for the reinstatement of the Evacuation Order remains. Should a second evacuation of the same area be required, the process begins again at Stage 1 or 2, depending on the situation.

Appendix B provides an Evacuation Rescind template.

Shelter-in-Place

Jurisdictions should always consider Shelter-in-Place as the first/default option for protecting individuals from a threat, when reasonable. It will help to reduce costs, resource requirements, and the negative physio-sociological impacts of evacuations. It also improves response effectiveness and promotes a quick community recovery.

Shelter-in-Place may give protection in response to some hazards such as:

- ✓ earthquake
- ✓ chemical, biological, or radiological contaminants, released accidentally or intentionally
- ✓ volcanic eruptions
- ✓ police incidents and public disturbances

Shelter-in-place:

Is: ✓

- directing individuals to: stay within the building they are currently in or to immediately find refuge in the closest safe building; select a small, interior room with few or no windows; and take refuge there until the threat has passed
- an official recommended protective measure from the authority having jurisdiction, when determined to be the safest course of action

Is Not: ✗

- directing individuals to a particular shelter
- to be confused with a community deciding not to evacuate after receiving a recommendation to evacuate from the hazard Incident Commander
- to be confused with an individual deciding not to evacuate after an Evacuation Order has been issued and direction has been given to leave the area

Some limitations and considerations that may influence a decision to Shelter-in-Place as the best protective action include:

- Offers a limited level of protection
- Not suitable for all hazards (e.g. fires) or long-term responses
- Assumes that individual's "shelter" is stable and provides protection from the hazard
- Assumes that critical infrastructure is not impacted (e.g. life-supporting utilities)
- Relies on personal preparedness/appropriate supplies in household (e.g. emergency kits)
- Regular communications and information to the public is extremely important
- Highly stressful for those relatives and friends that are outside the impacted area

Note: It is not recommended to evacuate community members for wildfire smoke. Evidence shows no benefit for this and it can lead to increased health risks. Instead, advise residents to stay indoors, and consider establishing a cleaner air shelter.

Appendix B provides a Shelter-in-Place Order template and instructions.

Shelter-In-Community

There may be times when no evacuations or protective actions such as shelter-in-place are necessary, yet residents require community services to help them through a difficult time; this is referred to here as Shelter-in-Community. Examples of this include warming centres during storms or prolonged power outages, or cleaner air shelters for wildfire smoke relief.

Evacuation Levels

The level of activation is determined by the magnitude, scope and stage of the event.

- **Level 1** – Small tactical evacuation resulting from an immediate hazard, e.g. house fire.
- **Level 2** – Tactical evacuation of a larger, but still relatively small number of people, resulting from an immediate hazard, e.g. small inn or apartment building.
- **Level 3** - Removal of a large number of people and/or from a large area, e.g. interface wildfire or widespread flood. May include tactical and strategic evacuations.

Roles and Responsibilities

Site Level

- The Incident Commander provides information and recommendations to the EOC on whether or not an Evacuation Alert, Order or Rescind needs to be issued. Where there is time to issue a formal evacuation alert or order the Incident Commander will contact the EOC and provide the geographical area of concern and hazard location.
- If the emergency situation shows an immediate threat to the health and safety of people, the Incident Commander, or any First Responder, can initiate a Tactical Evacuation
- Agencies, organizations, and partners at the site level should have representatives in the EOC in order to provide information and coordinate communications

Local Authority – Site Support Level

To issue a formal Evacuation Order a SoLE must be declared under the authority of the *Emergency Program Act*.

In addition the local authority is also responsible for:

- performing evacuation planning including notification and Emergency Support Services;
- activating the evacuation guidelines;
- activating the local EOC;
- providing concise, consistent and accurate information to the public and the media;
- preparing and authorizing Evacuation Alerts and Orders;
- determining responsibilities and tasks to be accomplished;
- ensuring senior officials have been alerted and kept informed;
- developing a strategy to manage convergent volunteers;
- tracking and recording information on evacuation details, such as areas and numbers evacuated through Reception Centres;
- tracking costs and resources; and
- detailing the arrangements made to secure or relocate those essential supplies and equipment needed to sustain operations and meet evacuee needs.

RCMP (Police)

Two officers will be assigned to Hornby and Denman islands, Thursday through Sunday, from the May Long Weekend through to Labour Day. For contact information, see Section 10 - Resources.

The RCMP are generally responsible for a number of aspects relative to an evacuation. The following is from the BC Evacuation Operational Guidelines 2019, page 30:

Operating on behalf of the Local Authority or First Nation:

- Supports the notification of an Evacuation Order to the community.
- Requests capacity support from Ground Search and Rescue (GSAR) for community evacuation notifications.
- Maintains security operations during the evacuation: enforces law, responds to/prevents criminal activity.

- Staffs security checkpoints for evacuation area to support public safety.
- Facilitates temporary access as directed by Local Authority or First Nation, and/or responding agency.
- Supports repatriation upon Evacuation Rescind.

See Appendix C for an expanded list of agencies and their roles and responsibilities

Population

General Population

Section 9 includes an estimated number of Dwellings and Population According to Zone. This information can be helpful in a number of ways including determining the number of people that may be evacuated in a defined area, transportation needs, traffic control, and reception centre and group lodging requirements.

At-Risk Population

During evacuations, people may have different needs than the general public and may not be able to obtain or understand information, or evacuate safely on their own. During an emergency requiring evacuations, emergency responders will issue evacuation notices to people in the evacuation area by going door-to-door. People will be provided a copy of the Evacuation Alert or Order with information advising them of the actions they need to take and the location of the Reception Centre(s). A phone number for people requiring assistance will also be listed. During the door-to-door notification, responders will ask at each door if anyone requires assistance and communicate any specific needs back to the ICP or EOC to arrange assistance.

The Hornby & Denman Community Health Care Society (HDCHCS) recognizes the value of identifying at-risk individuals on Denman and Hornby prior to an emergency or disaster. In their Homecare program they have approximately 30 clients on Denman and 20 on Hornby that could be considered vulnerable. If deemed appropriate during a crisis, the supervisor on duty may provide to first responders details on vulnerable clients located within the hazard area to aid in their safe evacuation.

Additionally, HDCHCS will attempt to identify and register vulnerable adults who are not their clients, whose information may also be beneficial to share during an emergency or disaster.

As this information is private, HDCHCS will only share what they are legally able to provide.

See Section 10 - Resources for HDCHCS contact information.

Persons with Disabilities

Persons with disabilities will face a variety of challenges when evacuating depending on the nature of the emergency situation. Persons with a mobility and/or visual impairment may require assistance leaving a building or navigating over areas covered with debris.

Persons with disabilities may also have additional requirements including alternate modes of transportation such as lift-equipped vans and buses, wheelchairs and/or scooters. First responders should try to be aware of these needs and respond accordingly.

The EOC will establish alternate forms of transportation for those who do not have access to a private vehicle or other transportation.

See Section 5 for transportation information.

Convergent Volunteers

Convergent volunteers are volunteers with no affiliation to agencies involved in the response and often have no emergency management training. During a large scale emergency or disaster, convergent volunteers will arrive and look for meaningful ways to assist. Ensuring they are utilized in the best way possible is a challenging prospect. Unless the EOC or an assisting agency has specifically requested convergent volunteers, additional persons in the active area could hinder the evacuation process or response activities.

Managing convergent volunteers:

- Any agency using or requesting convergent volunteers will be responsible for their use.
- The request for convergent volunteers will be made through the EOC. The EOC will determine the best method to locate the resource.
- Consideration must be given to the level of risk, the volunteers' level of ability, and any equipment necessary to complete the task.
- Agencies may also request assistance with convergent volunteer screening, orientation, and training.
- Convergent volunteers must be signed in to the task to be covered for liability and by the Workers Compensation Board (WorkSafeBC).
- If not required, convergent volunteers may be discouraged from responding.
- Ferry traffic may be restricted to approved emergency response resources only.

The JIBC's guide to 'Managing Walk-In Disaster Volunteers' can be found online at: https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/ess/participant-manuals/emrg-1645_mwiv_participant_guide_20150904.pdf

Domestic Animals and Livestock

A responsible owner should have an emergency plan in place for all of their animals, including emergency kits, immunization records, and arrangements for boarding and veterinary care.

Past evacuations have proven the need for proper evacuation planning for domestic animals and livestock. It is stressful and distracting for both pet and livestock owners and rescue workers to deal with animal welfare concerns.

Care of individuals always takes priority over the care of animals.

Evacuation Considerations for Domestic Animals

The ultimate responsibility to find alternative lodging for domestic animals remains with the animal

owner. The EOC however, can facilitate the care of animals by working with organizations such as the Ministry of Agriculture, SPCA, CDART, ESS and local veterinarians.

Providing for the transportation, care and sheltering of pets is an important factor in evacuation planning. Many people will refuse to leave their homes if they cannot take their pets with them. It is assumed that the majority of residents will have their own means of transportation and will evacuate themselves along with their pets, however that is not always the case.

Depending on the situation and availability of facilities, one or more of the following approaches should be used to handle evacuees arriving with pets:

- Providing information on nearby kennels, animal shelters and veterinarians that may have or could become temporary animal shelters;
- Direct pet owners to a Reception Centre for registration where appropriate resources can be provided.

Qualified service animals are specially-trained domestic animals and are not considered to be household pets. Individuals who are accompanied by qualified service animals must be allowed access to any location where the general public is allowed and consideration should be made as to how to house individuals and families with qualified animals. Typically service animals are associated with the blind but may also support a variety of ailments such as Post Traumatic Stress Disorder or epilepsy.

Transporting Domestic Animals

The EOC may be required to arrange the transport of evacuees that do not have an alternate means of travel. Some may have domestic animals, such as a dog or cat. It is anticipated that buses specifically requested by the EOC to transport evacuees from Point A to Point B will allow the transportation of domestic animals, provided they are on leash or in a kennel.

Persons with animals attempting to board buses on regularly scheduled routes may be denied entry.

The BC Transit Rider's Guide states:

'Only small fur-bearing and feathered pets contained in secure, clean, hand-held cages are permitted on the bus. Cages (hard or soft shell pet carriers) must be small enough to fit on the owner's lap. Passengers must hold on to their pet's cage at all times. If there is room, the passenger may place and hold the cage beside them on the floor. The cage should not block the aisle or restrict other passengers. Assistance animals that are certified are allowed on public transit at all times. You may be asked to produce your Guide Animal Certificate.'

Health Regulations

Provincial health regulations prohibit animals within public facilities that serve food with the exception of service/companion animals.

The following is the applicable health regulation pertaining to animals in a public facility (public facilities include Reception Centres and Group Lodging facilities):

The *B.C. Health Act* (Division 7, Section 25, subsection 2), states an operator of food premises must

not permit live animals to be on the premises. An operator may permit a guide animal but not in any area of the premises in which food is prepared, processed or stored. A health official may allow other animals if they do not pose a health hazard.

Livestock

It is the responsibility of livestock owners to ensure that they have an evacuation plan in place. However, the need to potentially assist livestock owners in the planning and response phases of an evacuation is recognized.

The Ministry of Agriculture recommends:

- Owners investigate the availability of alternative livestock accommodation.
- Consider moving cattle in the days leading up to the event.
- Locate other livestock owners outside the risk area who could provide temporary boarding.
- Dairy producers should consider arrangements for milking at a safe location.
- Identify resources such as livestock haulers and those who can assist on short notice.
- Have a means to positively identify animals in case animals from different herds have to share a relocation site.
- Secure copies of insurance policies and other essential farm documents.
- Be prepared where possible to assist other livestock producers.

It is recommended that livestock are evacuated during the Evacuation Alert stage. A representative from the Ministry of Agriculture may be available in the Provincial Regional Emergency Operations Centre (PREOC) to help with animal relocation. Costs for relocation of livestock and the support provided to livestock producers are eligible response costs through Emergency Management BC (EMBC), when certain conditions are met. No SoLE is required to evacuate livestock during the Alert stage, or for Local Authorities/First Nations to be eligible for reimbursement of these costs.

Evacuation Zones

For the purpose of these guidelines, Hornby Island has been divided into eight evacuation zones. These zones, and the information they provide, were identified in collaboration with first responder agencies and other key stakeholders.

The **Maps Section** provides a map of each zone and each map has the following features identified, if present in that zone:

- Evacuation Routes
- Assembly Points
- Boat Ramps
- Wharves
- Marine Landing Sites
- Helicopter Landing Sites
- Reception Centres

Evacuation Routes

During an event the Incident Commander, in consultation with the RCMP and EOC, will select the best routes for evacuation from the hazardous area. It is important to note that the routes identified in pre-event planning may be deemed unsafe or inadequate and at the time of an event a new route could be identified. Notification of changes in the selected routes will be made to the EOC, as well as field personnel. The following factors should be considered:

- most evacuees utilize their own personal transportation during an evacuation;
- the time frame for evacuation i.e. how many autos per lane per hour can be accommodated on most roads;
- the average vehicle capacity is four persons however vehicle occupancy during an evacuation is generally lower. An average occupancy rate of two persons per vehicle would be a more realistic estimate for most neighbourhoods;
- potential to encourage sharing vehicles to reduce congestion;
- potential to use other forms of transportation for evacuation (i.e. bus and marine).

Assembly Points

At select locations along each Evacuation Route, Assembly Points have been identified. These points are intended to provide a safe area for individuals to congregate while either waiting for emergency personnel to respond or to receive transport to a safer location such as a Reception Centre. These locations are recommendations only and their use will be determined by the RCMP and/or ICP, based on a review of the existing risk.

Pre-determined assembly points are identified on each Zone Map (yellow circle with A1, A2, etc.). See Traffic and Pedestrian Control, Section 6.

Boat Ramps & Wharves

Boat ramps and wharves are identified on each Zone Map (Wharves are a red circle with W1, W2, etc., Boat Ramps are a green circle with B1, B2, etc.)

Marine Landing Sites

Potential landing sites for marine support have been identified on each Zone Map (White circle with L1, L2, etc.)

Helicopter Landing Site

Currently there are two pre-determined landing sites on Hornby Island for a helicopter. They are primarily used for medical evacuation but could also be used by other emergency agencies. The coordinates are:

49.540243, -124.707007

49.495705, -124.663902

These sites are identified on the Zone 2 & Zone 8 map by a light blue circle with an H in the center.

Reception Centres

Hornby Island stakeholders have pre-identified locations on Hornby Island as potential Reception Centres. They are intended to be a safe gathering place for people displaced from their homes as a

result of an emergency or disaster. Here individuals may receive emergency support as well as information about the emergency situation.

The particular centre to be activated will be determined by the EOC in consultation with the IC and/or other community stakeholders. The decision will be based on:

- a) Proximity to a localized emergency
- b) Travel routes from a localized emergency
- c) Safety of the area
- d) Potential number of people evacuated

Depending on the need, Emergency Support Services may be dispatched to these facilities to provide support such as evacuee registration, and referrals for accommodation, food, and clothing.

Generally, press releases and announcements regarding reception centre locations should only be made after ample time has been allowed for personnel to arrive, open, and staff the location. If time does not permit, evacuees should be directed to an initial assembly point and reassigned to a permanent centre at a later time.

Note: Whether a Reception Centre is activated or not, will be determined by the EOC in consultation with the IC. The following list is provided only in case there is no communications with the EOC. As a specific Reception Centre may not be accessible or falls within a hazard area, location of the Reception Centre used should not be made public before it is activated.

