

Issuing an Evacuation Alert Checklist for Local Authorities and First Nations

An evacuation alert advises the affected population of a potential or current threat that may lead to an evacuation order. During the evacuation alert stage, individuals in the relevant area should prepare for a potential evacuation by gathering the personal supplies and belongings required for a minimum of three days.

The checklist below is a recommended approach to issuing an evacuation alert if time allows for it. Considerations for evacuating different populations, animals, and using BC Emergency Alerts can be found in the **Evacuation Operational Guide**, located on EMCR's [Local Emergency Resource Operations webpage](#).

For regional districts, municipalities, and Modern Treaty Nations, some of the steps described below relate to powers, or duties, under the *Emergency and Disaster Management Act*. For more details see the **Evacuation Operational Guide**. Other First Nations may wish to follow these steps, as applicable, on a voluntary basis.

Evacuation Alerts do NOT require a State of Local Emergency (SOLE) declaration.

1. Consult with the subject matter experts, and adjacent local authorities and Indigenous governing bodies as required by the Act to determine if an evacuation alert should be issued.
2. As part of the consultation with Indigenous governing bodies and adjacent local authorities, provide them with notice of the details of the intended action and, if applicable, any arrangements being made for evacuated individuals. If the evacuation alert will impact Modern Treaty Nation lands or people, obtain their consent to issue an evacuation alert.
3. If an evacuation alert will be issued, notify the applicable entities, local authorities, Indigenous governing bodies, and first responder agencies.
4. Request assistance to perform an evacuation alert notification (e.g., from first responders or other identified groups such as Ground Search and Rescue).

The information in this document is for your convenience and guidance only. It is not legal advice or a replacement for the legislation.

5. Based on the advice of those consulted in step 1, map the geographic boundaries for the evacuation alert. Identify the evacuation alert area using civic addresses, street names, Indian Reserve (IR) #, or any combination that works for your community. Contact your EMCR Provincial Regional Emergency Operations Centre (PREOC) if mapping support is needed.
6. Issue a written evacuation alert, including the following information:
 - issuing authority (e.g., local authority);
 - the related SOLE declaration if one has been declared;
 - reasons for the evacuation alert with a description of the hazard;
 - areas under alert with as much detail as possible, including a map of the evacuation alert area, IR#, the use of street and highway names with geographic references (e.g., all residents located south of 10th Avenue and north of 7th Avenue, between 13th and 18th Street), and/or provide a listing of all address points and the number of impacted properties; a general listing of important personal supplies that should be prepared for a potential evacuation (e.g., identification, medication, insurance papers, etc.); and
 - where to get additional information.
7. Notify the impacted area of the evacuation alert (e.g., through social and traditional media, door-to-door, public notification systems, etc.).
8. Email a copy of the evacuation alert to your EMCR PREOC.
9. Publish the executed evacuation alert online as soon as reasonably practicable.
10. Once the alert is in place, consider whether vulnerable populations should be evacuated, livestock relocated, and if a BC Emergency Alert request will be needed to support notifying people of an evacuation order.

For immediate assistance with an evacuation, contact EMCR's 24/7 Emergency Coordination Centre at 1-800-663-3456 and ask to speak with the Regional Duty Manager for your region.

Resource: an Evacuation Alert template is available on EMCR's [Local Emergency Response Operations webpage](#).

More information: Online: gov.bc.ca/emergencymanagementact

Email: modernizeEM@gov.bc.ca. For specific inquiries, contact your EMCR PREOC.

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