Cortes Island Evacuation Plan

Winter 2021

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RECORD OF REVISION

Date	Description (and Changes)
Winter 2021	Complete revision of Cortes Island Evacuation Plan with community consultation

Acronyms

BCEHS	BC Emergency Health Services
BCEMS	British Columbia Emergency Management System
BCF	BC Ferries
BCWS	BC Wildfire Service
CDART	Canadian Disaster Animal Response Team
CI	Critical Infrastructure
CIFD	Cortes Island Fire Department
CRSAR	Campbell River Search and Rescue
DOC	Department Operations Centre
ECC	Emergency Coordination Centre
EMBC	Emergency Management BC
EOC	Emergency Operations Centre
ESS	Emergency Support Services
ICP	Incident Command Post
ICS	Incident Command System
IO	Information Officer
LUSAR	Light Urban Search and Rescue
MOA	Ministry of Agriculture
MOFLRO	Ministry of Forests, Lands, Natural Resource Operations and Rural Development
MOTI	Ministry of Transportation & Infrastructure
NEPP	Neighbourhood Emergency Preparedness Program
NGO	Non-Government Organization
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
SRD	Strathcona Regional District

Chapter 1 – Introduction

1.1 - Purpose

The purpose of the Cortes Island Evacuation Plan is to clearly align response objectives with operational procedures used by the Strathcona Regional District to facilitate a timely and effective response to an emergency situation requiring the full or partial evacuation of Cortes Island.

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;
- Assure the safe re-entry of evacuated persons; and
- Provide geographical maps of evacuation zones and important features including critical infrastructure, reception centres and primary evacuation routes

This plan is to be used in conjunction with the Regional Master Emergency Plan, which provides additional overreaching procedures to be used in any emergency, such as:

- BC Emergency Management System (BCEMS) Overview;
- Roles and responsibilities;
- EOC activation and management; and
- Guidelines for declaring a State of Local Emergency (SOLE).

1.2 - Assumptions

It is assumed that:

- All evacuees will be directed, transported or evacuate to Campbell River, Quadra Island or Lund.
- Cortes Islanders may choose to evacuate in their marine pleasure craft even if evacuating via the BC Ferries vessel is feasible.
- While this plan covers worst-case scenarios, it is most likely only a portion of Cortes Island would be evacuated during a single event.

Chapter 2 – Community Context

2.1 - Population

Cortes Island is 25 km long, 13 km wide, and 130 km^2 in area. It has a population of 1,035 permanent residents (2016 census) which increases to 3,000 during the summer months.

Population	
>14	13.1%
15-64	58.9%
65+	28%
Statistics	
Median Age	53
Renter Households	34.6%

2.2 - Population Fluctuations

The population of Cortes Island varies significantly based on the season, weather, and time of day due to visitors, commuters, and part-time residents. The EOC will need to consider not just the number of residents in the evacuation area, but also the date, time and climate to estimate how many people may need to be evacuated. Factors to consider when estimating the current population on Cortes Island:

1. Number of local residents, both year-round and part-time (weekend or seasonal).

2. Locals commuting off-island for work or other purposes.

3. Visiting day-trippers increase from May to October, peaking in July and August with rates nearly triple the low in winter. Peak season numbers are directly impacted by bad weather. If it is unseasonably cold or wet, total transient numbers are lower.

4. Overnight visitors accommodated by commercial businesses and as guests of residents. Current licensed accommodation provider numbers can be verified for the former. The latter must be estimated. The averages on the next page give an idea of how to adjust the current number of people on the island according to the season, day of the week and time of day. The numbers given are the net flow of people to/from Cortes Island (e.g. the difference between the number of passengers on the incoming leg vs. the outgoing leg), not a count of total passengers

2.3 - Public Transportation

There is no public transportation on Cortes Island. No bus routes exist. Water taxis and floatplanes may also be used to access the community.

2.4 - Evacuation Zone Property Count / Community Statistics

	Evacuation Zone	Property Count	Address Count	Estimated Population (2.5 / household)
A	Smelt Bay	172	163	408
B	Manson's Landing	177	147	368
C	Cortes Bay	143	96	240
D	Squirrel Cove	119	44	110
E	Whaletown South	161	134	335
F	Whaletown North	193	115	288
G	Klahoose	43 *	44	110
H	Paukeanum	1 *	0	

*The SRD does not directly maintain/manage sub-divisions for Federal (IR) lands

How many pets do you have that you may have to evacuation with? – Based on the responses from the Cortes Island Evacuation survey **the majority of Cortes Islanders HAVE pets** that would require evacuation.

	Evacuation Zone	# of Responses	# of Pets	Estimated # of Pets in Evacuation Area
A	Smelt Bay	28	59	320
B	Manson's Landing	11	10	147
C	Cortes Bay	12	12	96
D	Squirrel Cove	4	2	22
E	Whaletown South	16	29	268
F	Whaletown North	20	12	69
G	Klahoose	5	5	44

Total estimated # of pets using community data = 966

Do you have access to a personal vehicle for evacuation? – Based on the responses from the Cortes Island Evacuation survey the **majority of Cortes Islanders WOULD have access to a personal vehicle** to use in the event of an evacuation.

	Evacuation Zone	# of Responses	Yes	No
A	Smelt Bay	28	28	0
B	Manson's Landing	11	11	0
C	Cortes Bay	12	11	1
D	Squirrel Cove	4	4	0
E	Whaletown South	16	14	2
F	Whaletown North	20	2	0
G	Klahoose	1	1	0
H	Paukeanum	5	4	1

Would you require assistance in the event of an evacuation? – Based on the responses from the Cortes Island Evacuation survey the majority of Cortes Islanders **WOULD NOT require assistance** during an evacuation.

	Evacuation Zone	# of Responses	Yes	No
A	Smelt Bay	28	0	28
B	Manson's Landing	11	1	10
C	Cortes Bay	12	1	11
D	Squirrel Cove	4	0	4
E	Whaletown South	16	1	15
F	Whaletown North	20	2	18
G	Klahoose	5	4	1

Do you have access to a boat that you could use in the event of an evacuation? –
Based on the responses from the Cortes Island Evacuation survey the **ONLY HALF** of
Cortes Islanders would have access to a personal boat.

	Evacuation Zone	# of Responses	Yes Access	No
A	Smelt Bay	28	8	19
B	Manson's Landing	11	3	8
C	Cortes Bay	12	6	6
D	Squirrel Cove	4	2	2
E	Whaletown South	16	7	9
F	Whaletown North	20	11	9
G	Klahoose	5	4	1

2.5 - Agencies

Federal Agencies

Canadian Coast Guard (CCG)
Ensures marine traffic and marine safety Provides marine emergency response and coordination Based out of Campbell River
Royal Canadian Marine Search and Rescue (RCMSAR)
Supports CCG's marine search and rescue Provides marine transport for EMBC approved emergency responders Evacuation of casualties Monitors and patrols marine traffic
Royal Canadian Mounted Police (RCMP)
Maintains order and community safety Controls roads and manages traffic Facilitates and executes evacuations Based out of Quadra Island

Provincial Agencies

British Columbia Emergency Health Services
Emergency response and, as needed, evacuation for those who are sick and/or injured to the hospital. Stage nearby incident site in case of injury, such as to first responders in a fire.

BC Ferries
Operates the ferry and provides marine safety for passengers. Support EOC in an evacuation including ticketing and boarding restrictions or adjustments as requested. Communication and support to SRD EOC, preferably via an in-person liaison.

BC Wildfire Service (BCWS)
Provides technical advice and support to the SRD EOC on wildfire behaviour, locations, movement and estimated hazard impacts and timings. Advises on Evacuation Alerts and Orders.

Provincial Contractors

Mainroad
Mainroad can assist with coordinating traffic control / arranging for additional controllers to come to Cortes to assist with emergency scenes and/or traffic control at the ferry. Has ample traffic control devices (cones, detour signs, barricades) stationed on Cortes Island as well as 3 employees trained in traffic control. Has 2 maintenance vehicles, and a backhoe stationed on Cortes Island. Can send Traffic Control providers from Campbell River. Has 2 Programmable Message Boards available in Campbell River, which could be utilized.

Local Organizations

Cortes Island Fire Department 949 Beasley Rd.
Performs firefighting, auto extrication and fire prevention services to Cortes Island and Klahoose First Nation.
Cortes Island Families and Youth
The Cortes Community Health Association operates the Family Support Program and the Youth Programs to foster wellness, connection and resiliency among the families and kids of Cortes Island.
Cortes Island Health Centre 941 Beasley Rd.
The Cortes Island Health Centre recognizes the value of identifying at-risk individuals on Cortes Island prior to an emergency or disaster. 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. Coordinate with local organizations such as Seniors Helping Seniors, Home Care, and Augmented Home Support.
Cortes Island Seniors Society
A registered non-profit, charitable society that coordinates social events, community gatherings, monthly meetings, and other activities for its members. The CISS constructed and manages a Seniors Village of six cottages with gardens located on Beasley Road in Manson's Landing.
Cortes Community Forest Cooperative
The Cortes Community Forest Cooperative has a vision for the stewardship and use of forests and forest lands in a way and at a rate that maintains their biodiversity, productivity, regeneration capacity, vitality and their potential to fulfill, now and in the future, relevant ecological, economic and social functions that do not cause damage to other ecosystems.
Cortes Island Local Stores
Gas Stations x 2 Grocery Stores x 4

Emergency Communications Team
Registered volunteers under the provincial Public Safety Lifeline Volunteer Program. The role of an ECT member is to ensure that authorized messages are transmitted to their intended destination by the most expedient and secure manner and that received messages are forwarded to the intended recipient as quickly as possible, and hence the more time focused on this primary task, vs adapting to a non-standardized system, the more effective the operator can be. The ECT serves as a Plan B option when primary communications systems are challenged or disabled.
Emergency Support Services (ESS)
Registered volunteers under the provincial Public Safety Lifeline Volunteer Program. Provide food, clothing, lodging and other services to evacuees and first responders. Establish and maintain a reception centre to support evacuees and provide information.
Spontaneous Volunteers
Cortes Island residents have a wealth of experience and expertise that may be required.

Chapter 3 – Emergency Support Services Facilities

A Reception Centre is a location where evacuees are received, registered, and referred depending on their needs. They may stay with family or friends, go to a hotel or be referred to a group lodging facility.

A Group Lodging facility provides emergency dormitory style facilities for evacuees usually in community centres, school gymnasiums, arenas, etc. In some cases Reception Centres and Group Lodging facilities can be co-located

Whether an ESS Facility (Reception Centre and/or Group Lodging Facility) is activated or not, will be determined by the EOC in consultation with the IC. As a specific ESS Facility may not be accessible or may be located within a hazard area, the location of the Reception Centre used should not be made public before it is activated.

According to the Group Lodging Guidelines, the minimum sleeping area per person is 40 square feet (8 feet x 5 feet). A distance of 2.5 feet should be maintained between beds to reduce the spread of respiratory infections.

3.1 - Cortes Island School
950 Beasley Rd.

Space	
Gymnasium	921 square feet
Capacity (Fire Code)	298
Parking	25
Group Lodging Capacity @ 56 sq.ft/person	16 in gymnasium + classroom potential
GPS	50*03'35"N 124*58'58"
Features - Gym has showers and washrooms - Main corridor washrooms each have a wheelchair accessible stall - Other rooms and corridors could be adapted for cots - Portable classroom with plumbing - No generator - Limited cellphone reception - Seacan with ESS supplies	

3.2 - Gorge Hall

1375 Robertson Rd.

Space	
Main Room (including stage)	1450 square feet
Capacity (Fire Code)	198 people
Parking	30 Cars
Group Lodging Capacity @ 56 sq.ft/person	26 people
GPS	50*06'08"N 125*01'19"W
Features: • Stage • Commercial Kitchen • Tables/Chairs • Internet/WIFI Service • Propane powered generator	

3.3 - Klahoose First Nation Administration Building
1719 Oceanview Rd.

Space	
Parking	30
GPS	50*07'33"N 124*55'19"W
Features:	

- Commercial Kitchen
- Tables/Chairs
- Internet/WIFI Service

Klahoose
First Nation
Multi Purpose Building
1719 Oceanview Rd.

