

# Denman Island Evacuation Operational Guidelines

Found at: [www.comoxvalleyrd.ca](http://www.comoxvalleyrd.ca)  
Emergency Plans and Guidelines

# Presentation Objectives

1. Better understanding of the evacuation process
2. Increased confidence in the ability of responders to help during an evacuation
3. Know what you as a resident can do to help
4. An opportunity to ask questions

# Acronyms

- IC – Incident Commander
- ICP – Incident Command Post
- EOC – Emergency Operations Centre
- EMBC – Emergency Management BC
- ESS – Emergency Support Services

# TITLE PAGE



# Denman Island Evacuation Operational Guidelines 2020



# Location of Critical Information

- **Evacuation Checklist – Section 3**
- **Door to Door Notifications – Section 4**
- **Traffic Control Checklist – Section 6**
- **Maps – Section 8**

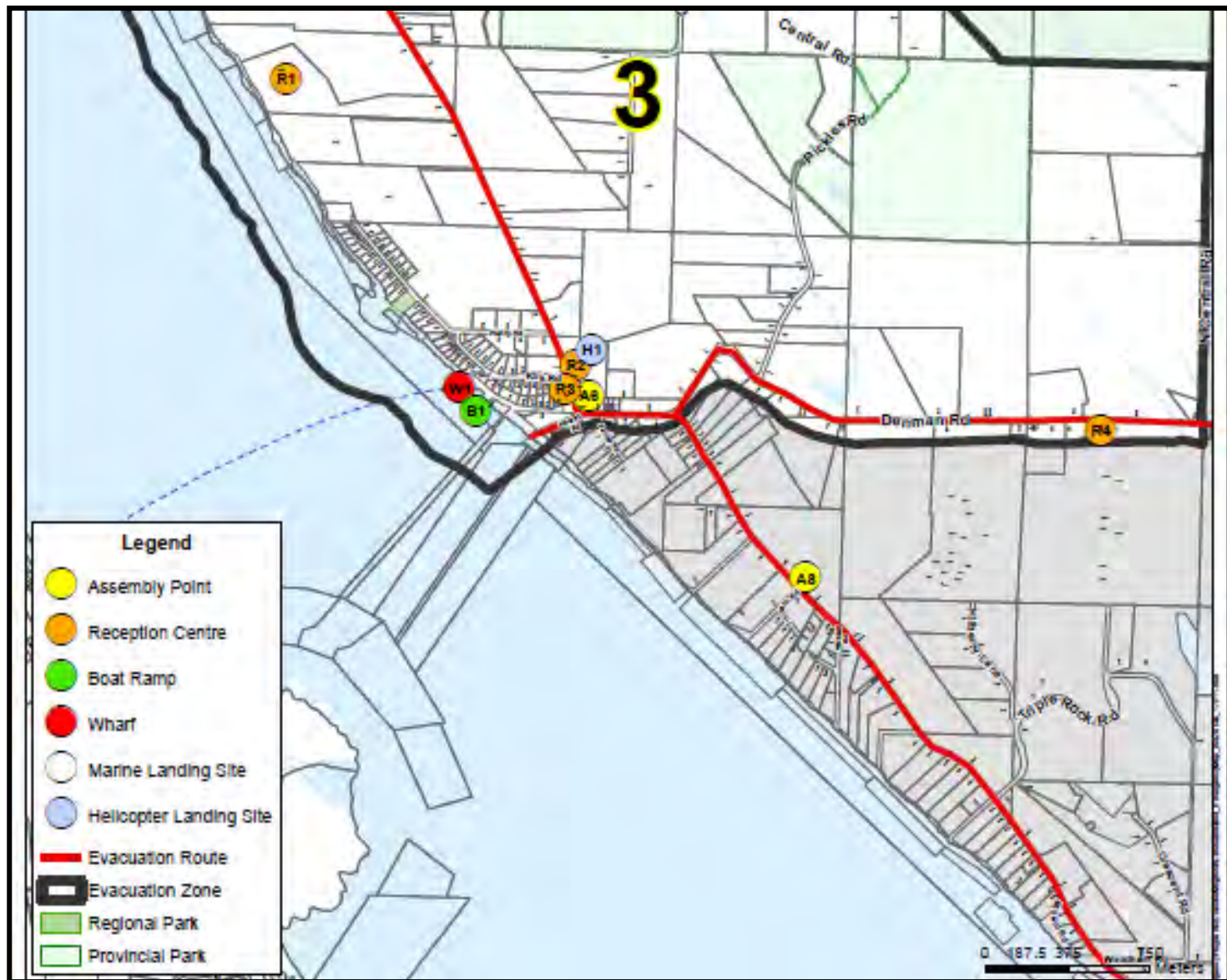
# SECTION 8

## Maps

# Evacuation Zones







# Possible Emergency Parking Sites



# SECTION 1

## General Information

# Legal Authorities

- **Emergency Program Act**
- The legal authority that allows a local authority to order an evacuation.
- Section 12(1) - The head of a local authority or designate is permitted to declare a state of local emergency
- A SoLE gives access to special powers, including the power to cause an evacuation, Section 10(1)(h).