Pre-determined reception centres have been identified and are noted on the Zone Maps (orange circle with R1, R2, etc.). Reception centres for Hornby Island are located in zones 2, 4, & 5. They are:

R1 – Community Hall, 4305 Central Road, Hornby Island, Ph. 250.335.1848
Contact: Lynn Nunley 250-335-XXXX / Alternative: Vicky Bale 250-335-XXXX

R2 – New Horizons Centre, 1765 Sollans Road, Hornby Island, Ph. 250-335-0385
Contact: Lynn Nunley 250-335-XXXX / Alternative: Anita Lewis 289-259-XXXX

R3 – Rubinoff Sculpture Park, 2750 Shingle Spit Road, Hornby Island, Ph. 778-992-1400
Contact: Betty Kennedy 250-335-XXXX

R4 - Tribune Bay Outdoor Education Centre, 6050 St. Johns Point Road, HI, Ph. 205-335-0080
Contact: Kate Ortwein 250-228-XXXX / Alternative: Alex Ortwein

Additional reception centre locations have been identified across the regional district and could also be activated if required.

Staging Areas

Staging Areas are locations to be used to stage resources awaiting distribution by the EOC, Command Post, or other supporting agencies. Staging areas are fluid and as such no locations are noted on the maps. If required, locations will be identified by the IC in consultation with the EOC.

Section 2

Communications

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Emergency Communications

Phone Communications:

1	Comox Valley Emergency Program - Office	250-334-8890
2	CVRD Emergency Program Coordinator	Cell: 250-334-XXXX (private)
3	CVRD Dep. Emergency Program Coordinator	Cell: 250-897-XXXX (private)
4	CVRD Emergency Operations Centre (only when activated)	250-897-XXXX (private)
5	EMBC Emergency Coordination Centre	1-800-663-XXXX

Radio Communications:

All first responder agencies will use their normal dispatch, command and tactical frequencies. Each responding agency should ensure a representative is dispatched to the EOC to coordinate and relay communications.

Operators from the Comox Valley Emergency Radio Communications Team (CVERCT) can be dispatched to the ICP, reception centre(s), and EOC to provide radio communications between these locations, and others as necessary.

Satellite Phone Communications:

1	CVGSAR / Comox Valley Emergency Program /ESS	Iridium 011-8816-325-XXXXX	Globalstar 1-403-987-XXXX
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Public & Media Communications

When requests for information are received from the public or media, they should be referred to the CVRD website or Call Centre (if activated). The website and Call Centre will be kept current with up-to-date information. The Call Centre will assist when possible in providing additional support. Media can also be referred to the Information Officer assigned to the EOC or site (if activated).

Where possible, all messaging provided should be supplied and/or approved by the EOC Information Officer or Director. This is to ensure information is accurate and consistent.

Public Messaging

Key messaging for the public should be developed as soon as possible. Messaging should be concise yet include enough information to enable the public to understand the situation/risk and what activities they are advised or required to carry-out.

The initial messaging to those in the risk area must provide basic information including:

- whether to evacuate or shelter-in-place;
- whether an Evacuation Alert or Evacuation Order is in place;
- the areas that need to be evacuated, with reference to perimeters including street names and addresses;
- why and when to evacuate;
- if an Evacuation Alert, then the public must be prepared to evacuate at a moment's notice.
- if an Evacuation Order, then the public must evacuate immediately;
- the designated evacuation routes, including road conditions;
- what to do if one's vehicle breaks down;
- a request of families to utilize only one vehicle, if necessary;
- to buddy up with neighbours to fill a vehicle, if necessary;
- to offer to take neighbours without their own transportation;
- what residents should take with them;
- the designated Assembly Points for those without a mode of transportation;
- the designated Reception Centre or Evacuation Point locations;
- available transportation options;
- how long the evacuation from their residence is expected to last;
- how pets are to be accommodated;
- security plans that will be in place to protect property in evacuated areas;
- when and how information updates will be made available;
- contact number for those requiring assistance, and
- other information deemed appropriate and important to the situation at hand.

For those evacuees without a mode of transportation, it is important that they are provided the following additional information:

- what transportation services will be made available;
- where they can go to await transportation and/or other assistance (Assembly Points); and
- frequency of the pick-ups.

Situation Updates

The ability to provide consistent and accurate updates to all those affected in an emergency is critical. Real-time updates must also be communicated to evacuees, including:

- current status of emergency situation or hazard that has caused the evacuation;
- evacuation routes;
- road and area closures;
- location of Assembly Points;
- location of Reception Centres and Group Lodging facilities;
- the availability of lodging, food, gas, medical and other essential services; and
- traffic conditions.

Methods of Notification

During emergency events, effective communication and public information are

essential to ensure public safety.

There are a number of means available to ensure the population is aware of the evacuation and has all the information they require to feel informed and evacuate safely. The size, scope and urgency of the event will dictate what methods are used to notify the public.

These **may** include:

- Door-to-door notifications (Fire, RCMP, SAR, other volunteers)
- Social Media (CVRD Facebook, HI Community Connections Facebook, CVRD Twitter, Emergency Management BC)
- Local Radio (CHFR 96.5 FM, The Goat 98.9 FM, The Eagle 97.3 FM, CBC 92.5 FM)
- Public Address Systems (fire and police vehicles)
- CVRD Emergency Notification System (registration required)
- Alert Ready (offers push notifications to cell phones.)
- Telephone network or tree (i.e. Neighbourhood Coordinators)
- One Call Now notification system (i.e. ESS and Neighbourhood Coordinators)
- Print Media (flyers, notices, newspapers)
- Amateur Radio (messages relayed via the EOC's Emergency Radio Communications system)
- CVRD web site (<https://www.comoxvalleyrd.ca/>)
- Call Centre (Regional or Provincial)
- Notice Boards
- TTY (teletypewriter) messages
- Media, utilizing close captioning and sign language interpreters

It is very important that messages are clear, concise and consistent. All public messaging should be supplied and/or approved by the EOC.

Public address announcements should state:

- That there is an emergency in or approaching the area
- The type of emergency
- The level of urgency
- Evacuation route
- Where evacuees are to go
- Monitor local radio stations and social media for more information

EOC Activation

Fire:

Fire Dispatch will contact the Comox Valley Emergency Program (CVEP) when any fire department within the CVRD requests EOC activation or requests that CVEP be made aware of the event so that they may monitor. Requests for EOC activation will go through Fire Dispatch, who will in turn contact CVEP. Fire Dispatch has contact information for CVEP personnel.

If unable to contact the Emergency Preparedness Coordinator (EPC) or Deputy EPC, Fire Dispatch will call the Comox Valley Regional District (CVRD) General Manager of Community Services or the CVRD Chief Administrative Officer (CAO). As a last resort, Fire Dispatch will call EMBC's Emergency Coordination Centre.

Other Agencies:

Any responding agency perceiving a need for site support may request activation of the EOC by having the requesting agencies most senior representative call the CVEP office. If there is no answer, a message will instruct the caller to phone the EPC's cell phone. If no answer, a message will instruct the caller to phone the Deputy EPC's cell phone. If no answer, a message will instruct the caller to phone Emergency Management BC's Emergency Coordination Centre (ECC). The ECC has additional contacts and phone numbers.

The EPC, or any senior local government official within the CVRD, may also request activation of the EOC.

The CAO of the CVRD would then be contacted by the EPC to authorize the activation.

Section 3

Evacuation Checklist

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Evacuation Checklist

When to use this Checklist: The purpose of the following checklist is to provide assistance and direction during a response that could result in an evacuation. It is to complement, not replace, existing guidelines or plans that first response agencies and local governments may already have.

Objective: The checklist is not a detailed instruction manual. It provides basic, key information needed by the IC and the EOC in the event of an evacuation.

Note: This guide does not apply to Tactical Evacuations, meaning an evacuation that is directed by the IC for emergencies that are imminent or have already occurred.

The checklist is divided into two sections: Site Level (first responders) and Site Support Level (EOC).

Note:

- Items within the list are not in order of importance.
- It is unlikely every item will need to be completed, or can be completed.
- A State of Local Emergency must be declared for any evacuation ‘other than tactical’.
- Time permitting, issuance of an Evacuation Alert is a priority.
- Start nearest the actual emergency and move outward until the evacuation area is covered.
- Those displaced may experience inconvenience, anxiety and fear. Making rational decisions could be difficult.
- Evacuees should be given a list of essential items and/or actions to take. This will reduce the impact of the evacuation.
- Pets are a high priority for most evacuees. Where possible, evacuation of pets with the owner is encouraged.

Evacuation Checklist

Do not proceed until a task number has been obtained

Event Name: _____ **Task Number:** _____

✓	Action Items - <u>in no particular order</u>	Assigned to	Completed date/time
Site Level (Incident Command Post &/or DOC)			
	Establish Command Post location. If alternate CP required, contact the Emergency Program @ 250-334-8890 or Emergency Program Coordinator 250-334-XXXX (private cell).		
	Conduct lifesaving Tactical Evacuations as necessary.		
	For evacuations other than Tactical, a State of Local Emergency must be declared.		
	Activate the CVRD EOC by calling the CV Emergency Program 250-334-8890, Emergency Program Coordinator 250-334-XXXX (private cell), or through Fire Dispatch. (See Emergency Communications in Section 2)		
	Call Homecare emergency number to determine if there are any known vulnerable persons in the risk area: 250-792-XXXX (private cell)		
	Consider the need for an onsite Public Information Officer and Media staging area. If required, request through EOC.		
	Determine need for DOC (The DOC would support the ICP and act as liaison with the regional EOC.)		
	Consider Unified Command if beneficial.		
Procedures for Evacuation Alert			
	Communicate decision to all involved including supporting agencies.		
	In consultation with EOC, determine area to be put under Evacuation Alert. Map out boundaries. (See Maps in Section 8)		
	The EOC will develop the Evacuation Alert and provide for distribution. Alert should include info on how to prepare for being evacuated, what to take, pet care, safe evacuation routes, where to go, instructions for those with special needs, those without transportation, and the phone number for the call centre. (An Evacuation Alert Template is included in Appendix B)	EOC	

✓	Action Items - <u>in no particular order</u>	Assigned to	Completed date/time
	Identify agency in charge of distributing the Alert. This is usually the RCMP. Other agencies may assist in the door-to-door distribution, i.e. SAR.		
	Utilizing the Evacuation Kit found at the HI Fire Hall, conduct door-to-door canvassing of each home, business, and facility. (Usually coordinated by the RCMP) See Section 4 for Door-to-Door Notification Instructions		
	EOC will establish a Call Centre to handle public inquiries and provide emergency support information. Ensure this number is included on evacuation information being distributed to the public and media.	EOC	
	Call Centre phone number for public: _____ (Obtain from EOC)		
	EOC will issue a media release with details about the Evacuation Alert. (Time permitting)	EOC	
	Coordinate with special care facilities and other at risk populations (those with accessibility issues, medical conditions, etc.) regarding precautionary evacuation. People who require more than two hours' notice to evacuate should consider evacuating during the Evacuation Alert phase.		
	EOC will coordinate with School District 71 regarding closure of schools.	EOC	
	EOC will prepare to activate Reception Centre(s) and/or Group Lodging Facility(s) as required.	EOC	
	Determine 'trigger points' for escalating the Evacuation Alert to an Evacuation Order. Consult with EOC.		
	Preplan for an Evacuation Order. Follow the list of activities below.		
Procedures for Evacuation Order			
	Communicate decision to all involved, including supporting agencies.		
	In consultation with EOC, determine area that will be put under Evacuation Order. Map out boundaries. See Maps in Section 8		
	The EOC will develop the Evacuation Order and provide for distribution. Additional documents may also be provided for distribution. These may include a copy of the SoLE, map of evacuation area, assembly points, safe evacuation routes, reception centre location, instructions for those without transportation or requiring assistance, and the phone number for the call centre. (An Evacuation Order Template is included in Appendix B).	EOC	

✓	Action Items - <u>in no particular order</u>	Assigned to	Completed date/time
	EOC will declare a SoLE for the affected area.	EOC	
	EOC will establish a Public Information Call Centre to handle public inquiries and provide emergency support information. Ensure this number is included on evacuation information being distributed to the public and media.	EOC	
	Call Centre phone number for public: (Obtain from EOC)		
	Establish perimeter control and security for the evacuation area (Police, Fire, Public Works, security company, etc.). See Section 10 - Resources		
	Develop a traffic control plan. Identify and map traffic control points. Stage personnel and traffic control devices as required. See Section 8 - Maps		
	Identify and map assembly points. See Section 8 - Maps		
	Determine safe evacuation routes for access and egress. Communicate to all involved, including EOC, supporting agencies, and evacuees. See Section 8 - Maps		
	The EOC will activate Reception Centre and/or Group Lodging facility as required. See Section 1 for information on Reception Centres	EOC	
	The EOC will issue a media release with details about the Evacuation Order. For local Media Sources, see Section 10.	EOC	
	Identify agency in charge of distributing the Order. This is usually the RCMP. Other agencies may assist in the door-to-door distribution, i.e. SAR.		
	Utilizing the Evacuation Kit found at the fire hall, conduct door-to-door canvassing and flag each home, business, and facility as required. Complete the Evacuation Log. See Section 4 - Door to Door Notifications.		
	In consultation with EOC, determine approximate population within the risk area(s) See Section 9 - Estimated Dwellings by Zone.		
	Estimate public transportation requirements for pickup of evacuees who may not have own means of transportation.		
	Arrange transportation for individuals and facilities where assistance is required. See Section 5 - Transportation.		

✓	Action Items - <u>in no particular order</u>	Assigned to	Completed date/time
	Identify any critical infrastructure at risk.		
	Determine livestock numbers, if relevant.		
	Establish procedures for dealing with vehicle breakdowns on evacuation routes.		
	Determine any specialized resources required (HazMat, Transportation, Ambulance, Triage & Treatment, SAR, Forestry, ESS, Neighbourhood Coordinators, etc.) See Section 10 - Resources.		
	Track assigned resources.		
	Provide regular Situation Reports to EOC and DOC (if activated).		
Shelter in-Place (i.e. Hazardous material event)			
	Communicate decision to all involved including supporting agencies.		
	As necessary, complete steps from Action Item list above.		
	Determine if selective or partial evacuation of some areas are still required.		
	Establish a perimeter excluding people from entering the threat area by diverting vehicle and pedestrian traffic.		
	Work with EOC to alert affected populations of the need to shelter in place and measures to take. Use safe methods to deliver the message (door-to-door, public address systems, sirens, radio, social media, etc.) For local media sources see Section 10 - Resources.		
	Monitor and revise response as required.		
	See Shelter In Place, in Section 1		

Site Support Level (EOC)

Activate Emergency Operation Centre (Level 2 or 3)		
Ensure task number is assigned.		
Establish communication with Command Post.		
Establish communication with Emergency Coordination Centre (1-800-663-XXXX)		
Establish communication with CVRD CAO and other local authorities as required.		
Advise neighboring jurisdictions that may be affected by an evacuation.		

Procedures for Evacuation Alert

Communicate decision to all involved including supporting agencies.		
In consultation with IC, determine area to be put under Evacuation Alert. Map out boundaries. See Section 8 - Maps		
In consultation with IC, determine destination for evacuees (i.e. Assembly Points, Ferry, or Reception Centres). See Section 8 - Maps and BC Ferries Capacity Information in Appendix D.		
Create Evacuation Alert Notice and provide to IC for distribution. Alert should include info on how to prepare for being evacuated, including what to take, pet care, safe evacuation routes, where to go, instructions for those with special needs, those without transportation, and the phone number for the call centre. See Appendix B - Templates.		
Notify the PREOC at 604-586-XXXX that an Evacuation Alert has been issued. Forward a copy of the alert and map to PREOC Operations at the appropriate email. If the PREOC is not operational, notify the ECC at 1-800-663-XXXX.		
Establish a Public Information Call Centre to handle public inquiries and provide emergency support information. Include this number on evacuation information being distributed to the public and media.		
Issue a media release detailing information about the Evacuation Alert. See Section 2, Communications.		
Coordinate with School District 71 regarding closure of schools.		