Upper Floor
Admin. Foyer

You Are Here

FIRE EXIT

FIRE EXIT

FIRE EXIT

3.4 - Linnaea Farm
1255 Seaford Rd.

Space	
Quonset – Upper Level: Lakeview – Kitchen	30'x60' = 1800sq.ft
Quonset – Lower Level: Space but limited lodging capacity (Sparks Point Music, Wild Cortes, Seed Room, Storage Room)	
1st Addition – Upper Level Mushroom Class	24'x32' = 768sq.ft
1st Addition – Lower Level Tiber Bay Room	24'x40' = 960sq.ft
2nd Addition – Upper Level Sunshine Room	24'x40' = 960sq.ft
2nd Addition – Lower Level - Library	
Parking	20
Group Lodging Capacity @ 56 sq.ft/person	Approximately 70 people
Contact	250-935-6747 info@linnaeafarm.org
GPS	50*04'27"N 124*57'04"W

SCHOOL

PORCH

(SEE DRAWINGS)

KITCHEN

LOFT

'LAKEVIEW' ROOM

'MUSHROOM' NEW ADDITION

CLASS ROOM

UPSTAIRS MAIN ROOM

STORE ROOM

BATH ROOM

60'

LAUNDRY

CLOAK ROOM

DOWNSTAIRS CLASS ROOM

SEE DRAWINGS

STORE ROOM

SEED ROOM

ENTRYWAY

OFFICE

'SPARK POINT MUSIC CLASS'

'BER' BAY

NEW ADDITION

SHOWER

FURNACE

'WILD CORTES' DOWNSTAIRS MAIN CLASS ROOM

MEETING ROOM

30'

BATH ROOM
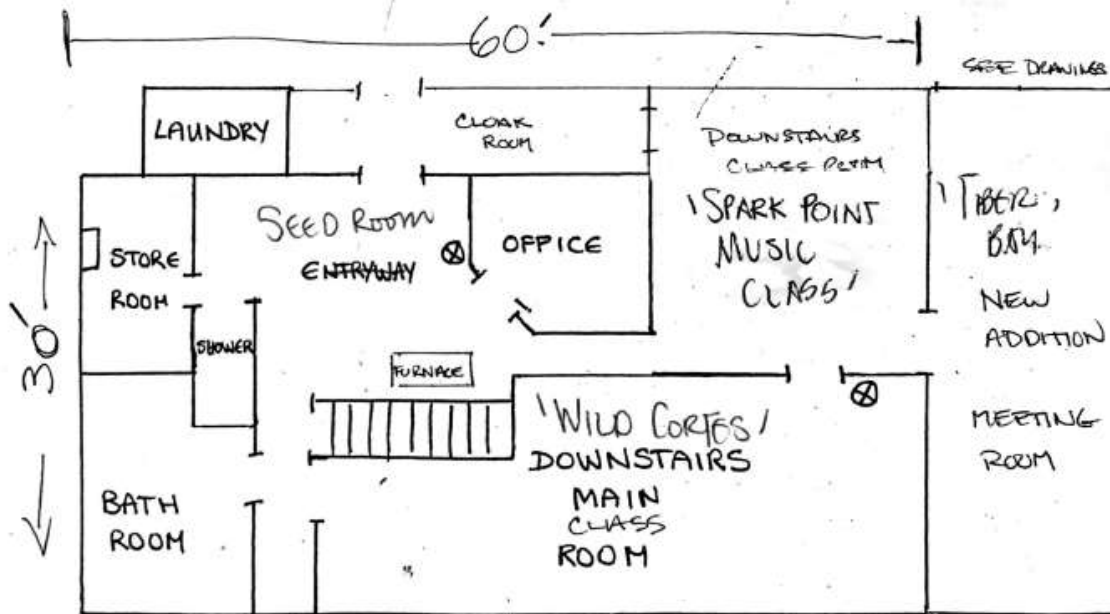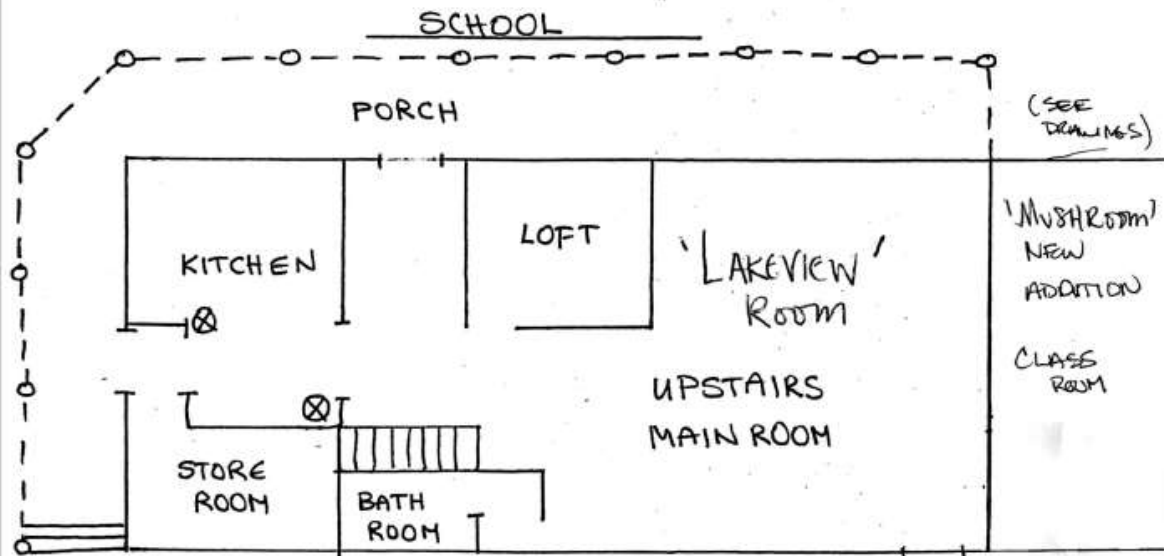
⊗ FIRE EXTINGUISHERS
☐ MAIN BREAKERS

3.5 - Manson's Hall

983 Beasley Rd

Parking	40
Group Lodging Capacity @ 56 sq.ft/person	66
Contact	250-935-0015 mansonshall@gmail.com
GPS	50*03'33.1"N 124*58'44. 5"W

Features
Main Kitchen 2 commercial propane ovens with grill and 6 burner stove 3 fridges 1 freezer 1 prep fridge Commercial dishwasher Stainless steel prep table Commercial pots, pans, bowls etc. Small wares, plates etc. for 85 Powered by propane generator in power failure
Generator 30kW 1.5L propane generator
Fuel Tank 1100L Diesel Tank 3000L Propane Tank
Bathrooms (3 total) 1 – 2 toilets + 2 sinks 1 – 1 toilet + 1 urinal + 2 sinks 1 – 1 toilet + 2 sinks

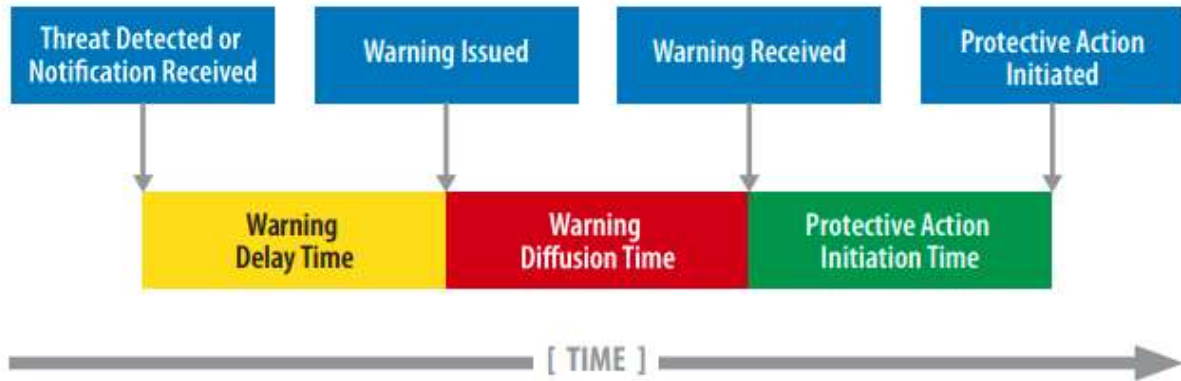| Main Room (including stage)	2100 sq.ft
Capacity (Fire Code)	225 people
Group Lodging Capacity @ 56 sq.ft/person	38 people
Features	
• Tables, chairs, certified kitchen, stage, WIFI, sound equipment	

Pioneer Room	460sq.ft
Capacity (Fire Code)	55 people
Group Lodging Capacity @ 56 sq.ft/person	8 people
Features	
• Tables, chairs	

Om Studio	475sq.ft
Capacity (Fire Code)	55 people
Group Lodging Capacity @ 56 sq.ft/person	8 people
Features	
• Unencumbered space	

Playschool Room	715sq.ft
Capacity (Fire Code)	89 people
Group Lodging Capacity @ 56 sq.ft/person	12 people
Features	
• Sink, stove, toilet, children's tables and chairs	

Chapter 4 – Public Notification

| Threat Detected or Notification Received | Warning Issued | Warning Received | Protective Action Initiated |

| Warning Delay Time | Warning Diffusion Time | Protective Action Initiation Time |

[TIME]

Check	
	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 Areas 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
	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:

Check	
	What transportation services will be made available;
	Where they can go to await transportation and/or other assistance (Assembly Points)
	Frequency of the pick-ups

4.1 – Characteristics of Emergency Message Dissemination Channels

Dissemination Channel	Source	Speed	Coverage	Concentration	Message Comprehension
Amateur Radio Repeaters	-Mt. Menzies -Heriot Ridge Repeater	Very slow -due to low number of certified operators on Cortes Island	Widespread	Concentrated	High
Door to Door	RCMP. CRSAR	Very Slow	Limited	Concentrated	High
Emergency Alerts	Connect Rocket	Very Fast	Widespread	Dispersed	Very Low
Loudspeakers	CIFD, RCMP, CRSAR	Fast	Limited	Concentrated	Medium
Radio	CKTZ 2Day FM Raven FM	Moderately Fast	Widespread	Dispersed	High to Low
Website	Tidelines, SRD	Very Slow	Limited	Dispersed	High
Social Media	Facebook – Cortes Island Is Home Facebook – Strathcona Emergency Program Twitter @sep_epc Instagram @sep_epc	Fast	Widespread	Dispersed	Low

1. The rapidness of the system to reach its targeted audience ranges from Very Fast (less than 10 minutes to Slow (greater than 60 minutes).
2. Coverage is the size of the area that can be reached by the channel (Widespread – a large area or Limited – a small area).
3. Concentration is the degree to which the people that the channel reaches are co-located or dispersed (Concentrated – the message is delivered to targeted locations only or Dispersed – the message has the potential to reach everyone).
4. Comprehensiveness, or the ability to convey the content needed for effective response classes, used in this table are as follows: Very Low (alerting only); Low (very little information conveyed); Medium (many but not all essential contents conveyed); High (all relevant content conveyed); Very High (all relevant content conveyed with enhanced graphics).

4.2 – Public Warning Myths

False Alarm Myth: People's response to warnings is not hindered by what is sometimes called the "cry wolf" syndrome, where predicted events fail to occur. This is especially true if the reasons for the false alarm are clearly communicated to the public.
Panic Myth: The public does not panic in response to warnings of impending community disasters of any type.
Traffic Accident Myth: Some emergency managers delay or avoid issuing warnings because of their concern that the process of evacuation will be chaotic and cause increased traffic accidents, injuries, and fatalities. Such is not the case in most evacuations – traffic accidents decrease because traffic is moving at slower speeds, generally in a single direction, and people are more cautious and more considerate.
Short Messages Myth: Many believe that messages about community-wide disasters must be short or the public's attention will be lost. In fact, people want full information in such events and will remain attentive.
Follow Instructions Myth: It is a myth that people blindly follow instructions in an emergency message.