# Three Types of Evacuation

Evacuations can be done in three ways:

## 1. Self-Evacuation



# Three Types of Evacuation

Evacuations can be done in three ways:

1. Self-Evacuation

2. Tactical Evacuation



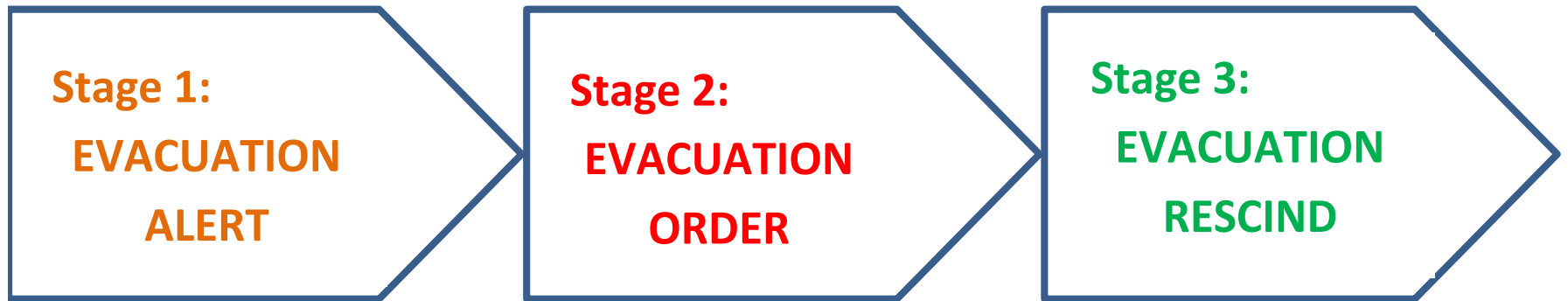
# Three Types of Evacuation

Evacuations can be done in three ways:

1. Self-Evacuation
2. Tactical Evacuation
3. Strategic Evacuation



# Three Stage Evacuation Process





# Shelter-in-Place

- Shelter-in-Place should be the first option for protecting individuals from a threat, when reasonable.



# Evacuation Roles and Responsibilities

- Site Level
  - Incident Commander
    - Management of all site specific operations
  - RCMP
    - Support the evacuation process
    - Traffic control
    - Security / law and order
- Site Support Level - Local Authority (EOC)
  - Declaring a SoLE
  - Issuing Alerts & Orders
  - Managing information, documents, and monitoring costs

# Population

- General Population
  - Little to no difficulty
- At-Risk Population
  - No physical disability
  - Difficulty evacuating without assistance
  - May include the homeless
- Persons with Disabilities
  - May have difficulty with physical surroundings, debris
  - May require alternate transportation