	Prepare to activate Reception Centre(s) and/or Group Lodging Facility(s).		
	Determine trigger points for escalating the Evacuation Alert to an Evacuation Order. Consult with IC.		
	When possible, provide advance notification of a pending evacuation.		
	Preplan for an Evacuation Order. Consider resources needed and advise potential mutual aid agencies. Follow the list of activities below.		
Procedures for Evacuation Order			
	Communicate decision to all involved including supporting agencies.		
	In consultation with IC, determine area that will be put under Evacuation Order. Map out boundaries. See Section 8 - Maps.		
	Declare a SoLE for the affected area. Prepare documents as required.		
	Notify the PREOC at 604-586-XXXX that an Evacuation Order has been issued. Forward a copy of the order and map to PREOC Operations at the appropriate email. If the PREOC is not operational, notify the ECC at 1-800-663-XXXX.		
	In consultation with IC, determine approximate population within the risk area(s) See Section 8 - Maps and Section 9 - Estimated Dwellings by Zone		
	Establish a Public Information Call Centre to handle public inquiries and provide emergency support information. Ensure this number is included on evacuation information being distributed to the public and media.		
	Prepare and provide Evacuation Order notices to IC. Include a copy of the SoLE, map of evacuation area, safe evacuation routes, reception centre locations, pet care, instructions for those with special needs, those without transportation, and the phone number for the call centre. See Appendix B - Templates.		
	Activate and staff Reception Centre(s) and/or Group Lodging Facilities. See Section 10 for Support Services contacts and Lodging Resources Directory.		
	Issue a media release. Ensure public within the affected area is provided life safety information and evacuation details. Include the number of the Call Centre. For local media contact information see Section 10 - Resources.		
	Track numbers of evacuees and any reported injuries.		

	Provide additional resources to site as required (i.e. transportation resources).		
	As required, request assistance from neighbouring municipalities, districts, or province.		
	Identify any critical infrastructure at risk.		
	Coordinate with transportation providers to ensure vehicles and drivers will be available when and where required. See Section 10 - Resources.		
	Coordinate with School District regarding school closure(s). See Section 10 - Resources.		
	Provide regular status reports to evacuated population.		
	Provide situational awareness information to the PREOC.		
Emergency Support Services			
	Estimate number of evacuees and length of time support may be required.		
	As requested, activate Reception Centre or Group Lodging Facility in a safe area.		
	Consider at-risk population evacuation needs.		
	Alert Pet Care providers.		
	Keep evacuees at ESS facilities well informed (incident status, return times, etc.)		
	Obtain from EOC a call centre number for family, friends, and evacuees.		
	For detailed instructions, see Reception Centre / Group Lodging Operational Guidelines (not included here).		
Return of Evacuees			
	See Re-Entry and Recovery, Section 7.		
	Notify evacuees, neighbouring jurisdictions and the communities impacted that the return of evacuees is being planned. Provide an anticipated return date.		
	Consider the ability of those impacted to return to a 'normal' state of functioning (residents, businesses, facilities, etc.), and their needs.		

	If affected areas have been damaged, conduct damage assessments of residences, businesses and critical infrastructure (roads, bridges, utilities, etc.), to ensure there is no significant risk to health and safety before evacuees return.		
	Assess impact to power grid and ability to re-energize. If damaged, determine when utilities may be restored to areas under consideration for re-entry.		
	Develop a traffic control plan for the return of evacuees.		
	Determine transportation requirements and coordinate the return of evacuees.		
	Advise evacuees, through appropriate media, when it is time to return to their homes and businesses. Indicate preferred travel routes.		
	Consider establishment of a Resiliency Centre.		
	<p>If evacuated areas have sustained damage, provide the public with information that addresses:</p> <ul style="list-style-type: none"> • Contacting insurance companies, documenting damage and repairs • Caution in reactivating utilities and damaged appliances • Cleanup and removal/disposal of debris • Recovery program agencies (i.e. Red Cross) 		
	Provide traffic control for return of evacuees as needed.		
	Have ESS continue offering temporary lodging for evacuees that are unable to return to their residences.		
	Coordinate with special needs facilities regarding return of evacuees to those facilities.		
	Maintain control of access to areas that cannot be safely reoccupied.		
	Direct returning evacuees to https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-response-and-recovery/returning-home for tips on recovery following an evacuation.		

Section 4

Door-To-Door Notifications

(Material for Evacuation Alerts and Evacuation Orders)

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Door to Door Notifications

Evacuation Notification Kit

Location: The Evacuation Kit on Hornby Island is located at the Hornby Island Fire Hall.

The kit contains all of the materials required for door to door notifications. During a response, contact the EOC for additional supplies.

Time and resources permitting, teams authorized by the RCMP or the Incident Commander will travel door to door to notify people of an evacuation alert or order. These teams will use this opportunity to advise people of the actions they need to take, and to determine if anyone requires assistance. In the case of an Evacuation Order, the team should ask if people plan to comply with the order.

Door to door delivery is the most effective method of issuing evacuation alerts and orders but is also resource intensive. In an urban area it is estimated that a team of two can process approximately 12 houses per hour. In a rural area this number could be considerably less.

Note: There may not be time, or it may not be safe, for emergency responders to knock on every door in the evacuation area. If there is not enough time for emergency responders to safely issue door-to-door notifications, alternate forms of public notification will be used such as driving through affected neighbourhoods issuing notifications on public address systems.

See Section 2 - Communications.

Door to Door Teams

The RCMP will assign their personnel to deliver the evacuation notification to the residences within the impacted area. Should they need additional resources, GSAR, other first responders, and volunteers may be called in to assist. At no time should volunteer resources be placed in a position of risk. A resource request can be submitted to the PREOC to source additional resources.

Ideally the team members are recognized uniformed officials like the RCMP, however other agencies or volunteer groups may provide a source of additional personnel. These could include:

- Search and Rescue volunteers
- Emergency Support Services volunteers
- Neighbourhood Emergency Preparedness Program volunteers
- Municipal staff

The RCMP can contact the ECC directly to request GSAR assistance. If additional personnel are required the request should be made via the EOC.

Although utilizing trained personnel such as GSAR is preferred, training others could occur at the time that the Door to Door notifications are required.

Volunteers must never be put in a position where there is beyond normal risk to health and safety.

Door to Door Operations

Teams will be directed to a staging area for assignment and will fall under the direction of the Operations Section, typically the RCMP. Effective span of control must be maintained.

Those going door to door should work in teams of two to three. It is imperative that every team member have a means to communicate with their supervisor and anyone they supervise. This is to provide updates, notification of a team needing assistance, notification of an evacuee needing assistance, and to be notified immediately if the hazard level changes.

Evacuation Log and Instructions

The following two pages - the Evacuation Log and Evacuation Log Instructions - are intended to be printed back to back, on legal size paper, in landscape format.

This will make the form easier to fill out and the instructions easily accessible.

Evacuation Log

Incident Name: _____

EMBC Task Number: _____

Authority: _____
(Act, State of Local Emergency, Agency)

Date and Start Time: _____

Evacuation State: ALERT ORDER (Not used during Tactical Evacuation or Rescind)

ZONE #	Community:	Street Name	House#	Family Name	# of Occupants Present	# of Minor Children (< 19)	Transportation required	Livestock on-site	Blue - Not Home	Pink - Notified	Red - Need Assistance	Yellow - Evacuated	Orange - Refused	Evacuating to: Note Reception Centre (RC) or other address & ph.# (if available)	Time	COMMENTS <ul style="list-style-type: none"> If RED, note type of assistance If ORANGE, note reason If transportation required, give evacuee safe Assembly Point location(s) If Livestock, note type and quantity Call Centre Phone # _____

Page ____ of ____

Recorded by: _____ Team # _____

Evacuation Log Instructions

- Ensure that all premises are recorded on the Evacuation Log. / Once completed, return logs to supervisor or RCMP.
- Use one 2-3 foot long ribbon of biodegradable, colour-coded, and labelled tape to indicate the evacuation status at each premise.
- Tie the ribbon around the front door knob when the door can be seen from the street. If the door is not visible from the street, place the ribbon on the house where it will be visible from the street. If the house is not visible from the street, place the ribbon at the driveway entrance (i.e. mailbox or tree).
- Use the following colour-coded, labelled ribbons:

Colour – Meaning	Actions
Blue – Not home	Needs a second visit - if safe to do so.
Pink - Notified	Ready to evacuate when ordered. (Provide occupant with yellow ribbon to exchange with pink ribbon when leaving.)
Yellow - Evacuated	Instruct 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. (See IMPORTANT comment below.) Note address and record refusal on Evacuation Log. Report to supervisor or RCMP.
Red – Needs Assistance	Try to delegate assistance to neighbours. Use discretion on whether or not to directly assist. Note status and actions taken on Evacuation Log. If assistance still required, report to supervisor or RCMP.

IMPORTANT – FOR THOSE WHO REFUSE (ORANGE):

Anyone under the age of 19 is considered a minor and is not permitted to remain in an evacuation area. If children are present and either refuse to leave or cannot leave, notify the RCMP immediately. Police have the authority to seize a minor that would be considered at risk due to the emergency situation.

Provide residents with a copy of the following (if available):

- Evacuation Alert or Evacuation Order
- Map / Information Bulletin
- Call Centre phone number
- Evacuee Instructions and Items to Pack

Notification is the Priority – Keep Moving!

Written Information for Distribution

The EOC will prepare the written documentation for delivery during the door to door notifications. The level of urgency and time available will dictate what (if any) information is distributed.

All documentation for residents must be consistent, clearly state what an alert and order mean, and provide the actions they should take. The Evacuation Logs are designed to collect information to help the EOC and RCMP gain situational awareness and coordinate resources.

The instruction sheets for the door to door teams are useful for those that have not received prior training.

Special Instructions

The following must be immediately reported by the door to door teams to their Supervisor and up through the chain of command to the EOC. These include:

- People with disabilities/challenges that will need assistance to evacuate. This must be reported immediately to the EOC so transportation can be arranged.
- Locations where there are minors on-site, under the age of 19, and are either refusing to evacuate or are under the control of an adult that is refusing to evacuate. This must be reported immediately to the RCMP in case action is required.

If there are occupants over the age of 19 that refuse to evacuate, they should be informed that first responders will not risk their own safety to rescue them. Do not attempt to force them to leave or threaten them with police action. Note the address and refusal on the Evacuation Log and notify the evacuation supervisor or RCMP.

Evacuation Alert Instructions for Door to Door Teams

Items required:

- Radio or phone for communication
- Flagging tape
- Legal size clipboard (protection from rain if required)
- Evacuation Alert (and any additional printed information)
- Evacuation Log
- Uniform or hi-vis vest
- Evacuee Supply List (suggested items to pack)

1. Go to door. Knock loudly or ring doorbell.
2. Advise occupants of the Evacuation Alert.
3. Provide them a copy of the Evacuation Alert and any additional printed information provided.
4. Make sure occupants understand that they are NOT required to leave at this time, but must be prepared to leave at a moment's notice.
5. Tell occupants to stay tuned to a local radio station, the CVRD website, or the CVRD's social media feeds for updated emergency information.
6. Provide
 - Advise occupants to prepare an emergency kit. Include important items such as insurance papers, ID, clothing, prescriptions and mobility aids.
 - Consider pets. Get leashes, carriers and pet food ready.
 - Check-in on family, friends and neighbours who may need assistance.
7. Complete the Evacuation Log at each residence.
8. Ask if any of the occupants require assistance to evacuate if an evacuation order is issued. If yes, report this and the type of assistance required to your supervisor or the RCMP.
9. Advise occupants that a Reception Centre will be established if an Evacuation Order is issued. Evacuees can bring their pets with their leash and/or kennel, but animals will not be allowed in the Reception Centre (Exception: Seeing-eye dogs and special service dogs) A secure location for pets may be available outside the Reception Centre.

Evacuation Order Instructions for Door to Door Teams

Items required:

- Radio or phone for communication
- Flagging tape
- Legal size clipboard (protection from rain if required)
- Evacuation Order (and any additional printed information)
- Evacuation Log
- Uniform or hi-vis vest
- Evacuee Supply List (suggested items to pack)

1. Go to door quickly. Knock loudly or ring doorbell.
2. Advise occupants of the Evacuation Order.
3. Provide them a copy of the Evacuation Order and any additional printed information provided.
4. Ensure occupants understand that they must leave the area immediately.
5. Complete the Evacuation Log at each residence.
6. If any of the occupants require assistance to evacuate report this information to your supervisor, the RCMP or the Emergency Operations Centre.
7. If evacuees are able to evacuate but do not have transportation, provide the location of the nearest 'safe' assembly point, where they will get picked up.
8. Ask occupants if they intend to evacuate. If occupants are refusing to leave, do not force them. Note the address and notify your supervisor and / or RCMP.
9. If they are refusing to leave and have children under the age of 19, note the address and notify your supervisor and / or RCMP.
10. If the occupants are not home, leave the Evacuation Order in a visible location. Note the address on the Evacuee Information Spreadsheet and that no one was home.
11. Tie the appropriate colour flagging tape in a location visible from the road.

Verbal Messaging – Suggested Script

Tactical Evacuation (Must leave Now)			
Message Type	Verbal Script	Additional Information (time permitting)	Additional Notes
<p>Verbal Message</p> <p>Delivered door-to-door if safe to do so. If unsafe, use whatever means available. (i.e. sirens and loud speakers)</p> <p>Similar message may also be delivered by mass notification messaging through the EOC (Connect Rocket)</p>	<p>“This is an official notice. Due to [state hazard], your area is being evacuated. YOU MUST leave immediately. Take household members and pets. If time allows take essential medications and papers.</p> <p>If you or someone in your household has health or mobility issues that prevents them from evacuating, notify us now.</p> <p>It is the law that all minor children (under the age of 19) must evacuate.</p> <p>Monitor local radio stations, the CVRD website, and social media for updates.</p> <p>For your safety, please leave immediately!</p>	<ul style="list-style-type: none"> • Time remaining before situation becomes critical • Route to take, areas to avoid • Expected duration • Location of assembly areas for people without transportation • Location of Reception Centre 	<p>Door-to door teams should note the following:</p> <ul style="list-style-type: none"> • People that require assistance evacuating due to health or mobility issues • If people refuse to evacuate • If people refuse to evacuate & have children under the age of 19 • If people refuse to evacuate, inform them their safety cannot be guaranteed and that responders will not re-enter the evacuation zone to rescue them. <p>Report this information to the Incident Commander and RCMP</p>

Verbal Messaging – Suggested Script

Evacuation Alert (Be Ready to Leave)			
Message Type	Verbal Script	Additional Information to Consider	Additional Notes
<p>Verbal Message</p> <p>Should be accompanied by a copy of the Evacuation Alert</p> <p>Delivered by door-to-door teams</p> <p>Similar message may also be delivered by mass notification messaging through the EOC (Connect Rocket)</p>	<p>This is an Evacuation Alert Notice due to [list hazard] in your area. The Comox Valley Regional District is advising you to be prepared to evacuate on very short notice. You are not required to evacuate at this time but you should prepare to evacuate in case an Evacuation Order is issued.</p> <p>If you or someone in your household has health or mobility issues that prevents them from evacuating, notify us now.</p> <p>Monitor local radio stations, the CVRD website, and social media for updates.</p> <p>If you require more information call [call centre #].</p>	<ul style="list-style-type: none"> • Location of Reception Centre and assembly areas ‘on map’ • Time remaining before situation becomes critical • Route to take, areas to avoid • Expected duration • A list of what to take/pack • Information for people with special needs that will require assistance evacuating. 	<p>Door-to-door teams should note the following:</p> <ul style="list-style-type: none"> • People that may require assistance to evacuate, due to health or mobility issues, if an Evacuation Order is issued <p>Report this information to IC and RCMP</p>