4.3 - Door-to-Door Notifications

The Evacuation Kit on Cortes Island is located at Cortes Island Fire Hall #1 at 949 Beasley Rd. The kit contains all of the materials required for door-to-door notifications. During a response, contact the EOC for additional supplies.

The RCMP and Campbell River Search and Rescue are tasked with conducting door-to-door Notifications in the evacuation area, marking each house to track their status. Markings are made using coloured tape on a location visible from the road. The tape must be immediately visible to a mobile team conducting a final sweep from a vehicle. Situation dependent, there may not be adequate resources for door-to-door knocking. If so, utilize emergency vehicles with loudspeakers. Evacuation Recording Procedures are discussed in more detail in Chapter 10. If additional personnel are required then the request should be made to the Emergency Operation Centre.

4.4 - Connect Rocket Community

The Connect Rocket Community system will call/text cellphones and call landlines at the rate of 300 numbers per minute. Cellphones will be notified from the number 778-762-3201 while the landline could be called from over 10 different numbers. Cortes Island has its own notification list on Connect Rocket Community. Residents must setup their own account to register for Connect Rocket.

The Connect Rocket Notification will state:

Check	
	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

4.5 - Websites: Tidelines – Evacuation information to be posted here
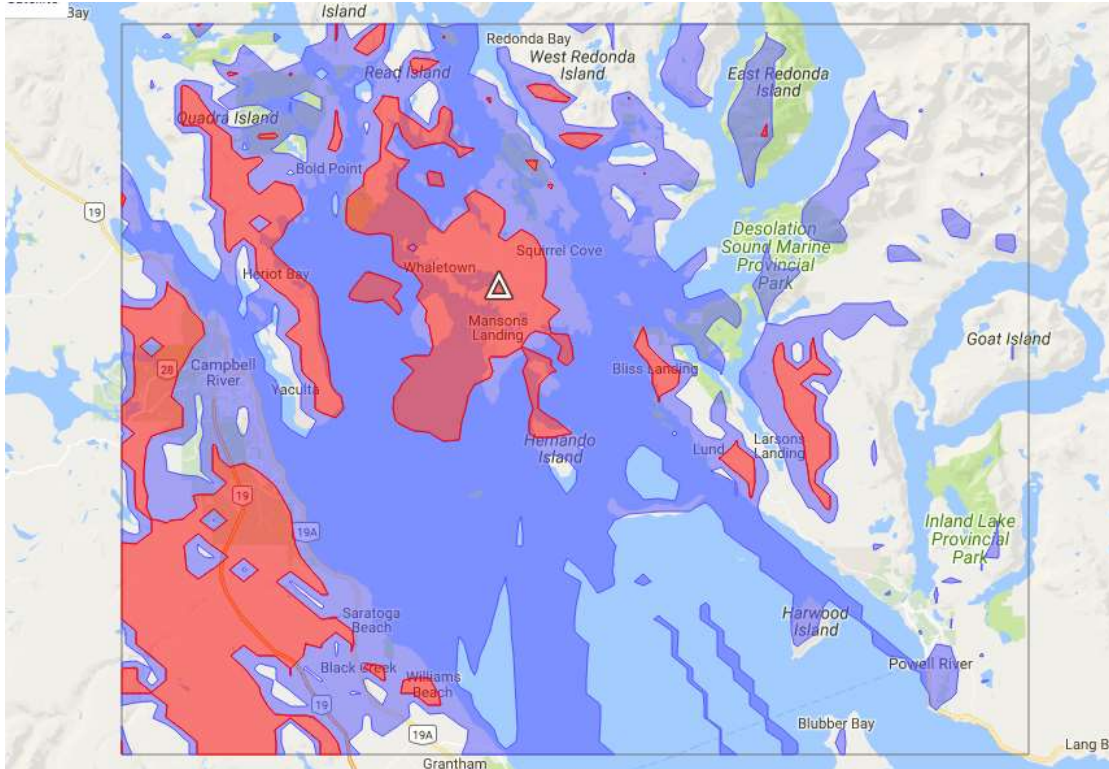
https://www.cortesisland.com/cgi-bin/tideline/show_home.cgi

4.6 - Facebook: Cortes Island is Home – Evacuation information to be posted here

https://www.facebook.com/groups/CortesIsland

4.7 - Amateur Radio Repeaters

- Heriot Ridge VA7SRU 145.330
- Mt Menzies VE7CRC 146.960
- Island Trunk VA7RVR 146.820
- Mt Washington VA7RVC 146.780

4.8 - Cortes Community Radio CKTZ 89.5FM

CKTZ 89.5FM Area Coverage

CKTZ Radio Station in a Box

The "radio station in a box" kit is on standby and used to re-establish 89.5 FM radio services when regular equipment is destroyed or damaged (no longer able to broadcast from its own studios and transmitters). The equipment can enable 89.5 FM to be on-air within hours of a disaster occurring, albeit with a limited range.
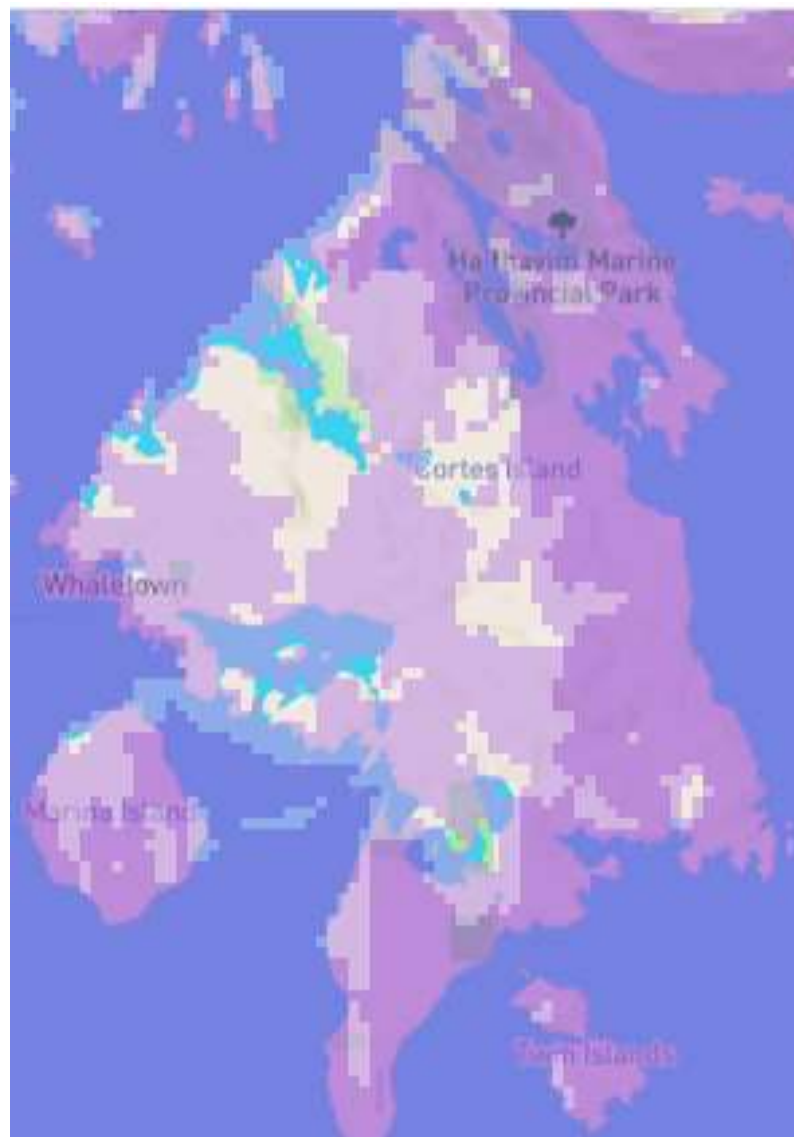
CKTZ Winlink Receiving Station

Messages can be sent to CKTZ from the Emergency Operation Centre over radio waves. CKTZ personnel need only check for messages in the Winlink inbox and print them off to read off on air.
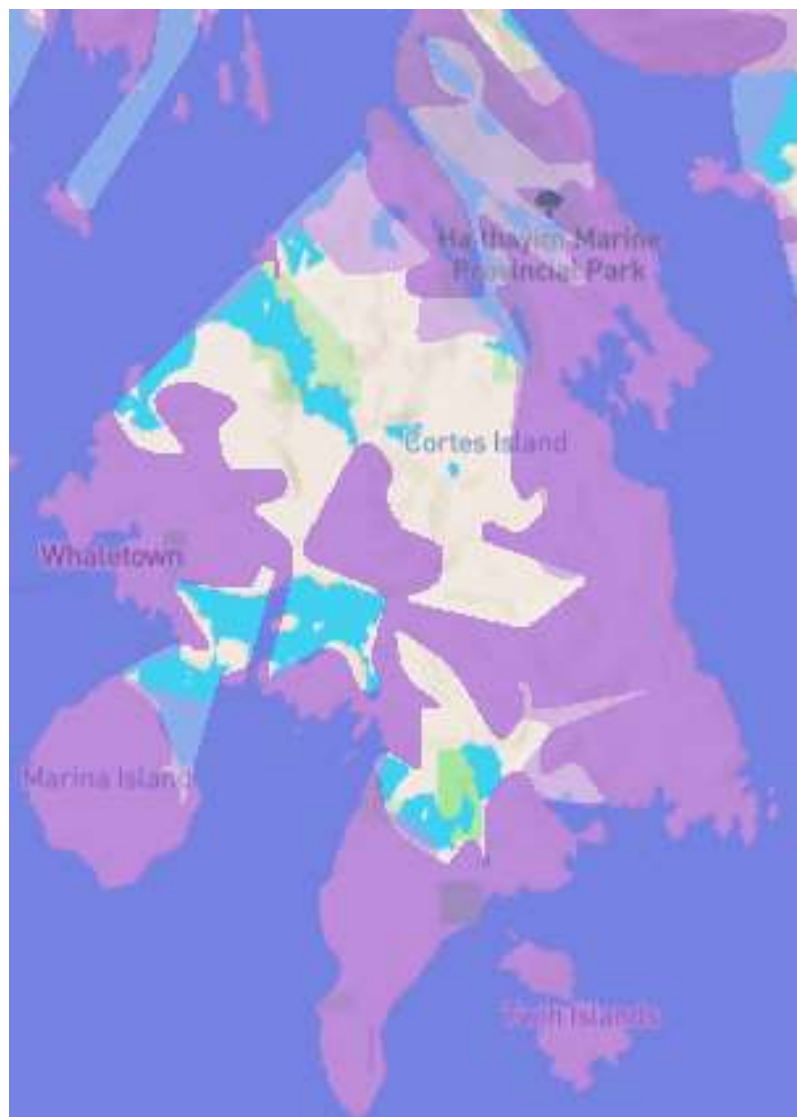
4.9- Projected Cellphone Coverage