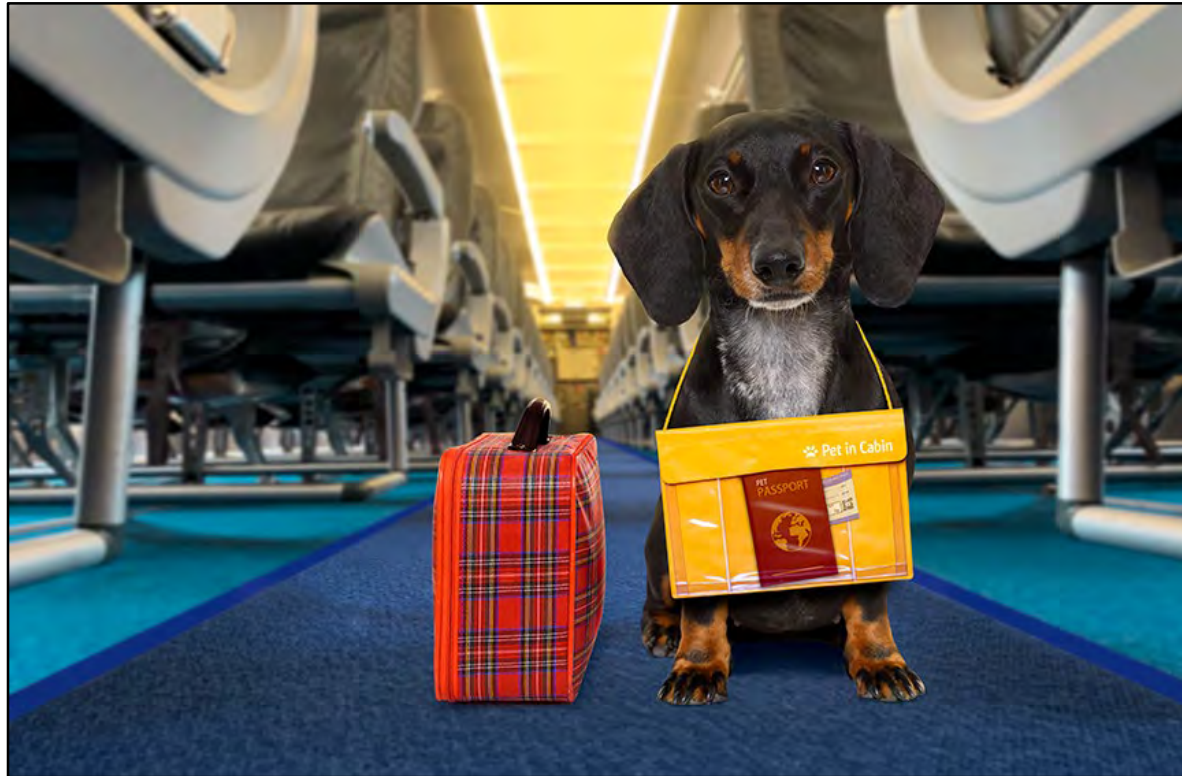


# Domestic Animals and Livestock

- Pet and livestock owners must make every effort to be self-sufficient in emergencies or disasters
- The care of people will always take priority