Verbal Messaging – Suggested Script

Evacuation Order (Leave Now)			
Message Type	Verbal Script	Additional Information (time permitting)	Additional Notes
<p>Verbal Message</p> <p>Should be accompanied by a copy of the Evacuation Order</p> <p>Delivered by Door-to-door teams</p> <p>Similar message may also be delivered by mass notification messaging through the EOC (Connect Rocket)</p>	<p>This is an Evacuation Order. An emergency situation exists due to [state hazard] and your area is being evacuated. You are required to leave immediately. Take household members and pets. If time allows take essential medications and papers. If you are leaving by vehicle, take this route [provide route information]. If you do not have transportation, report to the assembly area located at [location], where transportation will be provided. For your safety, please leave immediately!</p> <p>A Reception Centre has been set-up at [insert location]. Report to the Reception Centre or call [call centre #] for more information.</p> <p>If you or someone in your household has health or mobility issues that prevents them from evacuating, notify us now.</p> <p>It is the law that all minor children (under the age of 19) must evacuate.</p> <p>Monitor local radio stations, the CVRD website, and social media for updates.</p>	<ul style="list-style-type: none"> • Map of Evacuation Area • Location of Reception Centre and assembly areas 'on map' • Route to take, areas to avoid • Information for people with special needs that will require assistance evacuating. 	<p>Door-to door teams should note the following:</p> <ul style="list-style-type: none"> • People that require assistance evacuating, due to health or mobility issues • If people refuse to evacuate • If people refuse to evacuate & they have children under the age of 19 • If people refuse to evacuate, inform them their safety cannot be guaranteed and that responders will not re-enter the evacuation zone to rescue them. <p>Report this information to IC and RCMP</p>

Verbal Messaging – Suggested Script

Access Control (Re-entry)			
Message Type	Verbal Script	Additional Instructions	Additional Notes
<p>Verbal Message</p> <p>Delivered by RCMP or Security at Check-Point</p>	<p>(The EOC will determine if temporary re-entry will be allowed. If allowed, the EOC will provide the RCMP with the necessary procedures.)</p> <p>Refusal Message (If required)</p> <p>“There is an Evacuation Order in place for this area. Your reasons for re-entry do not meet the criteria and I cannot jeopardize your personal safety. If you require more information or wish to follow-up with your inquiry, call [Call Centre #].</p>	<ul style="list-style-type: none"> • Security: If entry is refused and they enter anyway, record license plate and details and report the incident • If you are not sure if re-entry is allowed or not sure if they qualify, contact your supervisor, IC or EOC. 	<p>Re-entry may be considered on a case by case basis and will be determined by the EOC in consultation with the ICP and RCMP.</p> <p>Potential reasons for re-entry:</p> <ul style="list-style-type: none"> • Pets • Medications • Feed livestock • Fuel generators <p>Written passes may be required.</p>

Evacuee Instructions & Items to Pack

The following two pages – ‘Evacuee Instructions’ and ‘Evacuee Items to Pack’ - are intended to be printed back to back on one sheet and handed out to evacuees along with the Evacuation Alert, Order, and any other printed material supplied for distribution.

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Evacuee Instructions

Stay calm.

- If you received an **Evacuation Alert**, do the following:
 - Gather your family in preparation of an evacuation.
 - Pack essential items (See Items to pack on reverse) and place in your vehicle or in something portable if walking (i.e. backpack or luggage with wheels).
 - If you have children at school, determine the schools plan for evacuation.
 - Be ready to leave at a moment's notice.

- If you received an **Evacuation Order**, do the following:
 - Pack essential items only if time allows (See Items to pack on reverse)
 - Put pets in a portable kennel or on a leash and take them with you.
 - Carpool. Take a neighbour or someone else who needs help. Do not use more vehicles than you require to avoid congestion.
 - If fire is a risk, shut off gas at the meter and propane at the tank.
 - Do not use the telephone unless you need emergency service.
 - Go immediately to the home of a friend or relative outside the evacuation area, or to the ESS Reception Centre at: _____.
 - If you choose not to go to the Reception Centre, please call the Call Centre as soon as possible to ensure you are registered as an evacuee. This will assist the local Emergency Program with their response and ensure that your safety can be verified.
 - If available, responders will be stationed at intersections along the way to direct you.
 - If you need transportation, call: the Call Centre immediately.
 - If you need assistance evacuating, call the Call Centre immediately.

Call Centre PH # _____

Evacuee – Items to Pack **(If safe, practical, and time permits)**

Pack these:

- Prescriptions or special medications
- Change of clothing (consider the weather)
- Extra eyeglasses or contact lenses
- Keys (home & car)
- Credit cards, cash
- Cellphones and chargers
- Documents: DL, passports, Care Card, Home & Auto Insurance
- Pet Supplies: food, water, bowls, medications, leashes/kennel
- Baby supplies: clothing, baby food, formula, diapers, etc.
- Hearing aids & equipment for people with disabilities

If time allows, consider:

- Easily carried valuables, family photos, other irreplaceable items
- Personal computer information on hard drives and disks
- Laptops and chargers
- Contact lists (phone and email)

If a widespread disaster, consider:

- Water: two (preferably four) litres per person per day
- Food that won't spoil (if canned goods – take a can opener)
- First Aid Kit
- Flashlight and Radio (wind-up or take extra batteries)
- Candles and matches or lighter
- Additional clothing and footwear (consider the weather)
- Sleeping bags or warm blankets
- Toiletries and personal hygiene items
- Hand sanitizer, toilet paper and garbage bags
- Activities for children like books, puzzles or toys
- Utensils, plates and cups
- Household chlorine bleach or water purifying tablets
- Whistle (to attract attention)
- Duct tape

**Keep shoes and a flashlight near your bed in case of a night evacuation.
Help a neighbour in need.**

Evacuation Kit Inventory

Amount	Item	Amount to Re-stock
4	<ul style="list-style-type: none"> • Clipboards – each holding: <ul style="list-style-type: none"> ○ 3 Evacuation Tracking Sheets with procedures (Each sheet will do 10 locations) 	
4 Bags	<ul style="list-style-type: none"> • Rolls of flagging tape per bag: <ul style="list-style-type: none"> ○ 2 Yellow, 2 Pink, 1 Red, 1 Blue, 1 Orange 	
6	<ul style="list-style-type: none"> • Spare Evacuation Tracking Sheets (Each sheet will do 10 locations) 	
120	<ul style="list-style-type: none"> • Info Sheets <ul style="list-style-type: none"> ○ Info for Evacuees & Items to Pack (Printed back to back) 	
1 pack	<ul style="list-style-type: none"> • Large Zip Lock bags (To place over clipboard if raining) 	

If kit is used, please advise the Comox Valley Emergency Program for repacking.

CVEP:

- 250-334-8890
- cvep@shaw.ca
- 3001 Moray Avenue Courtenay, BC

Section 5

Transportation

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Transportation Resources and Planning

The primary means of transportation during an evacuation is privately owned vehicles, however some residents may not have the means available to transport themselves and their families out of the hazard area. It is critical that alternate means of transportation be identified and provided as required.

Debris and other obstructions may impede the movement of vehicles in the evacuated area. Such conditions may require evacuees to shelter in place until the transportation issues can be resolved.

Buses

When the need arises, the use of local authority buses, school buses and other private buses should be considered and staged at pre-identified Assembly Points. Evacuees may need to board buses on the periphery of an area. Consequently, those giving evacuation warnings should be kept informed of the locations where evacuees may assemble to obtain transportation.

- **Watson and Ash:** Contracted by BC Transit to provide services locally for municipal and regional bus transportation. They have access to an assortment of buses, including handicapped accessible. If an emergency required buses during regular operating hours, new buses and drivers may be put into service to respond, or buses currently in use may be diverted.

For an emergency that occurs after hours, it is anticipated that drivers and buses could be ready to roll from their yard at 1635 Knight Rd. in Comox within one hour of notification.

- **First Student:** Contracted by School District 71. They have a 46 passenger (adult size) school bus on Denman Island as well as one on Hornby Island. Neither is handicapped accessible. In an emergency they would be able to provide contact information for drivers.
- **Hornby Island Bus (Blue Bus):** Operated by the HI Community Economic Enhancement Corporation. One 23 passenger bus, not wheelchair accessible.

See Section 10 - Resources for a list of bus companies and contact information.

For the transportation of domestic animals (pets) on buses, see Domestic Animals and Livestock in Section 1.

Marine Transport

As Hornby Island is surrounded by water, the use of marine transport may be an option in exceptional circumstances when all other preferred methods are over-taxed or not available. In the event of a wildfire it is possible that preferred egress routes will be cut off and the only choice for escape is to gather on the shoreline. Two potential options for evacuation are:

- Royal Canadian Marine Search and Rescue
- Private marine transport

See Section 10 - Resources/Private Boats for vessel description, location, and contact information.

Private Marine Transport

As Hornby Island is surrounded by water, the use of private marine transport may be an option in exceptional circumstances when all other preferred methods are over-taxed or not available.

A number of Hornby Island residents have provided their contact information and a description of their boats, if the need arises. Other boat owners in the region may choose to assist as well. As with car transportation, owners would assume all risks, liabilities, and costs.

See Section 10 - Resources/Private Boats for vessel description, location, and contact information.

Hornby Island: Marine Landing Sites

(Potential sites for marine support other than wharves and docks)

The HI Evacuation Guidelines stakeholder group has chosen at this time not to identify specific marine landing sites as it was felt they exist in abundance and are too numerous to list.

Air Transport

If needed, the EOC may request the support of helicopters to assist in various facets of the evacuation. This could include the Royal Canadian Air Force 442 Transport and Rescue Squadron, the RCMP, and private contractors.

The feasibility of emergency airlifts are subject to numerous factors such as availability, weather, visibility, access to landing areas, etc.

Requests for helicopter support must be made through the EOC, with the exception of responder agencies utilizing their own aircraft.

See Section 10 - Resources/Air Transport for contact information.

Fuel

The closest fueling stations for Hornby Island are:

- Hornby Island Co-op: Gas pumps and propane. Open 7 days a week 0830-1830. Located at 5875 Central Road, Hornby Island
- Hornby Fire Hall: Diesel on-site.
- Denman Island General Store: A single gas pump as well as propane. Open Mon-Thurs 8 a.m.-6:30 p.m. / Friday 8 a.m.-7 p.m. / Saturday 9 a.m.-7 p.m. / Sunday 12-4 p.m. Located at 1069 NW Rd, Denman Island.
- Buckley Bay Petro Canada: A full service gas station open from 6am-10pm daily. Located at the Buckley Bay Ferry Terminal, 6856 Island Hwy S.

See Section 10 - Resources/Fuel for contact information.

BC Ferries

BC Ferries are required to meet the safety standards established by Transport Canada and each ship carries the appropriate complement of gear to ensure the safety of every passenger on board, under normal circumstances. During an evacuation BC Ferries would continue to operate according to these safety standards.

If conditions existed such that an urgent mass evacuation is or may be required, and that by not doing so lives may be put at risk, the EOC will consider all transportation options. If it is believed that aid from BC Ferries would be beneficial, the EOC would contact the PREOC (if activated) or EMBC directly to request this resource.

The terminal ramps and/or berths at Gravelly Bay (Denman Island east) and Shingle Spit (Hornby Island) are larger than the terminal at Denman West. This increased size may allow for the docking of larger vessels.

A current list of the fleet providing service to Denman, Hornby, and the surrounding area, as well as their capacity, can be found at: <https://www.bcferrries.com/onboard-experiences/fleet/fleet-by-service-area.html>

See Appendix D for capacity information for the Denman and Hornby island ferries, as well as other ferries in the region. (This data is provided for information only. Inclusion is in no way an indication that these vessels would be made available during an evacuation.)

If deemed necessary, access to the ferry terminals may be limited. For example: restricting travel to emergency resources and evacuees.

BC Ferries are not responsible for directing ferry traffic prior to entering onto BC Ferries property.

To increase pedestrian capacity, vehicle traffic on the ferry may be prohibited. Exceptions may be made for transportation of persons incapable of boarding by foot, wheelchair or other means.

Smaller pets such as dogs and cats, that pose no risk to passengers, will likely be allowed. All animals should be leashed or caged.

Emergency Activation of BC Ferries

A number of agencies have the emergency contact information for BC Ferries, including the RCMP, Fire Dispatch, BC Ambulance, the Comox Valley Emergency Program, and the EOC.

Section 6

Traffic Control

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Traffic & Pedestrian Control

Traffic Control Points

Traffic controls may be established at key intersections and at access control points to major evacuation routes as needed. In some cases, it may be necessary to control traffic on other routes to minimize the impact on the evacuation traffic. In most cases, the RCMP will manage evacuation area checkpoints, however during a large scale event police resources may become strained and non-police resources (e.g. experienced security contractors) may be required.

Access Control and Security

As an area is being evacuated, establish staffed access control points and barricades at key locations.

The objectives of access control are:

- to provide a controlled area from which an emergency evacuation will take place;
- to prevent entry to the evacuation area by unauthorized persons;
- to protect lives by controlling entry into evacuated area; and
- to maintain security, law and order in the evacuation area.

Limited Access or Temporary Re-Entry

Allowing access into evacuated areas may assist in reducing the impact of the emergency for individuals, organizations, government, and agencies, and allow those affected by the event to begin the process of recovery sooner. The CVRD is the primary authority for approving or denying non-response-related requests for temporary access.

The criteria and method for allowing entry into closed areas will be determined by the EOC.

- **No Access** – Prohibits the public from entering the closed area. Authorized personnel may enter as required. Media may be allowed access on a controlled basis depending on the degree of risk.
- **Limited Access or Temporary Re-entry** – Persons may be allowed into closed areas according to criteria established by the IC. Examples of criteria include retrieving essential documentation or medication from an evacuated home. Entry criteria should define the persons who will be allowed, whether motor vehicles are allowed, and the procedures to be followed. The method for allowing entry, such as Entry Passes, will be determined by the EOC in consultation with the RCMP and IC.

Choke Points (Choke Point is synonymous with a Bottleneck in the transportation system.)

During a large-scale evacuation of Hornby Island the primary choke points will likely be the ferry terminal and the roadways leading to that terminal.

- Roadways must be kept free for movement of evacuees and emergency vehicles.
- It is imperative that vehicles arriving in the area of the ferry are parked as efficiently as possible.
- A potential site for emergency parking has been identified where overflow ferry traffic may be directed. Buses, if available, will pick up evacuees at this location and transport them to the ferry terminal.
- The exact location of emergency parking will be determined at the time of the event.

Potential Emergency Parking location: 2750 Shingle Spit Road. A map of this location is included in Section 8.