Rogers Coverage
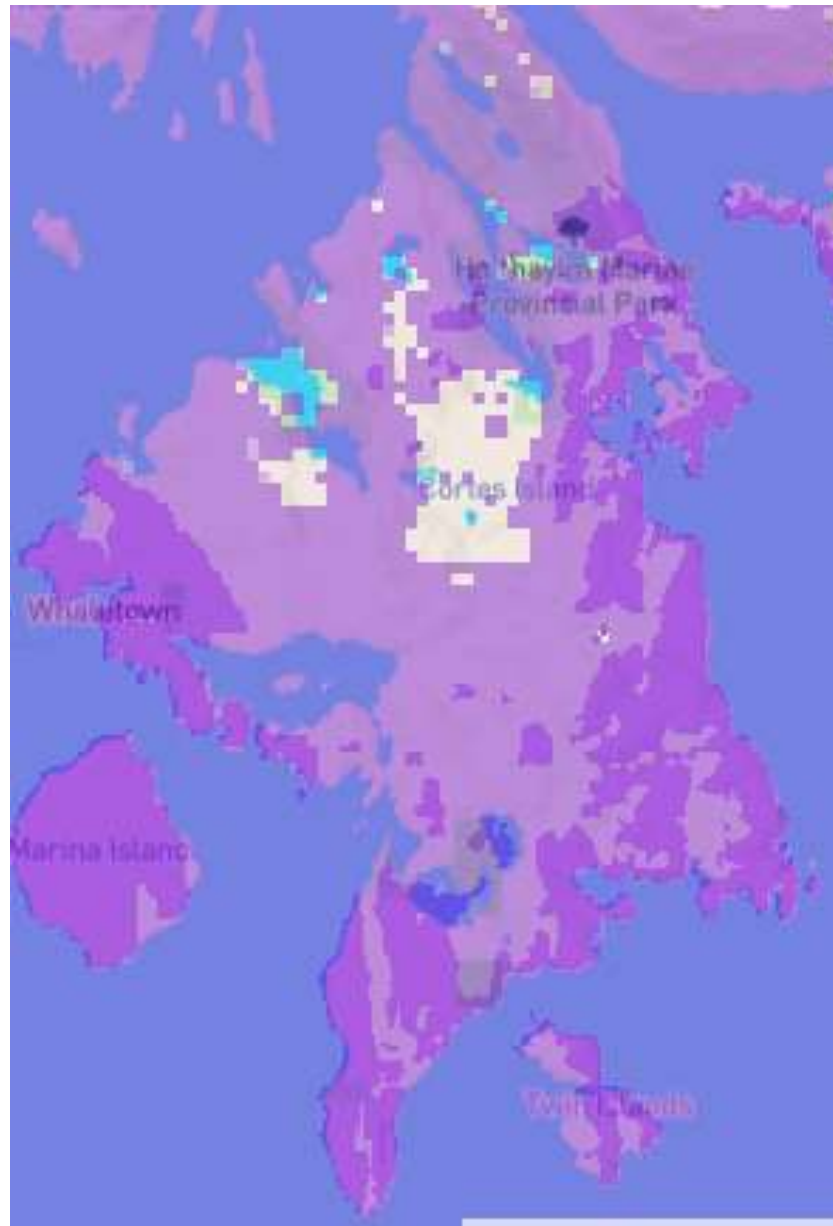
Bell Coverage

Telus Coverage

Chapter 5 –
BC Ferry Evacuation

During a large-scale Evacuation Order cars may be restricted and walk-on passengers will only be permitted. Vulnerable populations and those evacuating with animals should be encouraged to evacuate during the Evacuation Alert Stage.

5.1 - Ferry Evacuation Timeline Estimates

As the primary mode of evacuation of the island, estimating the capacity and the number of runs of the ferry is a crucial part of planning an evacuation timeline. In an emergency, BC Ferries (BCF) will attempt to maximize evacuation capacity by running as a "shuttle service" rather than along a timetable, limiting ingress, and maximizing loading speed.

The Heriot Bay / Whaletown Ferry Terminals are serviced by the MV Tachek.

Total Passengers	144
Total Vehicles	27 under height vehicles
Crossing time	45 minutes
Normal run time (round trip)	2 hours
Runs to evacuate walk on passengers only during peak months	(3,000 people / 144 passengers) = 21 runs 21 runs x 120 minutes = 42 hours required to support full evacuation of 3,000 walk-on passengers

Features
  • 4 lanes, each lane is approximately 150 feet in length, which would accommodate 6 large buses
  • During heavy traffic loads it may not be possible to take a wheelchair out of a vehicle and maneuver it on the car deck.
  • Maximum speed (knots) = 12.8	

There is one other ferry that could in theory assist with evacuations the Quadra Queen I (Port McNeil – Sointula – Alert Bay route)

If the maximum number of ferry passengers is exceeded, the ferry will not be permitted to depart due to Transport Canada safety restrictions such as life vest availability. In situations of immediate danger to life safety, a BC Ferries Captain may be able to override such safety requirements at their sole discretion.

The fewer vehicles, the faster the ferry will be to load and unload; evacuees should be encouraged to fill whatever cars are being allowed on the ferry, if possible. No oversize vehicles should be permitted, nor trailers with the exception of those required to

transport pets and livestock. While it is desirable that evacuees are allowed to take their own transportation to the mainland (to increase self sufficiency), this will need to be considered with loading/ unloading times in mind.

5.2 - Steps to coordinate with BC Ferries

Check	Step
	Notify BCF as soon as Incident Command has assessed the situation by calling the Operations and Security Centre in Victoria. They are staffed 24/7 and will be the first point of contact: 1-877-858-1888
	Once an evacuation scenario is likely or certain, SRD EOC should request that BCF operate in direct support of the SRD EOC from EMBC. SRD should also request that BCF send a liaison to the SRD EOC and also deploy a liaison to BCF.
	Under a SOLE, SRD has the legal authority to refuse access to the island. Only people and resources cleared by the EOC should be allowed to enter Cortes Island.
	BCF will then shift to "Shuttle Service", meaning that they will not run on a timetable and will expedite movement between the terminals.
	SRD should consider deploying personnel onto the ferry who can: a. Inform the EOC immediately as resources arrive on the island. b. Prepare evacuees for handover to Quadra Island Emergency Program or other receiving groups. c. Record number of evacuees moved off the island for the EOC. d. Register evacuees with ESS.

SRD and BC Ferries staff should coordinate the ferry lineup and loading procedure at the Whaletown Terminal. Due to Worker's Compensation Board Limitations, BC Ferries staff must remain in the loading apron area, therefore, SRD staff or volunteers may be needed to assist them.

5.3 - Ferry Queuing

Cars in excess of the queuing area should ideally remain at an assembly area or if they are already in the Whaletown Terminal, should return to their assembly area if it is safe to do so until directed to queue for the ferry.

5.4 - Pedestrians/Cyclists

May walk/bike onto the ferry, as long as they are parking any vehicles on private land outside the Whaletown Ferry Terminal. These passengers may be assigned numbered passes for ferry loading to ensure that load limits are not exceeded.

5.5 - Parking Areas at Whaletown Ferry7 Terminal

Due to limited parking availability, people should be discouraged from parking in the Whaletown Ferry Terminal for any reason. It only takes approximately 20 cars to reach Byers Road and another 15 to reach Seavista Rd. Seavista Rd. has adequate side parking overall to support parking.

The Whale's Rest SRD Park can accommodate approximately 20 vehicles. Located adjacent to the Whaletown Ferry Terminal lineup.

Chapter 6 – Assembly Areas

6.1 - Assembly Areas

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.

An assembly point should be a centrally located, relatively flat, large area, that is generally pedestrian accessible for the public and accessible for the transportation mode which will be employed (vehicle, air or marine). Appropriate signage should be provided identifying the assembly area. Some individuals may be unable to walk to an assembly point due to physical limitations. In these instances, documentation and communication with the EOC should be completed to ensure intermediate transportation to the assembly point is provided.

The SRD has identified 13 Assembly Areas on Cortes Island that may be activated in an evacuation. Additional Assembly Areas may be designated during the emergency as the situation warrants. In all cases, evacuees must be notified of the Assembly Area to which they should proceed. At activated Assembly Areas, evacuees should gather to receive information and direction from SRD EOC. Responders or volunteers should be available at the activated areas.

6.2 - Purposes of Assembly Areas

Assembly Areas are used to disseminate and gather information. Assembly Areas may also be used as:

1. Carpooling points: in a zonal evacuation, people will be directed to carpool such that each vehicle has at least 4 people before heading to the Whaletown Ferry Terminal.

2. Parking areas for cars in order to keep parking pressures down at the Whaletown Ferry Terminal .

3. Transfer Points where people park cars and load onto shared transport out of the evacuation zone.

4. Staging Areas where SRD locates resources to support the evacuation. Staging Areas are locations to be used to stage resources awaiting distribution by the EOC, Incident Command Post, or other supporting agencies.

6.3 - Designated Assembly Areas

Smelt Bay - Zone A   Assembly Areas (2)

- Sutil Point Rd. & Raven Rd.
- Sutil Point Rd. & Smelt Bay Rd.

Manson's Landing Zone B   Assembly Areas (2)

- Sutil Point Rd. & Bartholomew Rd.
- Cortes Island Co-op 800 Sutil Point Rd.

Cortes Bay - Zone C   Assembly Areas (2)

- Seaford Rd. & Squirrel Cove Rd.
- Seaford Rd. at Cortes Bay Rd.

Squirrel Cove - Zone D   Assembly Areas (1)

- Squirrel Cove Trading Co. 1611 Forest Rd.

Whaletown South - Zone E   Assembly Areas (3)

- Whaletown Rd. & Gorge Harbour Rd.
- Gorge Hall
- End of Whaletown Rd.

Whaletown North - Zone F   Assembly Areas (3)

- Coulter Bay Rd. & Talbot Way
- Carrington Bay Rd. & Sawmill Rd.
- Carrington Bay Rd. & Olmsted Rd.

Note: additional information and maps of Assemble Areas is found in Chapter 15.

Chapter 7 –
Traffic Control

7.1 - Goal of Traffic Control

The maintenance of clear road access is critical for an evacuation. In a large-scale evacuation, vehicles would likely become inoperable due to a lack of fuel, breakdown, or abandonment and may block roads or reduce lane width. Keeping roads open is a life-safety issue that outweighs concerns about damage to vehicles or other insurable property. Tow vehicles and other machinery capable of removing a car should be requested and placed on standby at traffic control points or in key locations early on.

The goal of traffic control is to impede ingress (other than for the collection and evacuation of residents) and facilitate exit. Once the zone is evacuated (or as close as possible) the zone is closed for both safety and security reasons. Call on BC Ministry of Transportation (MoTI) and their contractors (Mainroad) to close roadways to reduce conflicting traffic. As needed, First Responders can control traffic, but only MoTI can block traffic or approve such action.

7.2 - Traffic Management Plan Tasks

Check	Step
	Establish which zones or subzones require evacuation and in which order.
	Focus on moving people from the areas most at risk and consider phasing the evacuation by zones to reduce congestion on routes.
	Identify and secure the first and most important Traffic Control Point (TCP) for the area under evacuation.
	Dispatch people and resources (traffic cones, road barricades) to TCP's in order of their importance.
	Facilitate exit from the evacuation zone and limit ingress. This may mean allowing people into the zone to collect family or vulnerable populations. These decisions are difficult and may require RCMP involvement and leadership staff at the TCP.
	Maintain lanes into the evacuation for emergency personnel, transit, as well as fuel or tow trucks.
	Once a zone is evacuated, the TCP should be staffed as long as possible to protect the evacuated area and to limit further ingress. Care and planning are necessary to ensure traffic control personnel are evacuated from the hazard when appropriate.

Chapter 8 – Harbour & Wharf Evacuation

Harbour and wharf evacuations would be initiated under the following conditions:

1. Evacuations along roads are prevented.

2. There is a need to transport people without access to a vehicle.

3. Evacuation warrants the use of multiple transportation modes given the timing of hazard occurrence.

4. Sheltering in Place is too dangerous.

8.1 - The Harbour Authority of Cortes Island

The Harbour Authority of Cortes Island manages five locations, Cortes Bay, Squirrel Cove Dock, Gorge Harbour Government Dock, Manson's Landing Dock and Whaletown Dock.

Cortes Bay Government Dock – Harbour Authority of Cortes Island

Location	Located at the end of Bartholemew Road, southeast side of Cortes Island, near the entrance to Desolation Sound. GPS 50*03'58"N 124*56'27"W
Contact	Jenny Hartwick
Approx. Dock Dimensions	Approx. 425ft (both sides included) x 10ft wide
Vehicle Parking Capacity	Approximately 30
Features	Nearby is Blind Creek boat launch (Regional District).
Other considerations: • Has cellphone reception. • Designated float section at outer end of the dock.	

Parking at Cortes Bay Government Dock = 30

Gorge Harbour Government Dock – Harbour Authority of Cortes Island

Location	End of Robertson Road GPS 50*05'59"N 125*01'20"W
Contact	Jenny Hartwick
Approx. Dock Dimensions	Approx. 200ft. (including both sides) x 10ft.
Vehicle Parking Capacity	Approximately 20 (extra if you include parking at Gorge Hall)
Features	Toilets, showers, laundry and a grocery store are within walking distance at the Gorge Harbour Marina.

Other considerations:
- Has cellphone reception.