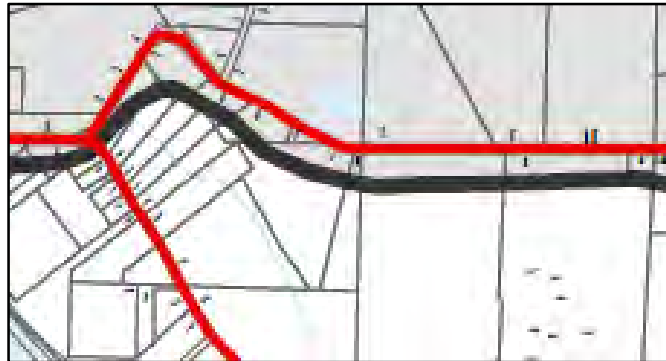


# Evacuation Considerations for Domestic Animals (Pets)

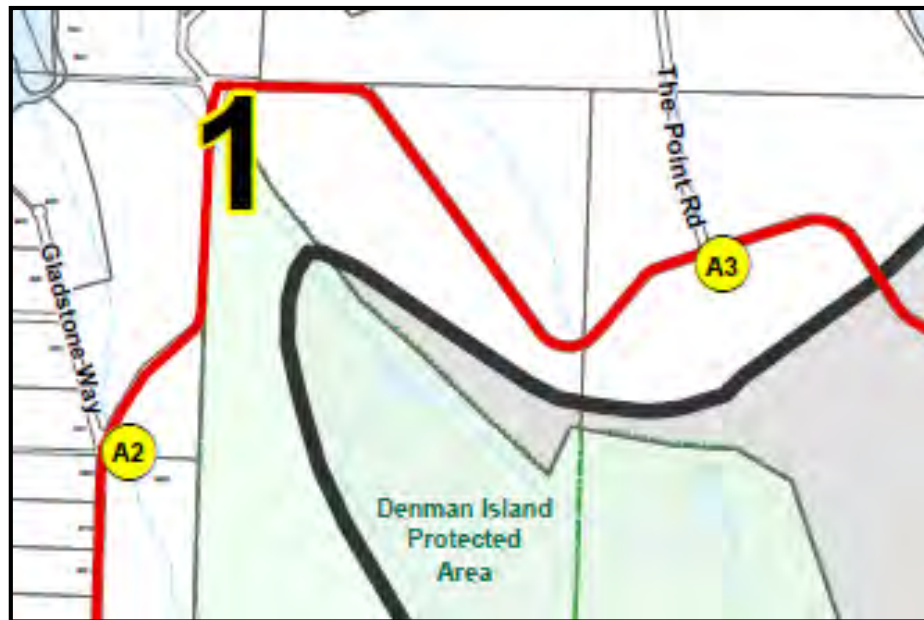


# Evacuation Routes

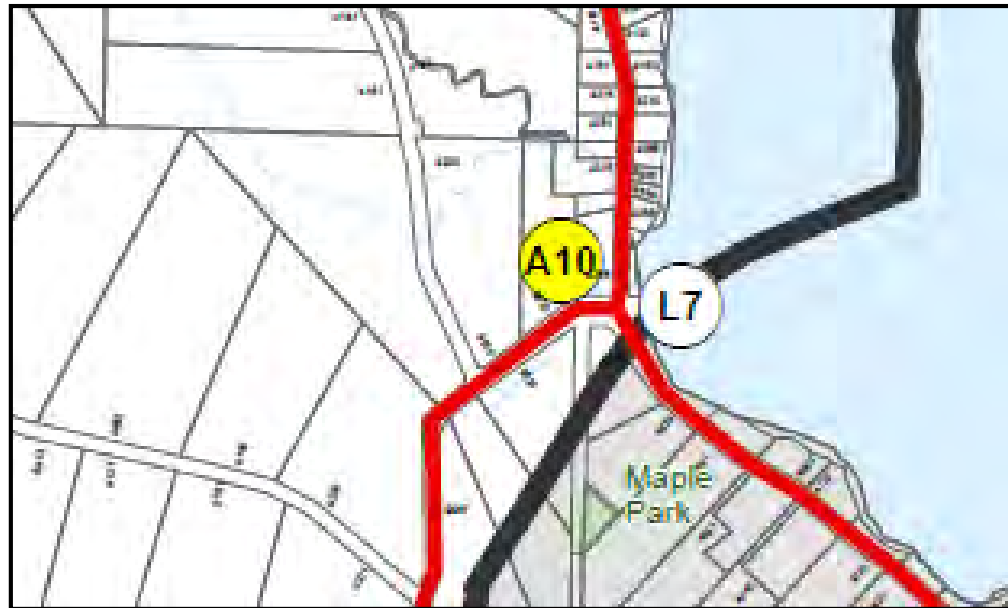
- Each Evacuation Zone has Evacuation Routes
- These may be deemed unsafe during an emergency
- To avoid congestion we encourage ride-sharing
- Other options may be bus or marine



# Assembly Points



# Marine Landing Sites





# Reception Centres



# Reception Centres

R1 – Elkhaven Children's Camp, 2325 Northwest Rd

Note: Elkhaven may also be used by BC Wildfire Service to house personnel during a large scale fire

R2 – Denman Island Community Hall, 1071 Northwest Rd

R3 – Denman Island Activity Centre, 1111 Northwest Rd

R4 – Denman Island Old School Centre, 5901 Denman Rd

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

# SECTION 2

## Communications

# SECTION 2 COMMUNICATIONS

- **Who** do we need to communicate with?
- **What** is the message we want to communicate?
- **How** are we going to deliver that message?

