

Issuing an Evacuation Order Checklist for Local Authorities and First Nations

When an evacuation order is issued, it means the impacted population must leave the specified area immediately or when the order states.

The checklist below is a recommended approach to issuing an evacuation order. Considerations such as when to order an evacuation, evacuation routes, mapping, notifications and alerts, emergency support services, host communities, and managing access to evacuated areas can be found in the [Evacuation Operational Guide](#).

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.

1. Declare a state of local emergency (SOLE) if one has not yet been declared.
2. Consult with the subject matter experts (SME), and adjacent local authorities and Indigenous governing bodies as required under the Act to determine if an evacuation order is necessary.
3. As part of the consultation required with Indigenous governing bodies and adjacent local authorities under the Act, provide them with notice of the details of the intended action and, if applicable, any arrangements being made for evacuated individuals. If the order will impact treaty or Nisga'a lands or people, obtain their consent to issue the evacuation order.
4. If an evacuation order is necessary, notify the policy group (e.g., council / board / band council) and first responder agencies.
5. Request assistance to perform evacuation notifications (e.g., from police and fire departments or other identified groups such as Ground Search and Rescue).
6. Submit a BC Emergency Alert form to EMCR so a public alert can be pushed to wireless devices, television, and/or radio.
7. Based on advice, map the geographic boundaries for the order. Identify the order area using civic addresses, street names, IR#, or any combination that works for your

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community.

8. Issue an evacuation order.
 - The order should include the following information:
 - issuing authority (i.e., local authority);
 - reason for the order with a description of the hazard;
 - the declared SOLE to which the order relates;
 - EDMA authority allowing them to order an evacuation (section 107); and
 - areas under the order with as much detail as possible, i.e., a map of the order area, IR #, 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), a listing of all address points, and/or the number of impacted properties.
 - The order could also include:
 - that it applies to all or part of the area or period covered by a SOLE;
 - that it applies or does not apply to a person, thing, or a class of person or thing; or
 - who from the local authority is empowered to authorize a person or class of persons to enter and temporarily enter and/or occupy an evacuated area.
9. Include additional, recommended information with the evacuation order such as:
 - designated evacuation routes and identification of closed routes;
 - location of Reception Centres, including hours of operation;
 - what personal belongings to take (e.g., identification, medication, etc.); and
 - where to receive additional information regarding the emergency event.
10. Notify the impacted area of the evacuation order (e.g., through social and traditional media, door-to-door, automatic notification systems, etc.).
11. Email a copy of the evacuation order, and the SOLE declaration if it has not already been sent, to your EMCR PREOC.
12. Publish the executed evacuation order, and the SOLE declaration if this has not been done yet, online as soon as reasonably practicable.

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 Order template is available on EMCR's [Local Emergency Response Operations webpage](#). **More information:** gov.bc.ca/emergencymanagementact

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

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