Gorge Harbour Government Dock Parking Capacity = Approximately 20 (extra if you include parking at Gorge Hall)

Manson's Landing Government Dock – Harbour Authority of Cortes Island

Location	Located in the Manson's Landing Provincial Park, on the west side of Cortes Island. GPS 50*04'27"N 124*59'23"W
Contact	Jenny Hartwick
Approx. Dock Dimensions	400ft. (including both sides) x 10ft. wide
Vehicle Parking Capacity	Parking at Mansons Landing Provincial Park – Approximately 30 vehicles
Features	Accommodates floatplanes

Other considerations:
- Fairly large vessels could come into the Manson's Landing wharf. It was built for the Coastal Steamers.

- Has cellphone reception.

Squirrel Cove Government Dock – Harbour Authority of Cortes Island

Location	Situated next to the Squirrel Cove Store, on the east side of Cortes Island GPS 50*07'05"N 124*54'41"W
Contact	Jenny Hartwick
Approx. Dock Dimensions	Approx. 200ft. (including both sides) x 10ft.
Features	Toilets, showers, and a grocery store and post office are within walking distance at the Squirrel Cove Store

Other considerations:
- Has cellphone reception.

Whaletown Government Dock – Harbour Authority of Cortes Island

Location	Located at the end of Whaletown Road on the western side of Cortes Island.
Contact	Jenny Hartwick
Approx. Dock Dimensions	Approx. 240ft. (each side) x 10ft. wide
Vehicle Parking Capacity	Approximately 18
Features	Accommodates floatplanes

Other considerations:
- Fairly large vessels could come into the Whaletown Wharf. It was built for the Coastal Steamers.
- Has cellphone reception.

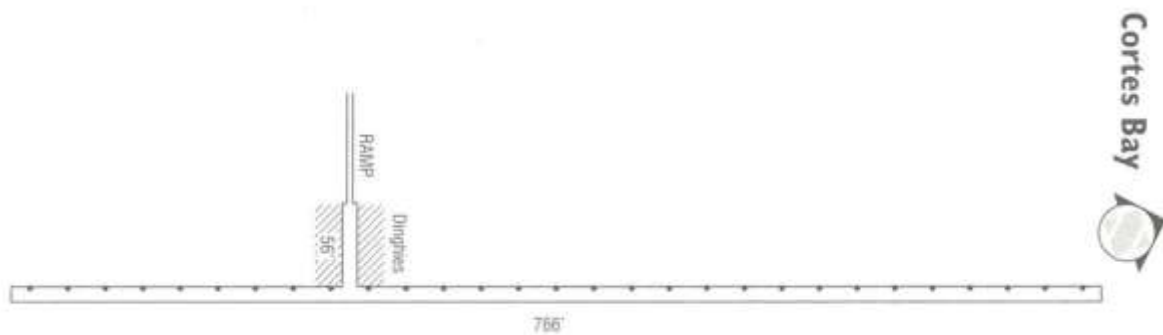Whaletown Government Dock Parking Capacity = Approximately 18

8.2 - Private Moorage

Cortes Bay Outstation – Seattle Yacht Club - Private

Location	1420 Red Granite Rd. (end of the road) GPS 50*03'36"N 124*55'51"W
Contact	Marv Mielnichuk (onsite) Jeff Bertsch (Seattle)
Approx. Dock Dimensions	1,000ft.
Features	Shore facilities include decks, ice machine and storage, the Crows Nest Kitchen, the Cortes Room, showers, laundry and three fully equipped cabins.
Other considerations: • Limited cellphone reception Boats enter Cortes Bay through a short channel, passing south of the marker beacon which marks a drying reef.	

Cortes Bay – Royal Vancouver Yacht Club - Private

Location	1351 Manzanita Rd.
	GPS 50*03'54"N 124*55'51"W
Contact	Jamie Blooms
Approx. Dock Dimensions	766ft.

Other considerations:
Submerged rocks in the vicinity of Triple Islets (Cod Rocks) necessitate attention to the chart. Especially in summer, floatplanes should be expected in Cortes Bay many times a day, usually touching down and lifting off near the entrance. Boaters can have a clear view of traffic inside the bay by favouring the shore to the north as they approach. At the entrance, a drying reef that extends out from that shore is marked by a red light."

Gorge Harbour Marina - Private

Location	1374 Hunt Rd. Whaletown GPS 50*06'00"N 125*01'23"W
Contact	250-935-6433 moorage@gorgeharbour.com Monitors Marine VHF Channel 66A
Approx. Dock Dimensions	1,800ft.
Features	The marina offers 50 and 30 amp services and cold fresh deep well water. A fuel dock located at the front of marina, separating the west and east fingers, offers diesel and "ethanol free" gas to boaters year round. Propane is also dispensed up by the General Store.
Other considerations: • No cellphone reception	

Squirrel Cove Trading Co. - Private

Location	Close to the Squirrel Cove Trading Co. 1611 Forrest Rd. Squirrel Cove. GPS 50*07'06"N 124*54'45"W
Contact	
Approx. Dock Dimensions	200ft.

Other considerations
- The dock is accessible during high tide. The dock is located at 6' below the *local tide chart.*
- Moorage with 15, 20 & 30 amp
- Has cellphone reception
- The Government dock next door offers short term and long-term moorage, water, electricity, garbage facilities, and walking access to the store; although fueling from the Government dock is not possible.
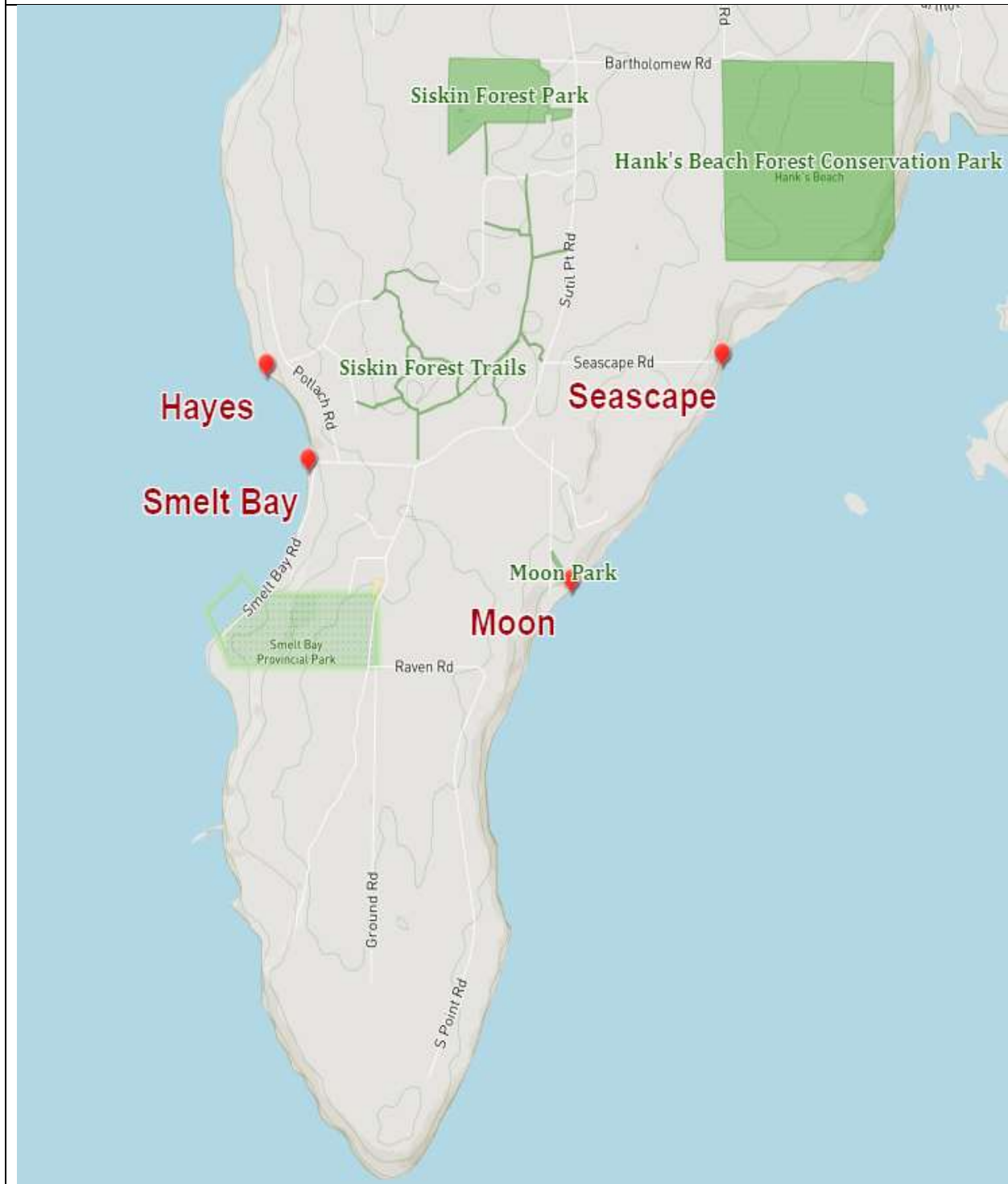
Chapter 9 –
Marine Muster Points & Shoreline Searches

9.1 - Public Beach Access Points

Zone A – Smelt Bay
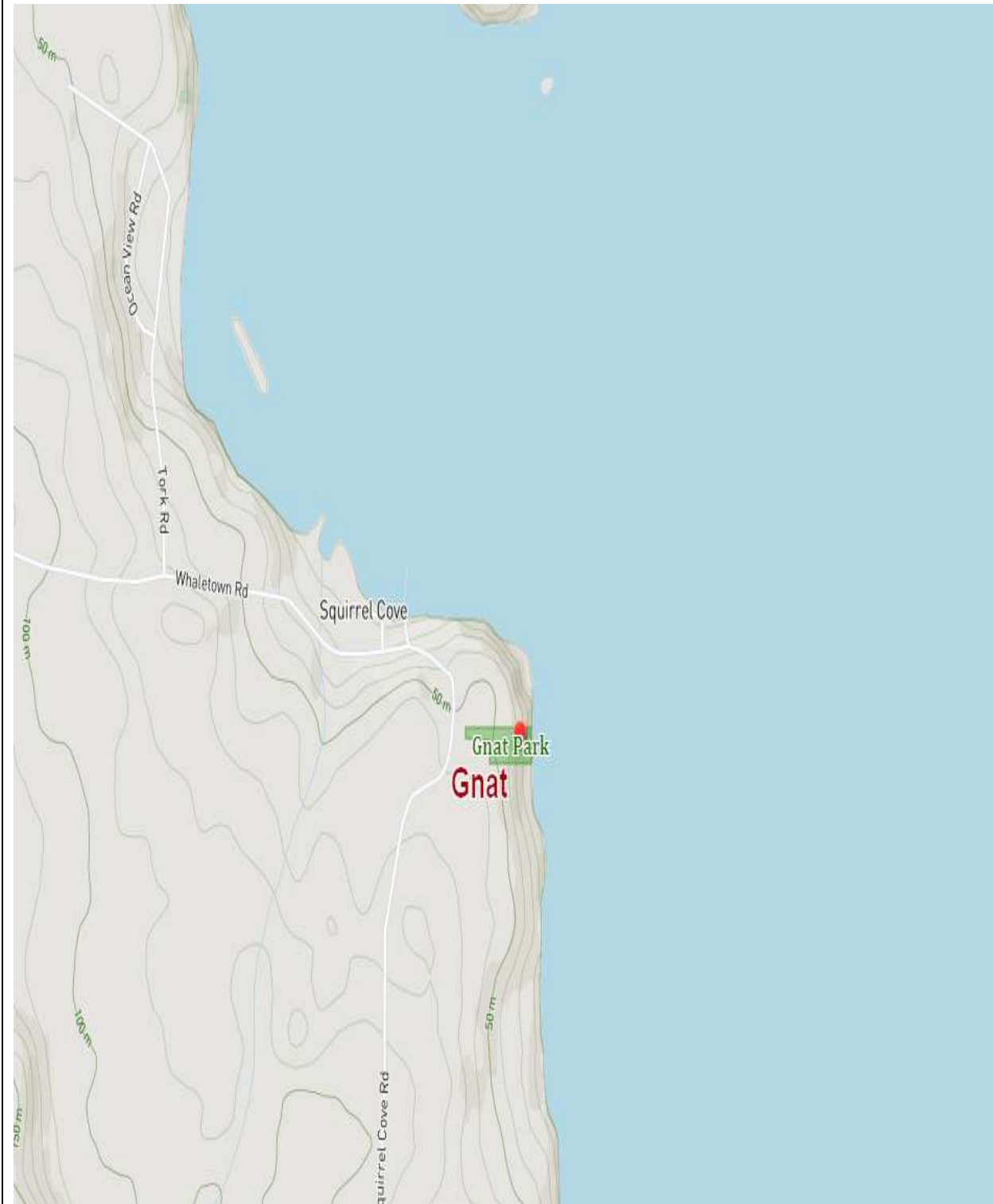
- Has cellphone reception