# EMERGENCY COMMUNICATIONS

- Amateur Radio Communications
- Public & Media Communications



# Methods of Notification

These may include:

- Door-to-door notifications
- Social Media
- Local Radio
- Public Address Systems (fire and police vehicles)
- CVRD Emergency Notification System (registration required)
- Telephone network or tree (i.e. Neighbourhood Coordinators)
- CVRD web site ([www.comoxvalleyrd.ca](http://www.comoxvalleyrd.ca))
- Call Centre
- TTY (teletypewriter) messages
- Media, utilizing close captioning and sign language interpreters

# SECTION 3

## Evacuation Checklist

Event Name: _____ Task Number: _____		Assigned to	Completed date/time
✓	Action Items - <u>in no particular order</u>		
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 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.		

Do not proceed until a task number has been obtained

✓	Event Name	Task Number	Assigned to	Completed date/time
	<p><b>Action Items - in no particular order</b></p> <p><b>Site Level (Incident Command Post &amp;/or DOC)</b></p> <p>Establish Command Post location.</p> <p>If alternate CP required, establish the Emergency Program (2) 200-334-8890 or Emergency Program Coordinator 200-334-XXXXXX (priorit ext), as required.</p> <p>Conduct lifesaving Trench Evacuations as necessary.</p> <p>For evacuations other than Trench, a Source of Local Emergency must be identified.</p> <p>Activate the CIVILS EOC by calling the CIV Emergency Program 200-334-8890, Emergency Program Coordinator 200-334-XXXXXX (priorit ext), or through Field Dispatch.</p> <p>(See Emergency Communications in Section 2)</p> <p>Call Homecare emergency personnel to determine if there are any known vulnerable persons in the risk area: 200-772-XXXXXX (priorit ext)</p> <p>Consider the need for an on-scene Public Information Officer and Media staging area. If required, request through EOC.</p> <p>Determine need for DOC (The DOC would support the ICP and act as liaison with the regional EOC.)</p> <p>Consider Unified Command if beneficial.</p>			
	<p><b>Procedures for Evacuation Alert</b></p> <p>Communicator attention to all involved including supporting agencies.</p> <p>In consultation with EOC, determine area to be put under Evacuation Alert (Map not included).</p> <p>(See Maps in Section 3)</p> <p>The EOC will develop the Evacuation Alerts and provide for distribution.</p> <p>Alert should include details of 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 center.</p> <p>EOC</p>			

Action Items - in no particular order	Assigned to	Completed date/time
Identify agency or change of charge of distribution. This is usually the RCDC. Other agencies may assist in the distribution decision, i.e. IA-E.		
Updating the Evacuation Map found at the NY Fire Hall, standard dose-based assessment of each home, business, and facility. Created secondary by the RCDC.		
See Section 4 for Dose-to-Dose Notification Instructions		
EOC will establish a Call Center to handle public requests and provide emergency support information. Exhaust this number is included on evacuation information being distributed to the public and media.	EOC	
Call Center phone numbers 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 pre-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 #1 regarding closure of schools.		
EOC will prepare to activate Emergency Center(s) and/or Group Lodging Facility(ies) as required.	EOC	
Determine "trigger points" for escalating the Evacuation Alert to an Evacuation Order. Consult with EOC.		
Prepare for an Evacuation Order. Follow the list of activities below.		
<b>Procedures for Evacuation Order</b>		
Communicate decision to all involved, including supporting agencies.		
In consultation with EOC, determine sites that will be per order. Evacuation Orders. 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. There may contain a copy of the IA-E, map of evacuation sites, assembly points, safe evacuation routes, response center location, instructions for those without transportation or requiring assistance, and the phone numbers for the call center. (An Evacuation Order Template is included in Appendix B).		