Evacuation Traffic Control Checklist

Event Name _____ Task Number _____

✓	Action Items - in no particular order	Assigned to	Completed
Site Level (RCMP or Incident Command Post)			
	Establish a base of operations for Traffic Control.		
	Establish Communications with ICP and/or EOC. If EOC not activated, contact the Emergency Program @ 250-334-8890 or Emergency Program Coordinator 250-334-XXXX (private cell).		
	Obtain Call Centre phone number for the public from the EOC Call Centre phone #: _____		
	Obtain Reception Centre location(s) from the EOC RC Location(s): _____		
	RCMP should liaise with Ministry of Transportation / Mainroad (highways contractor) if disruption of traffic flow is anticipated or occurring.		
Procedures			
	In consultation with ICP and/or EOC, determine: <ul style="list-style-type: none"> • Area being evacuated • Evacuation Route(s) to be used 		
	Map the Evacuation Area and Route(s) to be used (See Maps – Section 8)		
	Develop a traffic control plan. Include (as necessary): <ul style="list-style-type: none"> • Inner and Outer Perimeters • Safe ingress routes for emergency responders • Safe egress routes for evacuees • Traffic Control Points • Traffic Choke Points • Emergency Parking areas • Assembly Points • Personnel requirements • Traffic control devices required & staging • Staging Area for personnel and equipment • Security requirements for evacuated area 		

✓	Action Items - in no particular order	Assigned to	Completed
	Establish Perimeter Control (Achieved through Access Control Points, roadblocks, road closures with barricades and supplemented by mobile patrols.)		
	The EOC will establish a Call Centre to handle public inquiries and provide emergency support information. Share with public at all checkpoints as necessary.	EOC	
	In consultation with EOC, determine approximate population within the risk area(s). This will help determine the potential traffic and routes used. See Section 9 - Dwellings and Population by Zone		
	Establish procedures for dealing with vehicle breakdowns on evacuation routes.		
	Liaise with EOC and ICP to identify and map the Assembly Points that will be used. See Section 8 - Maps		
	Liaise with EOC and ICP to ensure that public transportation will be available for transport of evacuees at the Assembly Points. EOC will arrange delivery of these resources.		
	Monitor the Assembly Points. Ensure evacuees are safe and being picked up.		
	Track assigned resources.		
	Determine if emergency overflow parking will be required at either ferry terminal. Potential locations for parking have been identified. See Section 8 - Maps		
	The EOC will prepare to activate ESS Reception Centre(s) and/or Group Lodging Facility(s) as required.	EOC	
	Preplan for an Evacuation Order. Follow the list of activities below.		
	In consultation with EOC, determine area that will be put under Evacuation Order. Map out boundaries. See Section 8 - Maps		
	EOC will prepare and provide Evacuation Order notices to IC for distribution. These should include a copy of the SoLE, map of evacuation area, safe evacuation routes, reception centre location, instructions for those without transportation or requiring assistance, and the phone number for the call centre. An Evacuation Order Template is included in Appendix B.	EOC	
	The EOC will declare a SoLE for the affected area.	EOC	

✓	Action Items - in no particular order	Assigned to	Completed
	The EOC will establish a Public Information Call Centre to handle public inquiries and provide emergency support information. Ensure this number is included on evacuation information being distributed to the public and media.	EOC	
	Establish perimeter control and security for the evacuation area (Police, Fire, Public Works, security company, etc.). See Section 10 - Resources		
	Determine safe evacuation routes for access and egress. Communicate to all involved, including EOC, supporting agencies, and evacuees. See Section 8 - Maps		
	The EOC will activate Reception Centre and/or Group Lodging facility as required. See Section 1 for information on Reception Centres.	EOC	
	The EOC will issue a media release with details about the Evacuation Order. For local Media Sources, see Section 10 - Resources.	EOC	
	Arrange transportation for individuals and facilities where assistance is required. See Section 10 - Resources		
	Track assigned resources.		
	Provide regular Situation Reports to EOC.		
Shelter-in-Place (i.e. Hazardous material event)			
	Liaise with ICP and EOC to determine what areas are safe to be in and if specialized safety equipment is required. If not safe, evacuate personnel.		
	Determine if selective or partial evacuation of some areas are still required.		
	Establish a perimeter excluding people from entering the threat area by diverting vehicle and pedestrian traffic.		
	Provide regular Situation Reports to EOC.		
	See Section 1 for more information on Sheltering in Place		
Return of Evacuees			
	See Section 7 - Re-Entry and Recovery		

✓	Action Items - in no particular order	Assigned to	Completed
	The EOC will notify evacuees, neighbouring jurisdictions and the communities impacted when it is safe to return. They will ensure that damage assessments of residences, businesses and critical infrastructure have been conducted to ensure there is no significant risk to health and safety.	EOC	
	Develop a traffic control plan for the return of evacuees. Utilize the Traffic Control Template.		
	Determine transportation requirements and coordinate the return of evacuees.		
	Liaise with EOC and IC to identify preferred travel routes.		
	Provide traffic control for return of evacuees as needed.		
	Maintain control of access to areas that cannot be safely reoccupied.		

Staging Area(s) for Personnel & Equipment

Primary Staging Area	
Alternate Staging Area	

Evacuation Route Information

(Consult with EOC and determine safe Ingress & Egress routes)

Primary Evacuation Route:	<i>(A State of Local Emergency must be declared to use private property without permission)</i>
Alternate Evacuation Route:	

Evacuee Destination Information (i.e. Reception Centre or Shingle Spit Ferry Terminal)

These locations will be determined by the EOC. Reception Centre locations on HI are attached.

Primary Destination:	
Alternate Destination:	

Traffic Control Points / Access Control Points

- Traffic Control Points are established as required for the purpose of directing vehicles. This includes ingress for emergency vehicles and egress for evacuees. The points may be staffed by one or more RCMP and/or other control personnel.
- Access Control Points are essential for the safety of the responders and to keep unauthorized individuals out of the risk area.

Location	Type of Control	Assigned to	Date & Time
	<input type="checkbox"/> Traffic Control <input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Closure		
	<input type="checkbox"/> Traffic Control <input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Closure		
	<input type="checkbox"/> Traffic Control <input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Closure		
	<input type="checkbox"/> Traffic Control <input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Closure		
	<input type="checkbox"/> Traffic Control <input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Closure		
	<input type="checkbox"/> Traffic Control <input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Closure		
	<input type="checkbox"/> Traffic Control <input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Closure		
	<input type="checkbox"/> Traffic Control <input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Closure		
	<input type="checkbox"/> Traffic Control <input type="checkbox"/> Checkpoint <input type="checkbox"/> Road Closure		

Issues Identified

(i.e. Traffic Congestion at Shingle Spit Ferry, vehicle broken down at Central Rd & Sollans Rd., etc.)

Issue	Location	Actions Taken / Required	Date & Time

Assembly Points

(Determine the assembly points to be used in consultation with EOC and IC)

These points are intended to provide a safe area for individuals to congregate while either waiting for emergency personnel to respond or to receive transport to a safer location such as a Reception Centre. These points must provide a safe location for buses to pick up passengers and an area to turn around.

*** See following page for Assembly Points on Hornby Island, according to Zone Maps.**

Zone #	AP #	Location:	Assigned to:	Date & Time
Zone #	AP #	Location:	Assigned to:	Date & Time
Zone #	AP #	Location:	Assigned to:	Date & Time
Zone #	AP #	Location:	Assigned to:	Date & Time
Zone #	AP #	Location:	Assigned to:	Date & Time
Zone #	AP #	Location:	Assigned to:	Date & Time
Zone #	AP #	Location:	Assigned to:	Date & Time
Zone #	AP #	Location:	Assigned to:	Date & Time

Assembly Points

These locations are recommendations only and their use will be determined by the RCMP and/or ICP, based on a review of the existing risk.

At select locations along each Evacuation Route, Assembly Points have been identified. These points are intended to provide a safe area for individuals to congregate while either waiting for emergency personnel to respond or to receive transport to a safer location such as a Reception Centre. These points must provide a safe location for buses to pick up passengers and turn around.

Pre-determined assembly points are identified on each Zone Map (yellow circle with A1, A2, etc.). The following is a list of each zone and specific assembly point locations.

Zone 1:

A1 – Mount Rd and Shingle spit Road

Zone 2:

A2 – Central Rd and Savoie Road

Zone 3:

A3 – Carmichael Road and West Carmichael Road

A4 – Cowie Road and Gunpowder Trail

Zone 4:

A5 – Central Rd and Sollans Rd

Zone 5:

A6 – St Johns Point Road and Chandler Road

A7 – 5875 Central Rd (Gas Bar Parking lot)

Zone 6:

A8 – St Johns Point Road and Seadollar Road

A9 – Anderson Drive and Periwinkle Place

A10 – Anderson Road and Gurney Road

A11 – St Johns Point Road and Helliwell Road

Zone 7:

A12 – Central Road and Seawright Road

A13 – Sandpiper Rd and Porpoise Crescent

A14 – Central Road and Sandpiper Road

Zone 8:

A15 – Central Road and Bond Road

Section 7

Re-Entry & Recovery

Re-Entry and Recovery

The EOC has access to a variety of plans and templates that will assist the affected community through the stages of re-entry and recovery.

Once the threat has passed, the EOC will make a decision on when and how to authorize re-entry.

Early Re-Entry for Community Support Agencies

It is recommended that certain agencies be given access to prepare the area prior to an Evacuation Rescind being issued. The goal is to ensure that the necessary preparations have been made in advance of the general population returning.

The following should be considered:

- 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.
- Critical Infrastructure agencies will need to ensure that their equipment is operating.
- Utility Agencies will need to reinstate services.
- A Traffic Control Plan for re-entry has been developed.
- Rapid Damage Assessments of properties and hazards need to take place.
- Contaminated sites assessed and, if required, cleaned-up.
- School Districts will need to determine if schools can open, and buses run, within a reasonable time-period.
- Establishment of a Resilience Centre for evacuees to obtain information and resources once the Evacuation Order has been lifted.

Re-entry

The decision to begin the return process must be made in consultation with key agencies involved in the evacuation process. A detailed assessment of the affected areas must be completed before a return can be considered. During this assessment the following should be determined:

- the threat has passed and there is little likelihood of further impact;
- public health issues such as contaminated water are being managed;
- structures are safe to reoccupy;
- utilities are operational (power, water, sewer, communications, etc.);
- there will be no interference to ongoing police related investigations;
- roads and transport infrastructure is open and safe for use;
- commercial food supplies are available;
- security needs are in place for damaged structures or unsafe areas; and
- support is available such as financial and social services.

Consistent public messaging is an essential element for orderly, effective re-entry. If necessary the public should be made aware of any potential for another evacuation.

Section 8

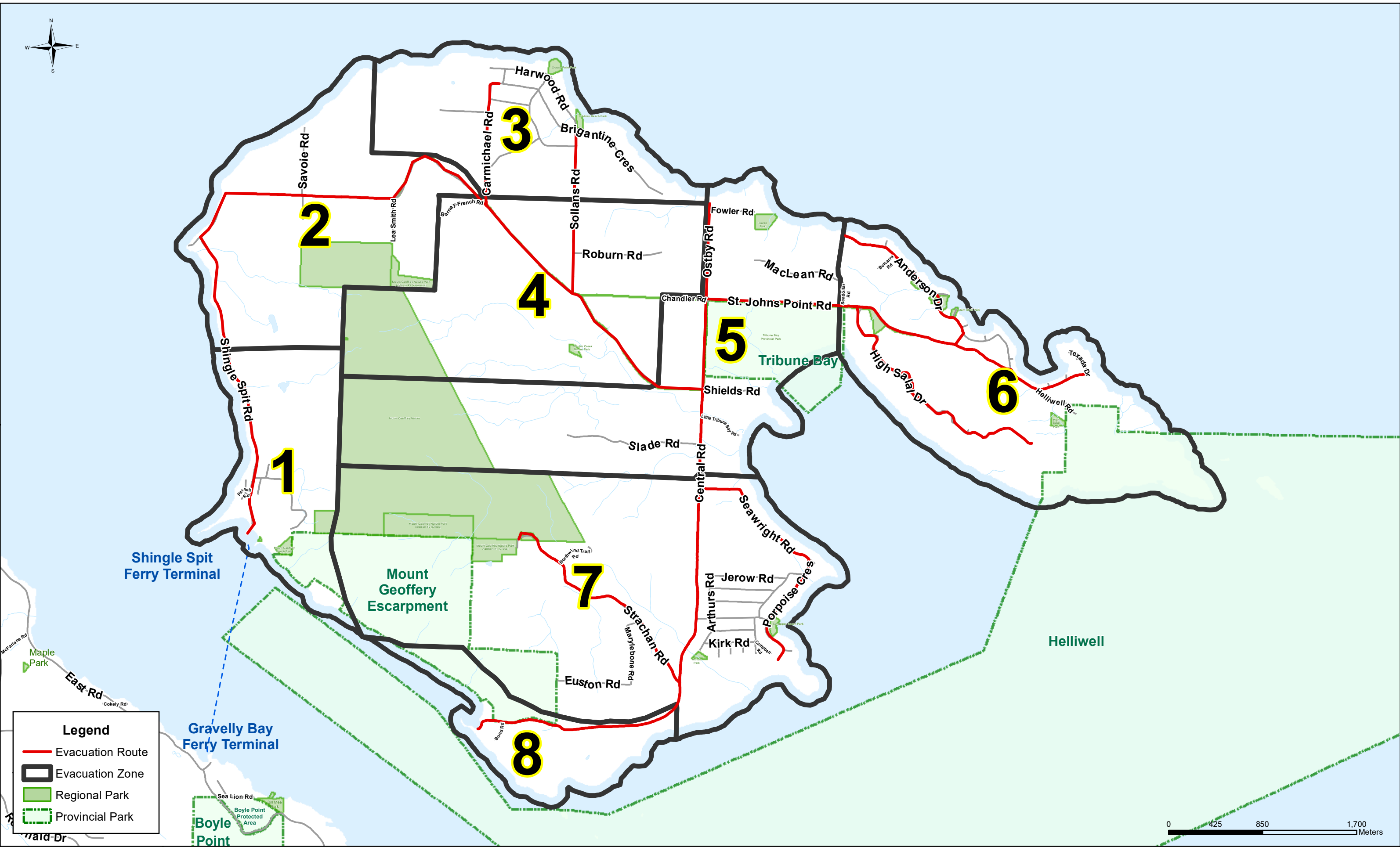
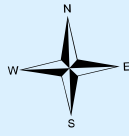
Maps

Evacuation Zone Maps

- Hornby Island – All Evacuation Zones
- Hornby Island – Zone 1
- Hornby Island – Zone 2
- Hornby Island – Zone 3
- Hornby Island – Zone 4
- Hornby Island – Zone 5
- Hornby Island – Zone 6
- Hornby Island – Zone 7
- Hornby Island – Zone 8

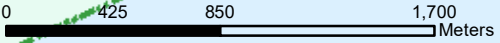
Emergency Parking Area

- Hornby Island Potential Emergency Parking Area

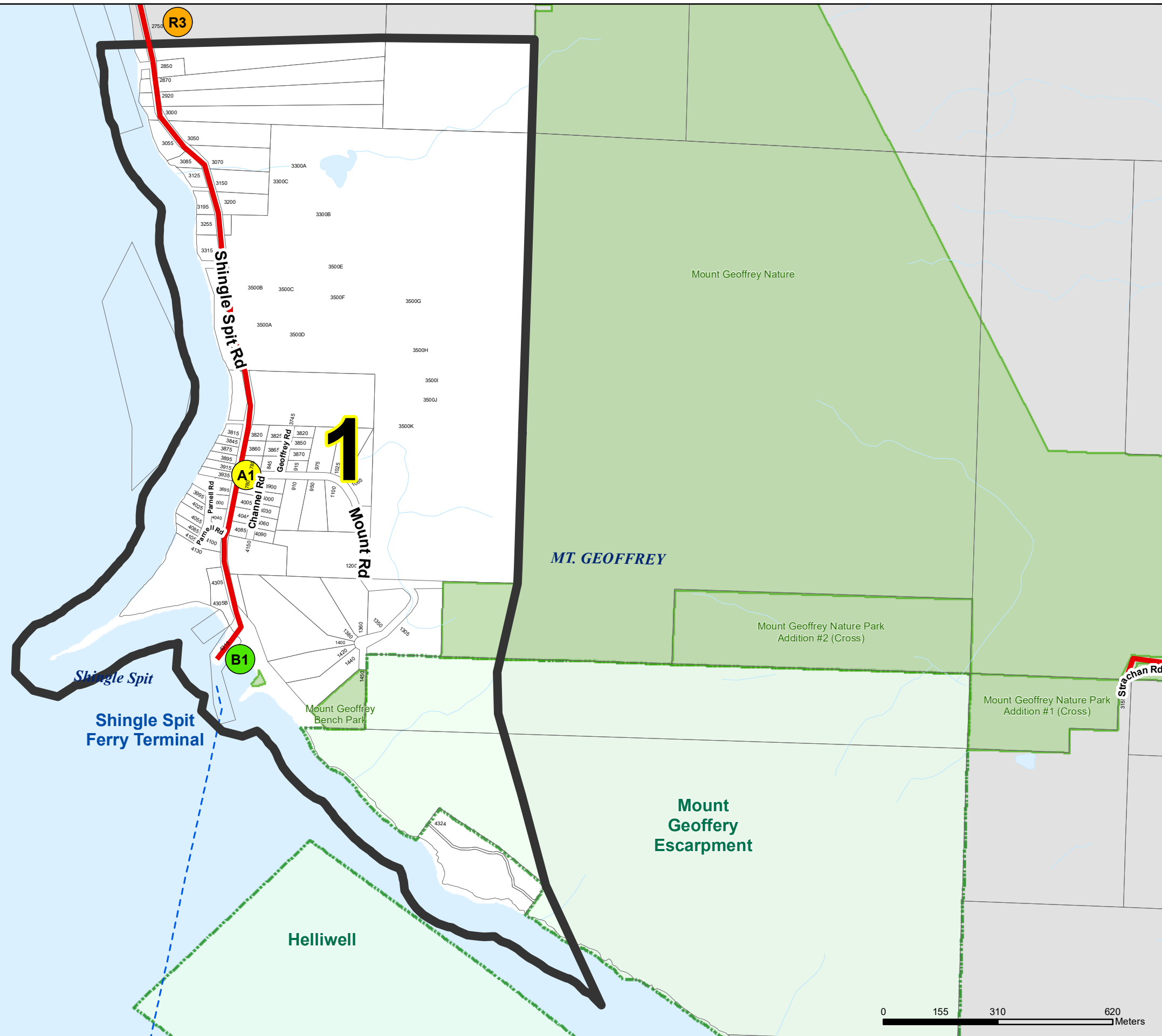
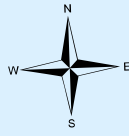