Zone C – Cortes Bay

- No cellphone reception

Zone D – Squirrel Cove
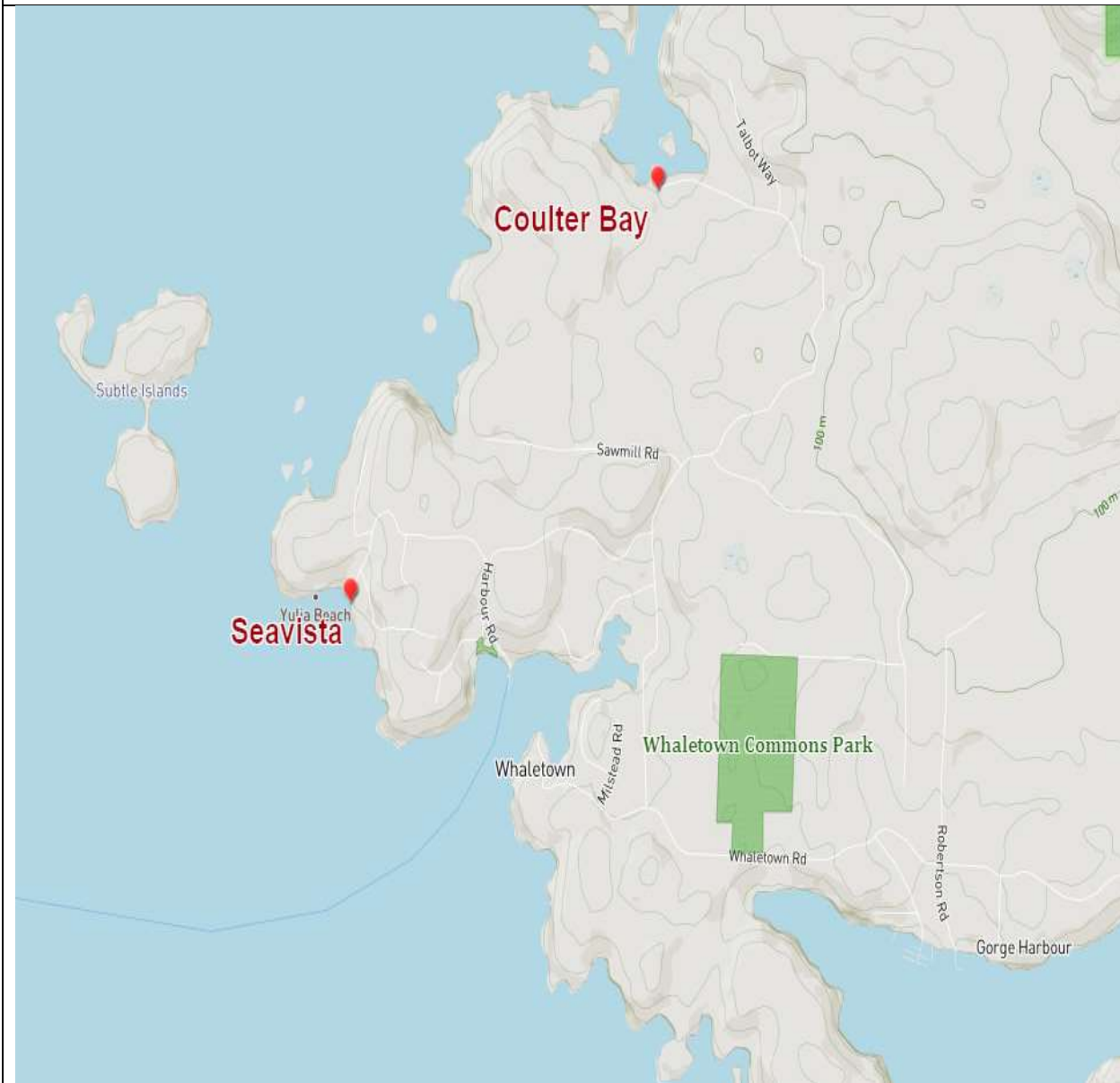
- Gnat Park is a hiking trail and requires mobility and sturdy shoes to access
- No cellphone reception

Zone F – Whaletown North
End of Seavista Road

- No anchors permitted due to cable crossing
- No easy boat docking access due to driftwood
- Limited cellphone reception

End of Plunger Road and Sawmill Road do NOT have public beach access.

End of Coulter Bay Rd.

9.2 – Coast Guard Search and Rescue System

The SAR system in Canada is a shared responsibility across all levels of government. Aeronautical and Maritime SAR are the responsibility of the federal government, while ground and inland waters SAR is a provincial and municipal responsibility. Maritime SAR is a federal responsibility lead by the Canadian Coast Guard as legislated by the Oceans Act 41(1)(b):

41 (1) As the Minister responsible for coast guard services, the powers, duties and functions of the Minister extend to and include all matters over which Parliament has jurisdiction, not assigned by law to any other department, board or agency of the Government of Canada, relating to Shipping Act 2001:

(b) the marine component of the federal search and rescue program

The CCG carries out its responsibility by maintaining, and operating the federal government's primary marine rescue assets and participation at the Joint Rescue Coordination Centres.

Joint Rescue Coordination Centre

Since 1976, the Department of Defence has been appointed as the federal lead for Search and Rescue. To ensure a responsive system, SAR within the federal authorities is managed out of the Joint Rescue Coordination Center (JRCC).

2) JRCC is staffed by aeronautical controllers (selected from CAF) and Maritime Controllers (selected from CCG). The Canada Shipping Act 2001 legislates the Minister of DFO to designate persons as SAR mission coordinators (SMC) to organize SAR Operations. The Canada Shipping Act provides the SMC with the following delegated authority:

130 (1) The Minister may designate persons as search and rescue mission coordinators to organize search and rescue operations.

(2) On being informed that a person, a vessel or an aircraft is in distress or is missing in Canadian waters or on the high seas off any of the coasts of Canada under circumstances that indicate that they may be in distress, a search and rescue mission coordinator may

(a) direct all vessels within an area that the search and rescue mission coordinator specifies to report their positions;

(b) direct any vessel to take part in a search for that person, vessel or aircraft or to otherwise render assistance;

(c) give any other directions that the search and rescue mission coordinator considers necessary to carry out search and rescue operations for that person, vessel or aircraft; and

(d) use any lands if it is necessary to do so for the purpose of saving the life of a shipwrecked person.

Coast Guard Mass Rescue

1) The Mass Rescue Operation SAR Plan is established to provide a course of action to be followed if an incident occurs in the area requiring a significant and/or sustained SAR or humanitarian response.

2) This plan uses Incident Command System architecture and terminology, along with procedures established in the CCG Seamanship Manual, and the International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual. The following priorities are paramount:

a. Notification of key personnel/agencies;

b. Safety of responders;

c. Rescue of survivors;

d. Protection of the environment;

e. Security and salvage of wreckage; and

f. Accident investigation

The Canadian Coast Guard is the lead agency for Maritime Search and Rescue. If the incident originates on Land it is considered a humanitarian incident. Local governments can request Canadian Coast Guard assets to assist with rescuing stranded people on shorelines.

Chapter 10 – Evacuation Recording Procedures

10.1 – Evacuation Tracking Log

Ensure that all premises are reported on the Evacuation Log.

The evacuation team will use one 2-3 foot long ribbon of colour-coded, weather-resistant tape to indicate the evacuation status of each premise.

Tie the appropriate ribbon so that it is most visible to the street. Should a door not be visible from the street, attach tape to the side of the house that is visible. Should the house not be visible from the street, place the ribbon at the entrance to the driveway (e.g. around 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. Tape the Evacuation Order to the door of the property with a note explaining the meaning of the blue tape, and instructions to call the phone number on the Order for more information or instruction.
Pink - Notified	Ready to evacuate when ordered. Provide occupant with yellow ribbon to exchange with pink ribbon when leaving.
Yellow - Evacuated	Household is confirmed to have evacuated.
Orange - Refused	Advise that responders will not be put at risk to rescue them. Note address, report and record the refusal. Explain the purpose of the Orange tape: so First Responders will not visit property again for evacuation notification, or be alarmed at occupied residence during patrols. Provide Order and highlight EOC contact information.
Red – Needs Assistance	Try to delegate assistance to neighbours. Use situational discretion for whether or not to directly assist. Explain the meaning of the tape: it is a flag for First Responders to come back to provide assistance in evacuating. Note status and actions taken and continue with evacuation notification.

Evacuation Notification is the Priority – Keep Moving!

CORTES ISLAND EVACUATION LOG

Incident Name:						EMBC Task No.					Date & Start/End Times:
Authorizing Authority: Strathcona Regional District						Notification Team:					

Zone #:	Community Name: Cortes Island		# of Occupants Present	# of Minor Children <19	# of Pets/Livestock	Blue – Not Home	Pink – Notified	Yellow – Have Evacuated	Orange – Refused	Red – Needs Assistance	Time	COMMENTS
Street Name	House #	Family Names										• If RED, note type of assistance • If ORANGE, note reason • If RED, note type of assistance • If ORANGE, note reason

Page ___ of ____

10.2 Those Who Refuse to or Cannot Evacuate

The Evacuation Team will note the location and number of persons remaining. The persons will be informed of the danger and that essential services and resources such as medical, utilities, sanitation and food may not be available until the order is lifted. People who refuse to leave an evacuated area and appear mentally unstable or are suffering from a mental illness may be removed by RCMP under the *Mental Health Act section 28(1)A*. Those who represent a threat to those supporting the evacuation or who impede the evacuation or response may be taken into custody by RCMP. Refer to the RCMP Evacuation Operations Best Practices pdf within the EOC documents for more info.

10.3 - Minor Children

Minor children (those under age 19) can be lawfully removed from the evacuation area by the RCMP, even if their parents or guardians choose to remain. Minors at school, in daycare, or unaccompanied may be evacuated without parental notice or consent. They will be received by Emergency Support Services, who will likely involve the Ministry of Child and Family Development. Family reunification services will be available at ESS Reception Centres.

10.4 - People with Pets and/or Livestock

Evacuees may bring their pets with them when they evacuate, but not livestock during an Evacuation Order. Evacuees should make arrangements for their pets and livestock prior to evacuation. SRD has a Canadian Disaster Animal Response Team (CDART) to help with domestic pets (companion animals) in an emergency as part of the ESS response. This is a volunteer organization with training and capacity for assisting residents to deal with pets during an evacuation. The group has the capacity to call on other CDART groups for support in a large-scale emergency. Ideally, farmers will make their own arrangements for emergency livestock relocation and care in advance of an evacuation. Livestock Relocation Programs can evacuate livestock to a safe location when possible. Costs of evacuating commercial livestock, but not hobby farms or pets, are covered in Emergency guidelines. Owners will be responsible for the cost of moving their own pets. For more info, see programs on the BCEMS Livestock Relocation and Pets page.

10.5 - People Without Means to Evacuate

Based on data from the Insurance Corporation of British Columbia (ICBC) on local vehicle ownership, approximately 10% of residents do not have vehicular access or may otherwise need assistance. These people should first try to make arrangements to evacuate with neighbours. If they cannot self-evacuate, they should notify first responders of any limitations. First responders will do their best to arrange transportation from designated assembly areas. On a case-by-case basis, extraction teams may be needed to help some people evacuate from their homes safely.