3

Action Items - <u>In no particular order</u>	Assigned to	Completion date / time
EOC will designate a SafeRt for the affected area.	EOC	
EOC will establish a Public Information Call Center to handle public requests and provide emergency support information. Ensure this number is included on evacuation flyers being distributed to the public and media.	EOC	
Call Centers phone number for public (Obtain from EOC)		
Establish parameters content and security for the evacuation area (Police, Fire, Public Works, security emergency, etc.)		
See Section 10 - Resources		
Develop a traffic control plan. Identify and map traffic control points. Signs placement and traffic control devices as required.		
See Section 3 - Maps		
Identify and map assembly points.		
See Section 3 - Maps		
Determine safe evacuation routes for access and egress. Communicate to all involved, including EOC, supporting agencies, and evacuees.		
See Section 3 - Maps		
The EOC will activate Reception Center and/or Group Lodging facility as required.	EOC	
See Section 1 for information on Reception Centers		
The EOC will issue a media release with details about the Evacuation Order. Press and Media Services, see Section 10.	EOC	
Identify agencies in charge of distributing the Order. This is usually the RCMF. Other agencies may assist in the door-to-door distribution, i.e. S&P.		
Conducting the Evacuation Kit found at the fire box, conduct door-to-door canvassing and flag each home, business, and facility as required-Complete the Evacuation Log		
See Section 4 - Crews or Door Notifications.		
In consultation with the EOC, estimate appropriate population within the risk area(s). See Section 7 - Estimated Destroyed by Zoning.		
Estimate public transportation requirements for pickup of evacuees who may not have own means of transportation.		
Develop 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 /done
	Identify any critical infrastructure at risk.		
	Determine inventory numbers, if relevant.		
	Establish procedures for dealing with vehicle breakdowns on evacuation routes.		
	Determine any specialized resources required ( <b>Bomb</b> , Transportation, Ambulance, Triage & Treatment, SAR, Forestry, EIS, Neighborhood Coordinators, etc.) See Section 10 - Resources.		
	Track assigned resources.		
	Provide regular Situation Reports to EOC and BOC (if activated).		
	<b>Shelter in-Place (i.e. Hazardous material event)</b>		
	Communications discussion to all involved including supporting agencies.		
	As necessary, complete steps from Action Item list above.		
	Determine if shelter-in or partial evacuation of some areas are still required.		
	Establish a perimeter including people from entering the shelter in place by directing vehicle and pedestrian traffic.		
	Work with EOC to start additional preparation of the need to shelter in place measures to take. Use available resources to activate resources (close-in-door, public address systems, sirens, radio, social media, etc.) For local media resources see Section 10 - Resources.		
	Identify and review responses as required.		
	See Shelter In Place, in Section 11.		

4

	Coordinate with School District 71 regarding closure
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<p>Program to activate Reception Center(s) and/or Group Lodging Facility(ies).</p> <p>Evacuation suggests plans for evacuating the Evacuation Area to an Evacuation Order. Consult with IC.</p> <p>When possible, provide advance notification of a pending evacuation.</p> <p>People for an Evacuation Order. Consider resources needed and advise pertinent mutual aid agencies. Follow the use of resources below.</p>
<p><b>Procedures for Evacuation Order</b></p> <p>Communications stations to all involved including supporting agencies.</p> <p>In consultation with IC, determine areas that will be put under Evacuation Order. Map out boundaries.</p> <p>See Section 5 - Maps</p> <p>Notify a JOLC for the affected areas. Program documents as required.</p> <p>Notify the PREOC at 604-666-XXXXXX that an Evacuation Order has been issued. Forward a copy of the order and the map to PREOC Operators at the appropriate unit.</p> <p>If the PREOC is not operational, notify the ECC at 1-800-646-XXXXXX.</p> <p>In consultation with IC, determine appropriate population within the risk area(s).</p> <p>See Section 5 - Maps and Section 5 - Estimated Dwellings by Zone</p> <p>Establish a Public Information Call Center to handle public inquiries and provide emergency support information. Ensure this number is included on evacuation information being distributed to the public and media.</p> <p>Program and provide Evacuation Order notices to IC. Include a copy of the S&amp;LE map of evacuations, all evacuation routes, reception centers, locations, pet care, instructions for those with special needs, those without transportation, and the phone number for the Call Center.</p> <p>See Appendix B - Templates.</p> <p>Activate and staff Reception Center(s) and/or Group Lodging Facilities. See Section 10 for Support Services concerns and Lodging Resources Chapter.</p> <p>Issue a media release. Ensure public within the affected area is provided life safety information and evacuation details. Include the number of the Call Center.</p> <p>For local media contact information see Section 10 - Resources.</p> <p>Track numbers of evacuees and any reported injuries.</p>

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Provide additional resources to sites as required (i.e. transportation resources).	
As required, request assistance from neighbouring municipalities, districts, or provinces.	
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 Census regarding school closures (i). See Section 10 - Resources.	
Provide regular status reports to evacuated populations.	
Provide situational awareness information to the PRCOC.	
<b>Emergency Support Services</b>	
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 (students status, return times, etc).	
Obtain from EOC a call centre number for family, friends, and evacuees.	
For detailed operations, see Reception Centre / Group Lodging Operations Guidelines (not included here).	
<b>Return of Evacuees</b>	
See Re-Rentry and Reentry, Section 7.	
Notify evacuees, neighbouring jurisdictions and the communities impacted that the return of evacuees is being planned. Coordinate an anticipated return date.	
Consider the ability of those impacted to return to a 'normal' state of functioning (business, healthcare, facilities, etc), and their needs.	