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






- Evacuation Route
- Evacuation Zone
- Regional Park
- Provincial Park



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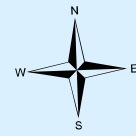
Legend

-  Assembly Point
-  Reception Centre
-  Boat Ramp
-  Evacuation Route
-  Evacuation Zone
-  Regional Park
-  Provincial Park









Hornby Island Evacuation Zone 1

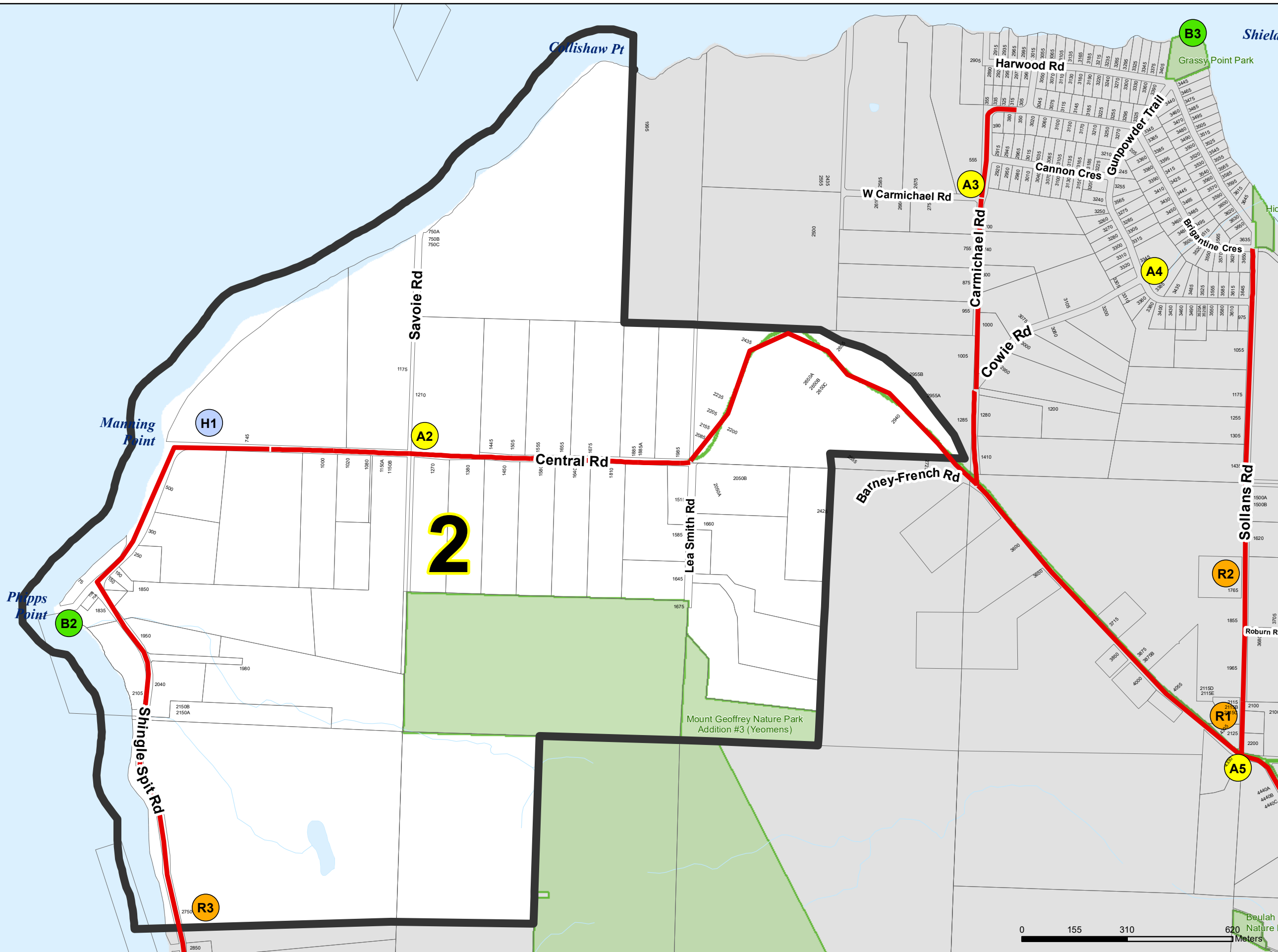
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Legend

-  Assembly Point
-  Reception Centre
-  Boat Ramp
-  Helicopter Landing Site
-  Evacuation Route
-  Evacuation Zone
-  Regional Park
-  Provincial Park



Hornby Island Evacuation Zone 2

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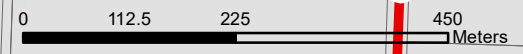


Wlishaw Pt

Shields Pt

Legend

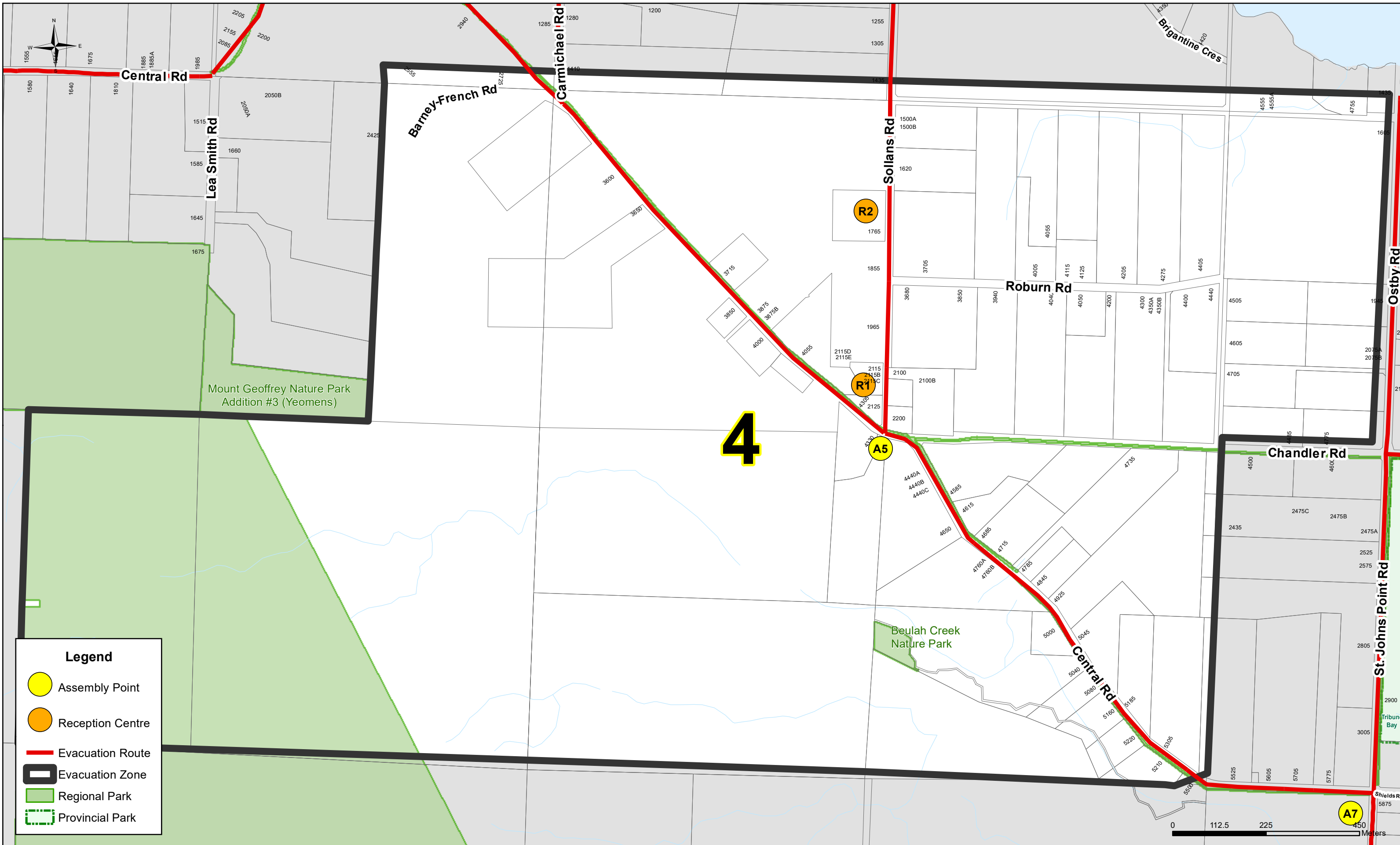
-  Assembly Point
-  Reception Centre
-  Boat Ramp
-  Evacuation Route
-  Evacuation Zone
-  Regional Park
-  Provincial Park









Hornby Island Evacuation Zone 3

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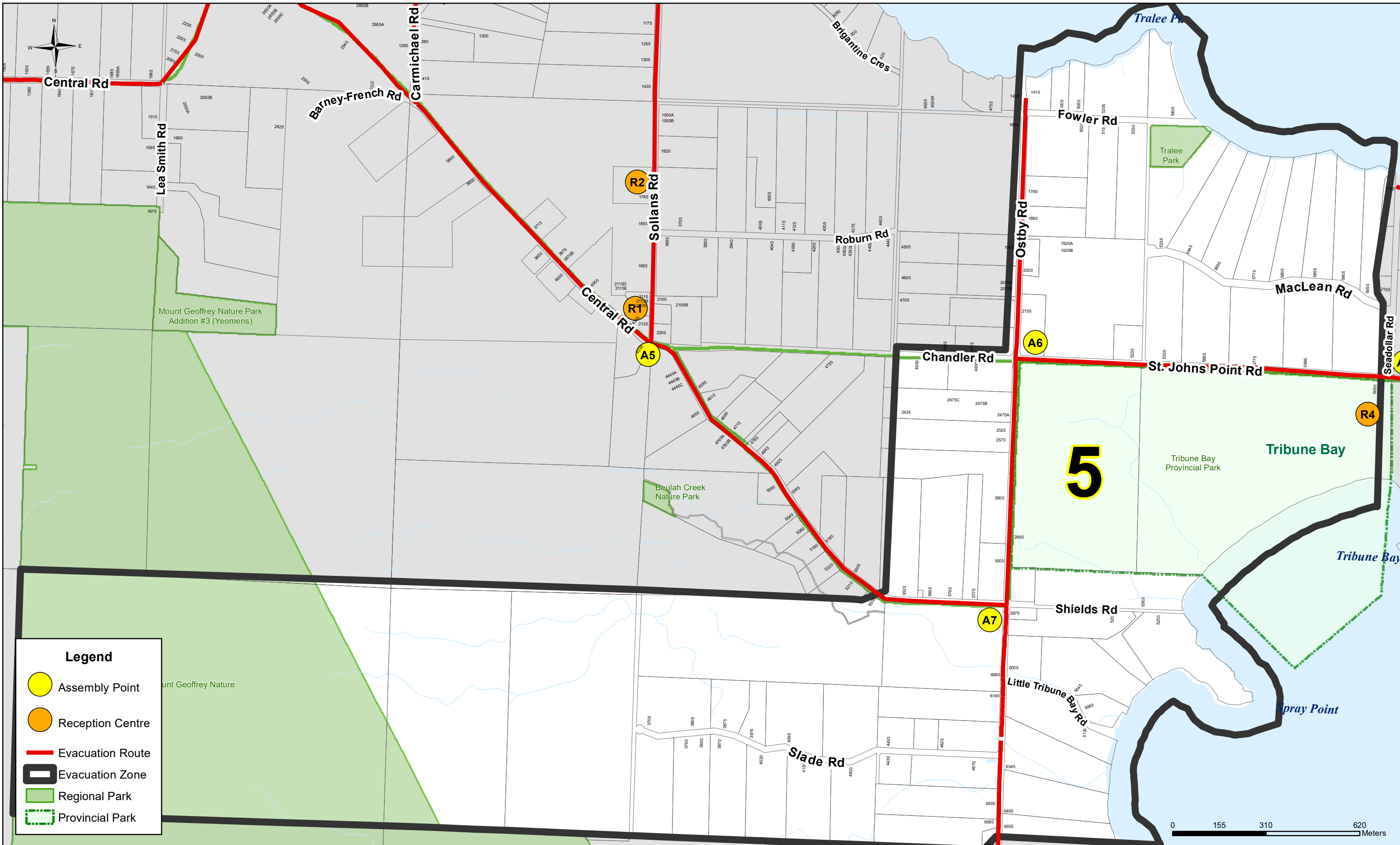
Legend

-  Assembly Point
-  Reception Centre
-  Evacuation Route
-  Evacuation Zone
-  Regional Park
-  Provincial Park

Hornby Island Evacuation Zone 4

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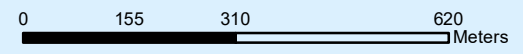
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Legend

- Assembly Point
- Reception Centre
- Evacuation Route
- Evacuation Zone
- Regional Park
- Provincial Park

Hornby Island Evacuation Zone 5



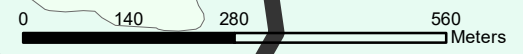
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Legend

- Assembly Point
- Reception Centre
- Boat Ramp
- Evacuation Route
- Evacuation Zone
- Regional Park
- Provincial Park



Hornby Island Evacuation Zone 6

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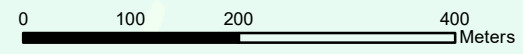
Hornby Island Evacuation Zone 7



Legend

- Assembly Point
- Boat Ramp
- Wharf
- Helicopter Landing Site
- Evacuation Route
- Evacuation Zone
- Provincial Park


Hornby Island Evacuation Zone 8



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Legend

 Potential Emergency Parking Area

Note: These are suggested locations only, actual locations will be established as required.