10.6 - Shelter-In-Place

In response to some emergency situations, such as smoke outdoors or hazardous access roads, the best response may be for residents to remain in their home or current location and not to move around. There may also be a need to keep roads clear for evacuation of nearby areas. In these cases, a Shelter In Place order may be issued by the Incident Commander (IC). The IC must communicate regularly with the EOC to evaluate whether SIP remains the safest option, as the hazard evolves. Considerations prior to issuing a Shelter-In-Place Order:

1. Is the "shelter" stable and does it provide protection from the hazard?

2. Do residents have sufficient resources to remain in place for an extended time?

3. Is critical infrastructure (power, water, medical services) in place?

4. Will sheltering in place remain the safest option, even as the hazard evolves?

SHELTER-IN-PLACE ORDER (TEMPLATE)

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 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].

To Shelter-in-Place:
- Go inside and close [and lock] all windows and exterior doors
- If there is a danger of explosion, close the window shades, blinds, or curtains
- Turn off all fans, heating and air conditioning systems. Close fireplace dampers
- Get your emergency kit and turn on the radio
- 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, if you can. Because some chemicals are heavier than air, avoid sheltering in basements
- 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
- Monitor local radio and websites until you are told by local officials all is safe or you are told to evacuate. A call centre may be established.

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

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 911 or the emergency response number in your area.

Chapter 11 –
Evacuation Templates:
Alert, Order, Rescind

STAGE 1: EVACUATION ALERT

During an evacuation alert, the public is warned of a threat and advised of a potential need for evacuation. It does not require a declaration of a state of local emergency. The alert is issued when response agencies believe it is likely the threat will put people at risk, but the threat has not yet reached a threshold of immediate danger.

The alert should highlight the need and source, nature and/or cause for the evacuation. During this stage, people should prepare to evacuate and gather personal supplies required for several days. If time allows, evacuation alerts can be issued by door-to-door notification. Public information notifying people of an evacuation alert should also be posted on the municipal website, social media, and local radio and television stations. When an imminent hazard occurs, an evacuation order may be issued without a prior evacuation alert.

EVACUATION ALERT
(TEMPLATE)
[DESCRIPTOR OF AREA]
[DATE (mm/dd/yyyy) AND TIME (24-hr clock)]

An Evacuation Alert has been issued by Strathcona Regional District at the Emergency Operations Centre (EOC).
[Briefly describe event and potential risk]

Because of the potential danger to life and health, the Strathcona Regional District 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 and designate a meeting area outside the evacuation area, should an Evacuation Order be called while separated.
- Pack essential items such as government-issued ID, medications, eyeglasses, valuable papers (e.g. insurance, credit, and mortgage information), immediate care needs for dependents and, if time and space permits, keepsakes for quick departure.
- Prepare to move disabled persons, children and/or neighbours, if assistance is needed.
- Prepare to take pets with you and move livestock to a safe area (if possible).
- Arrange transportation for all your household members. Ensure your personal vehicles have enough gas to drive to Campbell River. If transportation assistance is needed, call [contact number].
- Arrange accommodation for all members of the residence, if possible.
- Wait for an Evacuation Order to be issued before evacuating. 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]

Strathcona Regional District

EVACUATION ORDER TEMPLATE
[DESCRIPTOR OF AREA]
[DATE (mm/dd/yyyy) AND TIME (24-hr clock)]

Pursuant to Section 12 (1) of the BC *Emergency Program Act* an **Evacuation Order** has been issued by Strathcona Regional District 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].
- Shut off all gas and electrical appliances, other than refrigerators and freezers.
- Close all windows and doors.
- Close gates (latch) but do not lock.
- Gather your family and, if you have room, take a neighbour or someone needing transportation. Do not use more vehicles than you have to.
- 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 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

Strathcona Regional District

EVACUATION RESCIND TEMPLATE
[DESCRIPTOR OF AREA]
[DATE (mm/dd/yyyy) AND TIME (24-hr clock)]

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.

WHAT YOU SHOULD DO:

- Ensure your personal vehicle has enough gas to drive to Campbell River.
- Bring a minimum of three days of food and essential supplies (e.g. medications, pet supplies) with you as local grocery stores may not yet have adequate stock
- If your animals or livestock have been relocated, call [contact number] to coordinate their safe return

For more information contact: [contact number]

Signature of Board Chair

Strathcona Regional District

Chapter 12 – Managing Areas Under Evacuation Order

12.1 - Decision Making Authority

The Local Authority or First Nation that has jurisdiction for the lands in which the Evacuation Order is issued is the primary authority for approving or denying requests for temporary access.

The only exception to this understanding is in regard to legislation that empowers agencies responding to an emergency event access to, and/or management of, the evacuated areas (such as the BCWS restricting access to active wildfire hazard zones). For any emergency event, it is recommended to connect with the responding agency to determine any legislated powers or considerations for the management of evacuated areas.

Requests for temporary access should always flow through the Local Authority/First Nations' Emergency Operations Centre (EOC) if activated, or the person(s) in charge of emergency management for the community if not activated. The Local Authority or First Nation then would make an *informed decision* based on case-by-case considerations for the access request to be approved or denied. It is up to the Local Authority/First Nation to decide who, or what function (i.e. EOC Director), has the decision-making authority to approve/deny temporary access requests on behalf of the Local Authority/First Nation.

12.2 - BC Wildfire Service: Access Controls

Local Authorities/First Nations are not responsible for issuing permits to BCWS staff and their support personnel to enter an evacuated area; this is the responsibility of BCWS.

Local Authorities/First Nations should not issue permits for fire suppression activities; all people and equipment working on firefighting efforts regardless of affiliation are required to coordinate their efforts with the BCWS.

12.3 - Informed Decisions

Informed decisions require that all relevant information is gathered and analysed to make certain that identifiable risks have been considered prior to approving or denying a request for temporary access.

This includes receiving a recommendation for the approval or denial of the request based on the perspective of safety from a subject matter expert (SME) on the specific hazard event. In a wildfire hazard instance, this would mean seeking the advice of the BCWS Incident Commander (IC) for the specific request. In order to receive this recommendation, information such as the property location and details on the reason for temporary access are required.

12.4 - Liability Protection

EMBC recommends the use of waivers in order to clarify that any liability for the risks associated with temporary access lies with the individuals or agencies entering the evacuation area, and that the individuals/agencies gaining access do not have any misunderstanding respecting who is responsible for their safety. EMBC recommends that waivers be fully explained by the Local Authority/First Nation to the person(s) seeking access. It is critical that the person signing the waiver is a competent adult who has full understanding (i.e. informed consent) of the terms and conditions. The person should sign the waiver as a condition of receiving an access permit.

The good faith actions by Local Authorities are offered certain protections under Section 18 of the *Emergency Program Act* (EPA), where:

"No person, including, without limitation, … a local authority, the head of a local authority, a member of a local authority, a volunteer and any other person appointed, authorized or required to carry out measures relating to emergencies or disasters, is liable for any loss, cost, expense, damage or injury to person or property that results from

> (a) *The person in good faith doing or omitting to do any act that the person is appointed, authorized or required to do under [the EPA], unless, in doing or omitting to do the act, the person was **grossly negligent**, or*
> (b) *Any acts done or omitted to be done by one or more of the persons were, under [the EPA], appointed, authorized or required by the person to do the acts, unless in appointing, authorizing or requiring those persons to do the acts, the person was **not acting in good faith**"*

Local Authorities can take steps to reduce the potential for allegations of gross negligence by making certain that every decision made to approve or deny a request for temporary access is an informed decision. The less information available to inform a decision increases the risk for negligence. If a recommendation from a subject matter expert is not available due to capacity or other reasons, it is recommended that the temporary access request be denied or withheld until such recommendation can be obtained, as reasonable.

It is recommended that Local Authorities and First Nations seek their own legal advice when unclear about liability with respect to allowing for temporary access into evacuated areas.

12.5 - Why Grant Temporary Access?

Allowing access into evacuated areas may assist in reducing the consequential impact of the emergency event for the community, region, and province as a whole. Reducing this impact will lessen the burden on individuals, organizations, government, and agencies, and allow those affected by the event to begin the process of recovery sooner.

Allowing access may also help the community to satisfy the BC Emergency Management System (BCEMS) Response Goals. It is recommended that any request for temporary access should be related to one or more of these goals.

Conditions for Temporary Access
There are several conditions that are recommended to be imposed on various kinds of access, as reasonable.

General conditions for Temporary Access
- Restricted to specific dates, and time as required for safety
- Requires liability waiver to be understood and signed in advance of entry by all individuals gaining access
- Must be over age of 19
- No permits are issues to re-enter and remain in an Evacuation Order area; access into the restricted area is only temporary and for the purpose granted on the permit
- All individuals gaining access must be able to produce government issued photo-identification or attestation by appropriate Band representative such as Chief or council.
- Permits may require an escort, as determined by hazard-specific subject-matter expert and/or Emergency Operation Centre

Agriculture conditions
- May be subject to consultation with the Ministry of Agriculture Liaison posted to an EOC
- Restricted to designated persons
- Premises ID may be required to validate access location

Pass-through conditions:
- Restricted to specific dates and times of travel
- Restricted to predetermined route and destination
- Restricted to designated driver and pre-identified passengers

12.6 - Recommended Process

It is recommended that this standardized process be used across local jurisdictions to best facilitate a consistent, timely, safe, and effective access into evacuated areas. Templates for this process can be found in the appendices and on EMBC's website. Due to the large geographic areas of many jurisdictions in BC, it is recommended that an electronic offering of the below process be made available, i.e. through email. All inquiries for temporary access should be directed to the applicable EOC.

<u>10-STEP TEMPORARY ACCESS APPROVAL PROCESS</u>

1) Local Authority/First Nation/EOC receives enquiry for access request

2) Requestors fill out Temporary Access Permit (Permit) and include location specifics, reasons for access, etc.

3) Daily, at a pre-determined and agreed upon time, the EOC will communicate the Permit requests to the hazard-specific subject matter expert for recommended approval/denial based on issue of safety due to emergency event

4) EOC makes informed decision for the final approval/denial of the Permit

5) EOC will then complete, sign-off on, and issue numbered, standardized Permits to the approved requestor(s)

6) EOC will simultaneously create an EOC Master List of the approved Permits for each day that will be sent to the respective checkpoints and RCMP

7) Permit holders will receive a safety briefing from the EOC at the time they receive the permit

8) Permit holders will have the Permit waiver explained to them, and will voluntarily sign the waiver with full understanding of the terms and conditions in order to gain temporary access

9) Permit holders will present themselves at the checkpoint at the specified time/location

10) Checkpoint authorities will cross-reference the permit with the EOC Master List to confirm approval and allow valid permit holders to gain temporary access to the evacuated area