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<p>If affected areas have damaged, conduct damage assessments (roads, bridges, utilities, etc.), to ensure there is no significant risk to health and safety before evacuee return.</p> <p>Assess impact to power grid and ability to re-energize. If damaged, determine when utilities may be returned to areas under evacuation for re-entry.</p> <p>Develop a traffic control plan for the return of evacuees.</p> <p>Determine transportation requirements and coordinate the return of evacuees.</p> <p>Advise evacuees, through appropriate media, when it is time to return to their homes and businesses. Indicate preferred travel routes.</p> <p>Consider establishment of a Recovery Center.</p> <p>If evacuated areas have sustained damage, provide the public with information that addresses:             <ul style="list-style-type: none"> <li>• Continuing emergency concerns, documenting damage and repairs</li> <li>• Current in evacuating critical and damaged appliances</li> <li>• Cleanup and removal, disposal of debris</li> <li>• Recovery program agencies (e.g. Red Cross)</li> </ul> </p> <p>Provide traffic control for return of evacuees as needed.</p> <p>Have EIS continue offering temporary lodging for evacuees that are unable to return to their residences.</p> <p>Consult with special needs facilities regarding return of evacuees to these facilities.</p> <p>Maintain control of access to areas that cannot be safely reoccupied.</p> <p>Direct returning evacuees to  <a href="https://www2.everett36.org/epp/central/affirm/evacuation-center-parking.aspx">https://www2.everett36.org/epp/central/affirm/evacuation-center-parking.aspx</a>  <a href="https://www2.everett36.org/epp/central/affirm/evacuation-center-home.aspx">https://www2.everett36.org/epp/central/affirm/evacuation-center-home.aspx</a> </p>	
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# SECTION 4

## Door-to-door Notifications

# SECTION 4 Door-To-Door Notifications



# The Evacuation Log

## Evacuation Log

<b>Incident Name:</b> _____	<b>EMBC Task Number:</b> _____
<b>Authority:</b> _____ <small>(Act, State of Local Emergency, Agency)</small>	<b>Date and Start Time:</b> _____
<b>Evacuation State:</b> <input type="checkbox"/> ALERT <input type="checkbox"/> ORDER (Not used during Tactical Evacuation or Rescind)	

ZONE #	Community:	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"> <li>If <b>RED</b>, note type of assistance</li> <li>If <b>ORANGE</b>, note reason</li> <li>If transportation required, give evacuee safe Assembly Point location(s)</li> <li>If Livestock, note type and quantity</li> </ul> Call Centre Phone # _____
Street Name															

# Evacuation Log & Coloured Tape

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. <b>Report to supervisor or RCMP.</b>
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. <b>If assistance still required, report to supervisor or RCMP.</b>

## 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.

# SECTION 5

## Transportation

# Private Vehicles





# Buses



# Marine Transport



# Helicopters



# BC Ferries

- Larger ramps and/or berths between HI & DI
- May be restricted to emergency resources & evacuees
- BC Ferries not responsible for directing traffic
- May restrict vehicles to increase pedestrian capacity
- Pets allowed