Section 9

Dwellings and Population According to their Zone (Estimated)

Table of Contents

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Hornby Island - Zone 4	7
Hornby Island - Zone 5	8
Hornby Island - Zone 6	9
Hornby Island - Zone 7	10
Hornby Island - Zone 8	12

Hornby Island - Dwellings and Population According to their Zone (estimated)

According to Stats Canada (2016), the average population per household in BC is 2.43. The following population estimates are based on the number of homes on Hornby Island, per roadway, multiplied by 2.5 (rounded up from 2.43). Commercial accommodations were estimated at two persons per room.

The below figures do not include transient populations such as tourists, business personnel, or those that may be homeless. Although the 2016 census indicates Hornby has a population of 1,016, Islands Trust has stated this figure likely quadruples or more in the summertime due to seasonal residents and a regular influx of visitors from BC and elsewhere (www.islandstrust.bc.ca/media/342916/01hocommunityprofile.pdf)

The following estimated figures were determined by doing a count of homes and commercial dwellings.

				Last review date: 2015		
Overall Zone Totals – Zones 1 Through 8						
Zone	Zone Title		Single Dwellings	Commercial Units	Residents	Comments
1	Shingle Spit		69	2	176.5	
2	Phipps Point		43	52	211.5	
3	Galleon		207		517.5	
4	Central		67		167.5	
5	Tribune		56	107	354	
6	Whaling Station		271		685	
7	Sandpiper		325		812.5	
	Ford Cove		20	10	70	
	Hornby Island	Total	1058	2	2994.5	

Hornby Island - Zone 1					
Zone Title	Street Name	Single Dwellings	Commercial Units	Residents	Comments
Shingle Spit	Shingle Spit Rd.	30	2	79	
	Parnell	9		22.5	
	Channel	8		20	
	Mount	16		40	
	Geoffrey	6		15	
	Total	71		176.5	

Hornby Island - Zone 2					
Zone Title	Street Name	Single Dwellings	Commercial Units	Residents	Comments
Phipps Point	Shingle Spit Rd.	5	52 unit campground	116.5	
	Central	31		77.5	
	Savoie	3		7.5	
	Lea Smith	4		10	
	Total	43		211.5	

Hornby Island - Zone 4					
Zone Title	Street Name	Single Dwellings	Commercial Units	Residents	Comments
Central	Fowler	3		7.5	
	Roburn	16		40	
	Mary	3		7.5	
	Sollans	8		20	
	Chandler	4		10	
	Central	30		75	
	Barney-French	3		7.5	
	Total	67		167.5	

Hornby Island - Zone 5					
Zone Title	Street Name	Single Dwellings	Commercial Units	Residents	Comments
Tribune	Central	12		30	
	St John	7		17.5	
	Shields	1	100 unit campground	202.5	
	Little Tribune	4		10	
	Slade	14		35	
	Fowler	6	Lodge with 7 cabins	29	
	Gull	0		0	
	McLean	12		30	
	Total	56		354	

Hornby Island - Zone 6					
Zone Title	Street Name	Single Dwellings	Commercial Units	Residents	Comments
Whaling Station	Anderson	174		435	
	Texada	16		40	
	Walton	4		10	
	Carling	2		5	
	Heliwell	3		7.5	
	St. John Point	26		65	
	High Salal	33		82.5	
	Belcarra	2		5	
	Periwinkle	3		7.5	
	Clam Shell	2		5	
	Anderson	9		22.5	
	Total	271		685	

Hornby Island - Zone 7					
Zone Title	Street Name	Single Dwellings	Commercial Units	Residents	Comments
Sandpiper	Seawright	54		135	
	Porpoise Cres.	46		115	
	Campbell	6		15	
	Harby	6		15	
	Downes Point	9		22.5	
	Foster	5		12.5	
	Hughes	4		10	
	Chungranis	4		10	
	Kirk	15		37.5	
	Paul	15		37.5	
	Sandpiper	16		40	
	McLeod	20		50	
	Arthurs	22		55	
	Reicken	23		57.5	
	Jerow	27		67.5	
	Central	36		90	

	Strachan	5		12.5	
	Northwind	1		2.5	
	Marylebone	1		2.5	
	Euston	10		25	
	Total	325		812.5	

Section 10

Resources

Resources – Hornby Island and Area

One of the primary functions of an EOC is to locate resources in support of a response. These resources may be local, provincial or federal.

CVEP maintains a comprehensive list of local authorities and agencies that could be called upon during an emergency or disaster. This list is by no means exhaustive. Currently the list has emergency contact information for over 100 personnel representing over 48 agencies. Each person and agency on the list also has access to the same list.

The database is updated frequently to stay current. Below is a sample of the agencies and local authorities it contains.

CV Emergency Program: Coordinator and Deputy Coordinator	CV Emergency Program: Ground Search & Rescue	CV Emergency Program: Emergency Support Services	CV Emergency Program: Emergency Radio Communications Team
BC Hydro	Emergency Management BC	BC Wildfire Service	BC Ambulance Service
Ministry of the Environment, Emergency Response	BC Ferries	Mobile Command Post	Comox Airport
City of Courtenay (CAO and other key personnel)	Town of Comox (CAO and other key personnel)	Village of Cumberland (CAO and other key personnel)	CVRD (CAO and other key personnel)
K'ómoks First Nation	North Island College	RCMP	Red Cross
DFAS (Emergency Clinics)	Dept. of National Defence	All Fire Departments within the region	Fortis BC
Island Health (VIHA)	HEMBC	Mainroad (road contractor)	Marine SAR
Ministry of Transportation and Infrastructure	Mt. Washington Resort	Neighbourhood Emergency Preparedness Programs	Salvation Army
School District 71	Strathcona RD: Emergency Coordinator	St. John Ambulance	Telus
BC Transit	Watson & Ash Transportation	Victim Services (RCMP)	

Because of the private nature of the list, and to avoid duplication, most of the contacts from the CVEP list are not included in the following resource list. Most of the resources below are specific to Hornby Island.

The following list should be reviewed and updated yearly.

Fire	Owner / Organization	Capacity / Comments	Contact Info
Fire Dispatch			Emergency – Dial 911 Work: 250-286-6266
Hornby Island	Hornby Island Fire & Rescue		Name: Doug Chinnery Position: Fire Chief Work: 250-335-2611 Home: 250-335-XXXX Cell: 250-218-XXXX
Denman Island	Denman Island Fire & Rescue		Name: Don Lockett Position: Fire Chief Work: 250-335-0345 Cell: 250-334-XXXX
Vancouver Island	Fanny Bay Fire		Name: Mike Smith Position: Fire Chief Work: 250-335-1011
	Ship's Point Fire		Name: Terry Hoffart Position: Fire Chief Work: 250-335-0527
	Courtenay Fire		Name: Don Bardonex Position: Fire Chief Work: 250-334-2513
	Comox Fire		Name: Gord Schreiner Position: Fire Chief Work: 250-339-2432
BC Wildfire	Coastal Fire Centre (Parksville)		Name: Donna MacPherson Position: Info Officer Work: 250-951-4209

	To report a fire		1 800 663-5555 *5555 on a cell Fire Info: 1 888 336-7378
Police	Owner / Organization	Comments	Contact Info
RCMP	Courtenay Detachment		Work: 250-338-1321 Emergency – Dial 911
	Hornby Island	A total of two officers will be assigned to Hornby and Denman, Thursday through Sunday, from the May Long Weekend through to Labour Day. These will be rotating positions.	Work: 250-338-1321 Emergency – Dial 911
Medical	Owner / Organization	Capacity / Comments	Contact Info
Public Clinics	Hornby Island Medical Clinic 1885 Solans Road Hornby Island	Zone 3	Front Desk: 250-331-8631 Trauma room: 250.331.XXXX
Doctors	Dr. Laura Chalfin Dr. Barbara Froehner-Bulmer Rural Nurse Maggie Ellis	Hornby Island Medical Clinic	Office: 250-331-8631 Pager: 1-888-581-4360 Pager: 1-250-360-4780
Ambulance	BCAS Denman Station 5501 Denman Rd. Denman Island		Name: Jeremy Cartier Position: Unit Chief Work: 250-335-0844
Hospital	North Island Hospital Comox Valley		Work: 250-331-5900

Search & Rescue	Owner/Organization	Capacity / Comments	Contact Info
Ground	Comox Valley Ground Search & Rescue		Work: 250-334-3211 Request through RCMP or EOC or ECC
Marine	Comox Valley Marine Rescue		Emergency contact: Joint Rescue Coordination Centre 1-800-567-5111
Support Services	Owner / Organization	Capacity / Comments	Contact Info
	Hornby & Denman Community Health Care Society Operates out of clinics on Hornby and Denman. Hornby: 1965 Sollans Road Denman: 3351 Piercy Road	50 staff offering Home Support services as well as counseling for children, youth and families, youth outreach, community education, and more. May be able to provide the location of their clients and other vulnerable individuals on Denman and Hornby.	Name: Lori Nawrot Position: Executive Director Work: 250-335-2885 Home Support Supervisor (250) 792-XXXX
	Emergency Support Services Volunteers on Denman Island and across the Comox Valley	ESS provides temporary support for evacuees, typically for up to 72 hours. This may include essentials such as lodging, food, clothing, basic toiletries, and prescriptions. (Government program and under the CVEP umbrella.)	Phone number available through Fire Chief, Fire Dispatch, CVEP or the EOC
Coast Guard	Owner / Organization	Capacity / Comments	Contact Info
	Coast Guard - Powell River		Phone: (604) 485-7511 Emergency contact:

			Joint Rescue Coordination Centre 1-800-567-5111
	Coast Guard – Parksville		Phone: (250) 248-2724 Emergency contact: Joint Rescue Coordination Centre 1-800-567-5111
	Comox Valley Marine Rescue		Emergency contact: Joint Rescue Coordination Centre 1-800-567-5111
Ground Transport	Owner / Organization	Capacity / Comments	Contact Info
Public Transit	BC Transit (Watson & Ash Transportation)		Name: Darren Richards Watson and Ash Work: 250-339-5426 Cell: 250-898-XXXX
	Hornby Island Bus (Hornby Island Community Economic Enhancement Corporation)	1 – 23 passenger bus on Hornby (The Blue Bus) Not handicapped accessible Driver on Hornby	Name: Karen Ross Work: 250-335-1455 Cell: 250-334-XXXX
School Buses	First Student (contractor used by SD71)	1 - 46 passenger school bus on Denman 1 - 46 passenger school bus on Hornby Neither is handicapped accessible. Drivers on Denman and Hornby may be available.	Name: Dorothy Palmer Position: Location Manager Work: 250-703-2656 Cell: 250-218-XXXX

Private Transportation (Taxis/Coaches)	Tofino Bus (Greyhound)		Work: 1-866-986-3466
Air Transport	Owner / Organization	Capacity / Comments	Contact Info
Helicopters	RCMP		To be requested through EOC or RCMP
	Royal Canadian Air Force 442 Transport and Rescue Squadron		To be requested through EOC
	49 North Helicopters 2200 Airport Drive, Campbell River	A variety of helicopters available	Name: Jean Marc Work: 1-250-926-9292 Cell: 1-250-287-XXXX
	West Coast Helicopters Campbell River	A variety of helicopters available Pilot on call 24/7	Work: 1-250-286-8863
	Grizzly Helicopters Campbell River	A variety of helicopters available	Work: 1-250-923-4622 Cell: 1-250-202-XXXX
	Ascent Heli Hoist Parksville		Work: 1-250-752-2981 Cell: 1-250-954-XXXX
	E&B Helicopters Campbell River	A variety of helicopters available Pilot on call 24/7	Work: 1-250-287-4421
Float Planes	Island Air Comox Valley Airpark		Work: 250-897-4433
Marine	Owner / Organization	Capacity / Comments	Contact Info

Transport			
Ferries	BC Ferries	See Appendix D for capacity information	RCMP, Fire, Ambulance, CVEP, and the EOC have emergency contact info.
Security	Owner / Organization	Capacity / Comments	Contact Info
Private Security Companies	JTF Security	Local security company Vali is with Denman Fire & Rescue but has staff that may be able to respond	Name: Vali Majd Position: Owner Work: 1-877-520-6677 Cell: 250-218-XXXX
	Thunderbird Security Courtenay		Work: 250-339-6878
Fuel Sources	Owner / Organization	Capacity / Comments	Contact Info
	Hornby Island Co-op 5875 Central Road Hornby Island	Gas pumps and propane. Open 7 days a week 0830-1830	Work: 250-335-2686 Gas bar manager: Alex Allan 250-335-XXXX Co-op manager: Lisha Scott: 250.335.XXXX
	Hornby Fire Hall 3715 Central Road	2000 litres of diesel on site	Name: Doug Chinnery Position: Fire Chief Work: 250-335-2611
	Denman Is. General Store 1066 Northwest Rd.	A single gas pump. Propane as well. Open Mon-Thurs 8 a.m.-6:30 p.m. / Friday 8 a.m.-7 p.m. / Saturday 9 a.m.-7 p.m. / Sunday 12-4 p.m.	Name: Daryl McLoughlin Position: Owner Work: 250-335-2293 Cell: 250-XXXX

	Petro Canada Buckley Bay Ferry Terminal	Full service station with generator Open 6 am – 10 pm	Work: 250-335-2266
	Coastal Mountain Fuels Courtenay 850 11th St, Courtenay, BC	Fuel trucks can be delivered to site All types of fuel available. Regular Fire Hall Supplier	Work: 250-334-2323
	Columbia Fuels - Courtenay	Fuel trucks can be delivered to site All types of fuel available	Name: Joe Tremblay Position: Manager Work: 250-334-3377
	Columbia Fuels - Nanaimo	Fuel trucks can be delivered to site All types of fuel available	Name: Joe Tremblay Position: Manager Work: 250-751-2000
Potable Water Sources	Owner / Organization	Capacity / Comments	Contact Info
	David Cloud Water Delivery Hornby Island	Bulk (2000L) and water cooler size bottles delivered	Work: 250-335-0245
	Water Pure & Simple Courtenay	500ml, 1 litre, and water cooler size bottles delivered	Work: 250-334-1666
	Courtenay Water Services Ltd.	Delivery of large truck mounted water tanks	Work: 250-792-4292
	Glacier Water Hauling	Delivery of large truck mounted water tanks	Work: 250-218-6353
Schools	Owner / Organization	Capacity / Comments	Contact Info
Public	Hornby Island Community School	School District 71	Work: 250-335-2125

	1100 Northwest Rd.		
Preschool	Hornby Island Daycare Centre 2200 Sollans Road		Work: 250-335-2684
Lodging	Owner / Organization	Capacity / Comments	Contact Info
	See list at end of this document	Note: Commercial accommodation may be full with guests during summer months	
Community Buildings	Owner / Organization	Capacity / Comments	Contact Info
Public	Hornby Island Comm. Hall 4305 Central Road	Commercial kitchen, two washrooms Main hall, smaller hall	Name: Lynn Nunley Position: Booker Work: 250-335-2033
	Joe King Ball Park Clubhouse 3875 Central Road	Kitchen, 2 washrooms Gymnasium, lounge	Name: George Buyver Position: current President Work: 250-335-1371
	New Horizons Centre 1765 Sollans Road	Kitchen, washroom, hall	Name: Mary Geppart Position: Society President Work: 250-335-2636 Centre: 250-335-0385
Food	Owner / Organization	Capacity / Comments	Contact Info
Restaurants, cafes, bakeries, groceries	Hornby Island Co-op 5875 Central Road Hornby Island	Groceries, soups, sandwiches, baked goods	Store phone: 250-335-1121 Co-op manager: Lisha Scott 250.335.XXXX