# SECTION 6

## Traffic Control

# SECTION 6 Traffic Control

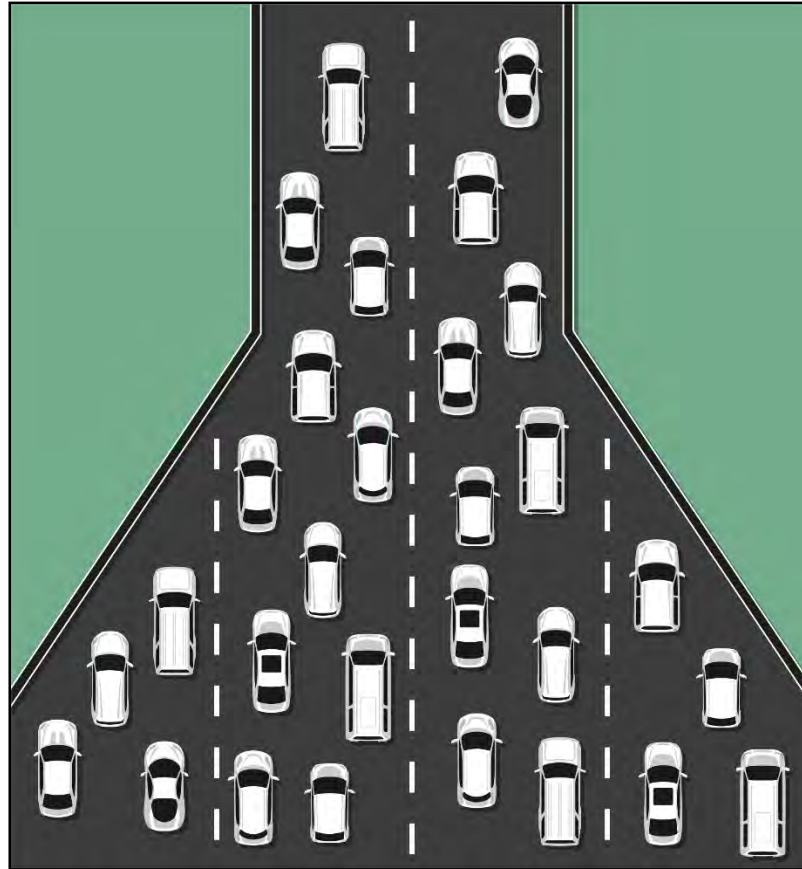




# Access Control & Security



# Choke Points





# Evacuation Traffic Control Checklist

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		

# Traffic Control Forms

## 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		

# SECTION 7

## Re-entry & Recovery

# EOC Recovery Unit

- Assesses requirements for assistance for the community and individuals
- Identifies short-term and long-term relief efforts to speed recovery

# Re-Entry & Recovery Guides

1. Recovery Guide for Local Authorities and First Nations
2. Considerations for Community Re-entry
3. Further Considerations for Community Re-entry
4. Managing Access to Areas Under Evacuation Order
5. Financial Assistance for Emergency Response and Recovery Costs

**Search:** EMBC Local Emergency Guidelines

# SECTION 9

## Dwellings And Population By Zone

## Denman Island - Zone 5

Zone Title	Street Name	Single Dwellings	Commercial Units	Residents	Comments
East Road	Beaver	2		5	
	<del>Corrigal</del>	7		18	
	East	63		158	
	Jemima	21		53	
	Keith Wagner	9		23	
	Mallard	2		5	
	Marcus	2		5	
	McFarlane	8		20	
	Owl	11		28	
	<b>Total</b>	<b>126</b>		<b>315</b>	

# SECTION 10

## Resources



# SECTION 10 - Resources

Fire Departments	Fire Dispatch	BC Wildfire	RCMP
Medical Services	Public Clinics	Doctors	Ambulance
Hospital	Search & Rescue	Coast Guard	Public Transit
School Buses	Private Transportation	Helicopters	Float Planes
Ferries	Private Security	Fuel Sources	Potable Water Sources
Schools	Lodging	Community Buildings	Food Sources
Food Coordinators	Ministry of Trans.	Traffic Control	Radio / TV
Portable Bathrooms	Tow trucks	Private Boats	Heavy Equipment

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

# Moving Forward

- Tabletop exercise for each island in 2021
- Larger exercise in 2022
- Full review of the guidelines in 2022



# What You Can Do

1. Be FireSmart
2. Be Prepared
3. NEPP
  1. Edi Johnston / Ph. 250-335-2689 / Email: [edijohnston@gmail.com](mailto:edijohnston@gmail.com)
4. Sign up for Emergency Notifications

# Register for Connect Rocket Emergency Notifications

Services	Projects & Initiatives	Planning & Building	Parks & F
> Emergency Management	—	Emergency Preparedness	
Fire	+	Emergency Plans & Guidelines	
Water	+	Emergency Notification System	