	Ford Cove Store 10835 Central Road	Pizza, Groceries	Store phone: 250-335-2169
Food Coordinators	ad-hoc food prep	Can mobilize community food prep	Rachelle Chinnery: Home: 250-335-XXXX Cell: 250-335-XXXX Andrea Kaback: Home: 250-335-XXXX Cell: 250-702-XXXX
Roads & Traffic	Owner / Organization	Capacity / Comments	Contact Info
Ministry	Ministry of Transportation & Infrastructure - Courtenay		Work: 250-334-6951
Traffic Control	Mainroad North Island Contracting – Cumberland		Work: 250-203-1221
	Campbell River Traffic Controllers - Campbell River		Work: 250-203-1221
	JSK Traffic Control Services Nanaimo		Work: 250-716-4454
Other	Owner / Organization	Capacity / Comments	Contact Info
Radio / TV	96.5 CHFR Hornby Community Radio	Hornby Community radio station	Station: 250-335-0902
	97.3 FM – The Eagle Courtenay		Work: 250-334-2421

	98.9 FM – The Goat Courtenay		Work: 250-703-2538
	CHEK 6 News Courtenay		Work: 250-334-7142
	A Channel TV Courtenay		Work: 250-702-3274
Portable Bathrooms	Patties Portable Potties		Work: 250-337-5200
Tow trucks	Dunn Right Towing		Work: 250-650-8697
	Georgia Straight Towing		Work: 250-338-9899

Private Boats	Contact	Type / Capacity / Comments	Location
	Hornby Island Diving Ph. 250.335.2807 Cell: 250.XXXX	12 person capacity. CCG certified	Ford Cove Marina
	Water Taxi Name: Jesse Berg Cell: 250.218.9391	20' Fiberglass. CCG certified water taxi	Ford Cove Marina

Heavy Equip.	Owner / Organization	Type / Capacity / Location	Contact Info
Excavators	Eben Walmsley Backhoe Services	Backhoe, midsized excavator	Ph.: 250.335.1779
	Outer Island Guest Farm Jed Young	Mini Ex	Ph.: 250.335.2379 Cell: 250.703.XXXX
	LeBaron Contracting	suitcase Ex	Ph.: 250.335.3038

	Sasha LeBaron		Cell: 778-992-XXXX
	Island Backhoe Services Ltd. Dave Colley	Backhoe	Ph.: 250.335.0570

Lodging Resources Directory – Hornby Island

(Commercial accommodation may be full with guests during summer months)

Details of operation Name, address, phone, fax, email, contact name & phone	Rooms/sites	Kitchennettes/ suites	Addl. spaces	Total Capacity incl. additional spaces	Accessible?	Shuttle Service?	Pets (C/D)	Parking spaces	Aux. Power	Restaurant	Comments
Seabreeze Lodge 5205 Fowler Office Ph.: 250.335.2321	12	12	0		y	n	?	50	N	Y	
Ford Cove Cabins/Campground Office Ph.: 250.335.2169	6	6	40		n	N	n	20	y	N	6 cabins, 40 campsites
BradsDadsLand Campground 2105 Shingle Spit Road Office Ph.: 250.335.0757	40	0	0		Y	N	N	40	n	n	About 40 tent sites and a handful of RV sites.

Appendix A

Legal Authorities

Criminal Code of Canada	Authorizes the RCMP to evacuate buildings or areas for criminal investigation or activities (i.e. hostage taking, bomb threat, etc.).
<i>Emergency Program Act</i> , Section 12(1) and 9(1)	Permits the head of a local authority to declare a state of local emergency, and that allows the local authority to order an evacuation should it be necessary. Permits the Solicitor General to order an evacuation if a provincial state of emergency is declared.
<i>Fire Services Act</i> , Section 25	Section 25 (1) If an emergency arising from a fire hazard or from a risk of explosion causes the fire commissioner to be apprehensive of imminent and serious danger to life or property, or of a panic, the fire commissioner may immediately take the steps he or she thinks advisable to remove the hazard or risk. (2) For the purposes of subsection (1), the fire commissioner may evacuate a building or area, and may call on the police and fire prevention authorities who have jurisdiction to provide assistance.
<i>Public Health Act</i> Sections 28 (1), 29 (2) (a), 31 (1), 31 (2)(b)(ii).	Section 28 (1) If the circumstances described in section 27 [when orders respecting infectious agents and hazardous agents may be made] apply, a medical health officer may order a person to do anything that the medical health officer reasonably believes is necessary for either or both of the following purposes: (a) to determine whether an infectious agent or a hazardous agent exists, or likely exists; (b) to prevent the transmission of an infectious agent or a hazardous agent. Section 29 (2a) A medical health officer may order a person to remain in a specified place, or not enter a place. Section 31 (1) If the circumstances described in section 30 [when orders respecting health hazards and contraventions may be made] apply, a health officer may order a person to do anything that the health officer reasonably believes is necessary for any of the following purposes: (a) to determine whether a health hazard exists;

	<ul style="list-style-type: none"> (b) to prevent or stop a health hazard, or mitigate the harm or prevent further harm from a health hazard; (c) to bring the person into compliance with the Act or a regulation made under it; (d) to bring the person into compliance with a term or condition of a licence or permit held by that person under this Act. <p>(2)b ii) A health officer may issue an order under subsection a person who has custody or control of a thing, or control of a condition, that is not in compliance with the Act or a regulation made under it, or a term or condition of the person's licence or permit.</p>
<p><i>Environmental Management Act</i> Section 91.4, 91.2 (2)(c)</p>	<p>Section 91.4</p> <p>(1) The government may carry out actions described in section 91.2 (2) [responsible persons — spill response] if an officer considers that</p> <ul style="list-style-type: none"> (a) a spill has occurred or there is an imminent risk of a spill occurring, (b) action is necessary to address a spill or the risk of a spill or to resolve or mitigate long term effects of a spill, and (c) one or more of the following apply: <ul style="list-style-type: none"> (i) there is no responsible person in relation to the spill; (ii) an officer has reasonable grounds to believe that government action is required to safeguard the environment, human health or infrastructure; (iii) the responsible person in relation to the spill requests that the government assist with spill response and recovery actions. <p>Section 91.2</p> <p>(2) (c) identify and evaluate the immediate risks to and impacts on the environment, human health or infrastructure and, as necessary,</p> <ul style="list-style-type: none"> (i) advise persons to take protective action in relation to the spill, (ii) protect infrastructure, and (iii) protect, recover and restore the environment;

<p><i>Oil and Gas Activities Act</i>, Section 51</p>	<p>Section 51</p> <p>(1) An official, by order, may restrict or prohibit, in a manner prescribed by regulation, access to a public area, including a highway, road, resource road, and railway, if the official is of the opinion that the restriction or prohibition is necessary because of hazardous conditions resulting from an oil and gas activity.</p> <p>(2) If an official issues an order under subsection (1), the commission must confirm the order in writing within 24 hours or the order ceases to be effective.</p>
<p>Forest Practices Code of British Columbia Act Section 85</p>	<p>(1) A designated forest official may, by order, require a person to leave an area specified in the order if the government is engaged in fire control or suppression operations.</p> <p>(2) A person who receives an order under subsection (1) must immediately comply with the requirements of the order.</p> <p>(3) A designated forest official may make an order under subsection (1) whether or not the area specified in the order has been declared a restricted area.</p>
<p><i>Wildfire Act</i>, Sections 11, 13 ad 14</p>	<p>Section 11</p> <p>(1) If the minister considers it necessary or desirable to limit the risk of a fire, to address a public safety concern or to avoid interference with fire control, the minister by order may designate a specified area as a restricted area for a specified period.</p> <p>Requirement to leave specified area:</p> <p>Section 13</p> <p>(1) If the government is engaged in fire control, an official by order may require all persons in an area specified by the official to leave the area.</p> <p>(2) Each of the persons that is the subject of an order under subsection (1) must comply with the order.</p> <p>(3) An order under subsection (1) may be different for different categories of persons.</p> <p>Notice of orders under sections 10 to 13</p> <p>Section 14</p>

	<p>(1) Despite section 63, notice must be given in accordance with this section of an order made under any of sections 10 to 13.</p> <p>(2) The notice required under subsection (1) is sufficiently given to all persons in or near the applicable specified area under sections 10 to 13 if the notice includes a copy of the order or contains particulars or a summary of the order and is</p> <ul style="list-style-type: none"> (a) posted in or near the specified area, (b) published in or near the area in a manner that the official giving the notice considers will come to the attention of persons in or near the specified area, or (c) broadcast in a manner that the official giving the notice considers will come to the attention of persons in or near the specified area. <p>(3) Without limiting subsection (2), a notice under any of sections 10 to 13 is sufficiently given to any person if the notice includes a copy of the order or contains particulars or a summary of the order and is delivered to the person.</p>
<p><u>Indian Act, Section 81</u></p>	<p>Section 81</p> <p>(1) The council of a band may make by-laws not inconsistent with this Act or with any regulation made by the Governor in Council or the Minister, for any or all of the following purposes, namely,</p> <ul style="list-style-type: none"> (a) to provide for the health of residents on the reserve and to prevent the spreading of contagious and infectious diseases; (b) the regulation of traffic;

Appendix B

Sample Emergency Templates

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) / Band Council] 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 [name of Local Authority/First Nation], its employees, servants and agents are empowered pursuant to [Section 13 (1) of the *Emergency Program Act* / Band Council] 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 / Band Chief] this date, [date], to remain in force for seven days until [date] at midnight unless cancelled by order of [name of Local Authority/First Nation] [or the Minister responsible].

[Board Chair or Designate, Mayor or Designate, Chief or Designate]
[Name of Local Authority/First Nation]

NOTE: Non-Treaty First Nations are not required by legislation to issue a State of Local Emergency; it is a recommendation that they do so in order to communicate their emergency situation to Emergency Management BC and Indigenous Services Canada.

EVACUATION ALERT TEMPLATE

EVACUATION ALERT

[**DESCRIPTOR OF AREA**]

[DATE AND TIME]

An Evacuation Alert has been issued by [Local Authority/First Nation] at the Emergency Operations Centre (EOC).

[Briefly describe event and potential risk]

Because of the potential danger to life and health, the [Local Authority/First Nation] 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 or co-workers and designate a meeting area outside the evacuation area, should an evacuation be called while separated.
- Gather essential items such as government-issued ID, medications, eyeglasses, 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.
- Prepare to move disabled persons and/or children (also neighbours if assistance needed).
- Prepare to take pets with you and move livestock to a safe area (if possible).
- Arrange to transport your household members or co-workers in the event of an Evacuation Order. If you need transportation assistance, please call [contact number].
- Arrange accommodation for your family if possible. In the event of an evacuation, Reception Centres will be opened if required.
- 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 of Board/Chair or designate, Mayor or Designate, Chief or Designate]

[Name of Local Authority/First Nation]

EVACUATION ORDER TEMPLATE

EVACUATION ORDER

[DESCRIPTOR OF AREA]

[DATE AND TIME]

Pursuant to [Section 12 (1) of the BC Emergency Program Act / Band Council] an **Evacuation Order** has been issued by [Local Authority/First Nation] due to immediate danger to life safety caused by: [briefly describe event].

Members of the [local police department and other agencies] 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].
- If you need transportation assistance from the area, advise the person providing this notice or call [contact number].
- Close all windows and doors.
- Shut off all gas and electrical appliances, other than refrigerators and freezers.
- Close gates (latch) but do not lock.
- Gather your family: take a neighbour or someone who needs help.
- 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 more vehicles than you have to.
- 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 of Board/Chair or designate, Mayor or Designate, Chief or Designate]

[Name of Local Authority/First Nation]

EVACUATION RESCIND TEMPLATE

EVACUATION RESCIND

[DESCRIPTOR OF AREA]

[DATE AND TIME]

The Evacuation Order, pursuant to [Section 12 (1) of the BC Emergency Program Act / Band Council] 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 that is deemed necessary the Evacuation Order process will re-commence.

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

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

[Name of Local Authority/First Nation]

SAMPLE SHELTER-IN-PLACE INSTRUCTIONS

SHELTER-IN-PLACE ORDER

An incident has caused hazardous material to enter the air. Emergency response professionals are requesting that you immediately “Shelter-in-Place” by staying protected indoors until you receive an instruction that is it safe to exit the building.

It is important to stay informed of updates through [applicable radio station, television channel, website, social media page].

Shelter-in-Place:

- Go inside and close all windows and exterior doors
- If you are told there is a danger of explosion, close the window shades, blinds, or curtains
- Turn off all fans, heating and air conditioning systems. Close the fireplace damper
- Get your family emergency kit and make sure the radio is working
- Cell phones may be overwhelmed or damaged during an emergency. It is ideal to have a hard-wired telephone in the room you select. If you do not have a hard-wired telephone, bring your cell phone and charger to ensure you have a method to communicate. Call your emergency contact and have the phone available if you need to report a life-threatening condition
- Go to an interior room without windows that is above-ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air and may seep into basements even if the windows are closed
- Bring your pets with you, and be sure to bring additional food and water supplies for them
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room. A wet towel can also be used to create a seal along doors and windows
- Keep listening to the radio or television and monitor Emergency Info BC online until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk to your community

The hazardous material is toxic. The signs and symptoms of overexposure are as follows:

_____. If you have any of these signs or symptoms and the order to shelter in place is still in effect, contact medical help by telephone at:

_____. If the shelter in place order has been rescinded, seek immediate medical help at the following location: _____.

If the situation is life-threatening or you are unable to move, dial the emergency response number in your area: (most often 9-1-1) _____.

DO NOT leave your building or home until you receive notification that the danger has passed.

Appendix C

Key Agencies and their Function in the EOC

Local Government

Will declare a State of Local Emergency for a formal evacuation and offer support to the incident site from the EOC.

Police Services Branch

Will coordinate and support evacuation operations, law enforcement, and traffic control.

Fire Services Branch

If required, they are able to order an evacuation under the *Fire Services Act*.

May support police in the delivery of evacuation advisory or alert information and/or perform the evacuation tracking and identification processes.

Search and Rescue Branch (volunteers)

May support Police or Fire Services in the delivery of evacuation advisory or alert information and/or perform the evacuation tracking and identification processes.

Health Branch

Will ensure that patient levels have been reduced, individuals have been evacuated as necessary from hospitals and care facilities, and that transportation and medical care is facilitated for evacuated patients. The Health Branch assists Operations in identifying the locations of at-risk populations while maintaining patient confidentiality.

Emergency Support Services Branch

Responsible for establishing and managing Reception Centres and/or Group Lodging Facilities and directing ESS volunteers with meeting the immediate needs of evacuees, such as: food, lodging, and incidentals.

Mainroad Contracting (MoTI):

Contractor responsible for road maintenance on Hornby Island.

Appendix D

BC Ferries - Capacity information

Denman Island and Hornby Island

➤ **Buckley Bay (Vancouver Island) to Denman Island West (Denman Island)**

- Ferry: Baynes Sound Connector
 - Overall Length: 78.5 metres (257'6")
 - Car Capacity: 45*
 - Passenger & Crew Capacity: 150

- Ferry: Quinitsa
 - Overall Length: 77.59 metres (254'7")
 - Car Capacity: 44*
 - Passenger & Crew Capacity: 300

➤ **Gravelly Bay (Denman Island East) to Shingle Spit (Hornby Island)**

- Ferry: Kahloke
 - Overall Length: 54.71 metres (179'6")
 - Car Capacity: 21*
 - Passenger & Crew Capacity: 200

Comox to Powell River

This data is provided for information only. Inclusion here is in no way an indication that these vessels would be made available during an evacuation. See Section 5 – Transportation/BC Ferries for more information.

➤ **Little River (Vancouver Island) to Westview (Powell River)**

- Ferry: Salish Orca
 - Overall Length: 107 metres (351')
 - Car Capacity: 138*
 - Passenger & Crew Capacity: 600

- **Saltery Bay (Powell River) – Earls Cove (Sechelt Peninsula)**

- Ferry: Island Sky
 - Overall Length: 102 metres (334' 6")
 - Car Capacity: 112*
 - Passenger & Crew Capacity: 462