Access Requests Flow Chat
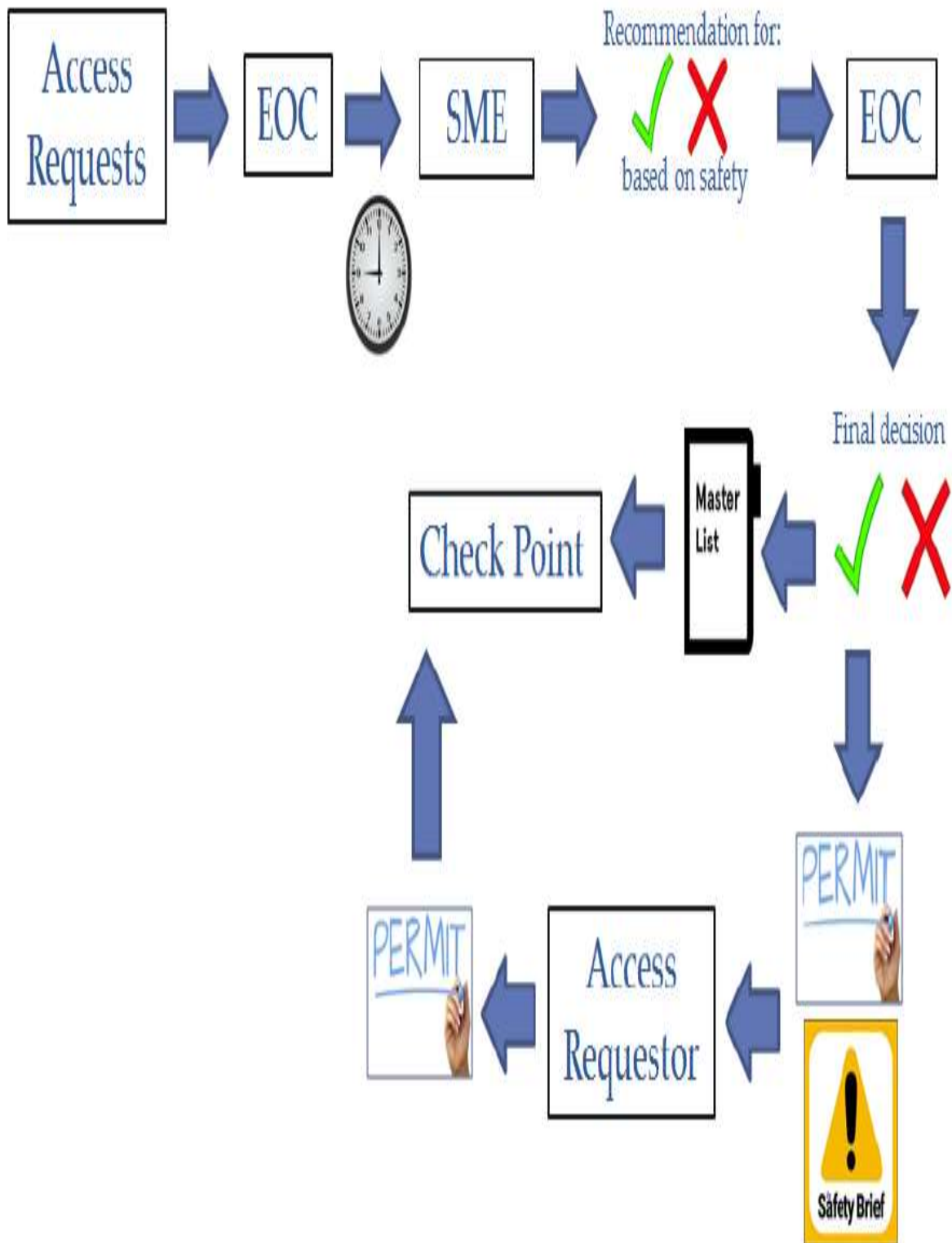
12.7 - Exiting the Evacuated Area

When the individual(s) exits the checkpoint area, the Permit is returned to checkpoint personnel and the time of departure is noted on the Master List. The Master List and the permits are then returned to the EOC at the end of the operational period, or as agreed upon. Should individual(s) not exit the evacuation area at the time stated on the EOC Master List, and after a previously agreed-upon grace period (i.e. 30 minutes), checkpoint personnel should contact the EOC to report the situation. The EOC will then attempt to contact the permit holder, as able, before liaising with the hazard-specific Subject Matter Expert to determine any next steps, as required.

CHECKPOINTS

It is recommended that access into evacuated areas be channelled through strategically pre-identified checkpoints that are staffed by RCMP, or a local police branch/experienced contractor, operating on behalf of the Local Authority or First Nation. Before a situation arises where temporary access will need to be facilitated, it is recommended to reach out to the RCMP detachment, or otherwise, that will be controlling the checkpoints and provide clarification and high-level training on what the temporary access process will look like. It is recommended to:

☐ Establish a clear point of contact for both the checkpoint personnel and the EOC for efficient communications

☐ Confirm reporting structure for checkpoint personnel to RCMP/contractors/EOC, as required

☐ Identify to whom EOC Master Lists will be sent and through what channel; identify how the completed, expired Master Lists will be returned to the EOC
    o For example: Master Lists are emailed to the RCMP detachment, who then provides the Master Lists to their officers at the beginning of their shifts, or emails/delivers the Master Lists, as able, to checkpoint personnel.

☐ Provide Checkpoint One Pager training guide to the police branch to disseminate to checkpoint personnel

CROSS JURISDICTIONAL ACCESS

There may be times when an individual or agency requires access to the evacuation areas across multiple jurisdictions. For example, an oil and gas pipeline operator may need to perform maintenance checks or repairs on a pipeline that stretches across the province. To best facilitate this access in a timely and efficient manner for all parties involved, it is recommended that all Local Authorities and First Nations adopt the recommended, standardized form/waiver for temporary access. This way the recommended process can be:

☐ Requestor fills out one form, or rapidly fills out multiple forms that are similar in nature

☐ The requestor then submits the form(s) to the respective jurisdictions with a copy to the PREOC/EMBC Regional Duty Manager (RDM)

☐ When time permits, the PREOC/RDM can then help to facilitate approval for this request, and if required, set up a coordination call to align the recommendations to allow the access, as reasonable

☐ The PREOC/RDM can assist with the communication of approvals to the requestor While EMBC can assist with facilitating temporary access requests across multiple jurisdictions, the Local Authorities and First Nations maintain authority over their jurisdiction, and EMBC cannot approve access into evacuation areas.

ESCORTS

A person entering the Evacuation Order area may require a qualified escort at the discretion of the hazard-specific SME or EOC. In this case, access may be subject to the availability of an escort, within the time limit identified on the permit. Escorts may be required for individuals with vulnerabilities or increased risk, or when the nature of the emergency event calls for it. It is recommended that an escort be considered for all individuals/agencies passing through an evacuated area, as reasonable.

EARLY RE-ENTRY FOR PREPARATION PRIOR TO EVACUATION RESCIND

To facilitate the best possible community recovery, it is recommended that certain agencies be given access to prepare the area for repatriation prior to an Evacuation Rescind being issued. This would occur once it has been deemed safe for residents to return to the evacuated area but before formally rescinding the Evacuation Order. The goal is to facilitate a graduated and coordinated re-entry into the community by making certain that the necessary preparations have been made in advance of the general population returning.

As the area under evacuation has been, or is about to be, recommended for an Evacuation Rescind by a hazard-specific subject matter expert on the grounds of safety, the process for allowing the early re-entry of supporting individuals/agencies can be less onerous. It is recommended that the Local Authority/First Nation provide a list of the approved individuals/agencies to checkpoint personnel with the understanding that these individuals/agencies are able to remain within the evacuated area as it has been deemed safe to do so and will allow them to make preparations for returning residents. During this time, it is important to have consistent communications with the Incident Commander of the hazard in order to maintain awareness of conditions and potential shifts in the hazard situation prior to the Evacuation Rescind being formalized.

The following includes a non-exhaustive list of the access that should be considered:

The respective Health Authority will need to validate that critical public services are available, such as drinking water, proper sewage, air quality, and food safety.

* Failing to allow the Health Authority access into the evacuated area to validate these requirements may result in a new Evacuation Order being issued by the Health Authority under Part 6, Division 6, Section 83 of the Public Health Act.

☐ The respective Health Authority will also need hospital maintenance, inspection, and clinical staff to prepare the emergency department to ensure services are open and available when the Order is lifted

☐ Critical Infrastructure agencies will need to ensure that their equipment is operating

☐ Utility Agencies will need to reinstate services

☐ 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 they can open schools within reasonable time-period

☐ Establishment of a Resilience Centre for evacuees to gain information and resources once the Evacuation Order has been lifted

EMERGENCY OPERATIONS CENTRE
TEMPORARY ACCESS PERMIT PROCEDURES
NO PERSON UNDER THE AGE OF 19 WILL BE PERMITTED TO ACCESS EVACUATION AREA UNLESS MINOR HAS BEEN APPROVED FOR <u>PASS-THROUGH</u> AND ACCOMPANIED BY LEGAL GAURDIAN

AUTHORIZATION FOR ENTRY

- Strathcona Regional District has the sole authority for permitting <u>non-response related</u> access into the area under Evacuation Order
- Approved permits are standardized, and signed by an authorized representative of the Strathcona Regional District
- Any individual(s) seeking access into the evacuated area must receive an approved permit from the Strathcona Regional District; direct them to [location/phone number] to request access

ENTRY PROCEDURE

1. Daily, when applicable, the EOC will provide a Master List of all approved permits for that time period
2. When individual(s) approach checkpoint, obtain permit
3. Confirm:
   - ✓ Permit information matches EOC Master List
   - ✓ Waiver has been signed
   - ✓ Confirm that individual has received safety briefing from EOC
   - ✓ Permit has been authorized by EOC
4. Give permit back to individual(s) and have them display permit clearly on their dashboard
5. Note the time of entry on EOC Master List

EXIT PROCEDURE
Should individual(s) not exit the evacuation area by the Approved Time of Exit on the EOC Master List, contact the EOC to report situation.

1. Collect the permit from the individual(s) exiting the evacuation zone
2. Note the time of exit on EOC Master List
3. At end of operational period, submit permits and Master List to your supervisor

Approved Temporary Access into Evacuation Area Master List

Date of Entry: _____

EOC Phone Number for Issues Management:

NO PERSON UNDER THE AGE OF 19 WILL BE PERMITTED TO ACCESS EVACUATION AREA UNLESS MINOR HAS BEEN APPROVED FOR PASS-THROUGH AND ACCOMPANIED BY LEGAL GAURDIAN

Permit ID Number	Permit Holder's Name	# of People	Entry Checkpoint Location	Approved Time of Entry	Approved Time of Departure	Actual Time of Entry	Actual Time of Departure	Comments

PERMIT HOLDER IS NOT AUTHORIZED TO STOP OR ENTER ONTO ANY PRIVATE PROPERTY DURING ACCESS/PASS-THROUGH.
PERMIT HOLDERS MUST EXIT THE EVACUATION AREA BY THE PERMIT EXPIRY DATE AND TIME.
PERMITS ARE TO BE RETURNED TO CHECKPOINT PERSONNEL UPON EXITING EVACUATION AREA

EVACUATION AREA PASS-THROUGH PERMIT

NO PERSON UNDER THE AGE OF 19 WILL BE PERMITTED TO PASS-THROUGH EVACUATION AREA UNLESS ACCOMPANIED BY THEIR LEGAL GAURDIAN
This permit gives the named individual(s) the permission to travel through the Evacuation Order area as per the conditions outlined.

Emergency EOC Contact Number		PERMIT NUMBER	

PERMIT RESTRICTIONS			
PERMIT ENTRY DATE / TIME		PERMIT EXPIRY DATE / TIME	
CHECKPOINT ENTRY LOCATION			
CHECKPOINT EXIT LOCATION			
ROUTE THROUGH EVACUATION ZONE			

PERMIT HOLDER'S INFORMATION			
FULL LEGAL NAME		D.O.B. / AGE	
PHONE NUMBER		DRIVER'S LICENCE #	
ADDRESS			

VEHICLE INFORMATION					
MAKE/MODEL		PLATE NUMBER		COLOUR	
APPROVED PASSENGER NAME(S)					

WAIVER AND AGREEMENT (RELEASE AND INDEMNITY – PLEASE READ CAREFULLY)	
"I understand that I have voluntarily chosen to enter into an area that is under an evacuation order due to extreme and imminent hazards and as such, I accept complete responsibility and liability for my actions and choices. In consideration for being permitted to pass through the evacuation area, I hereby release and forever discharge the Strathcona Regional District and other responding agencies and their officers, agents, employees, contractors and volunteers (collectively, the "Released Parties") and agree to indemnify and save harmless the Released Parties from and against all losses, claims, damages, actions, causes of action, costs and expenses whatsoever, that the Released Parties may sustain, incur, suffer or be put to, including those arising from the negligence of the Released Parties, by reason of this permit or my entering into the evacuation area."	
Name (print):	Signature:
Name (print):	Signature:

INCIDENT COMMANDER RECOMMENDATION FOR ACCESS BASED ON SAFETY CONDITIONS					
RECOMMENDATION	☐ Approve ☐ Deny	NAME		SIGNATURE	
ESCORT REQUIRED	☐ Yes ☐ No	ESCORT NAME/CONTACT			

ON BEHALF OF STRATHCONA REGIONAL DISTRICT, TEMPORARY ACCESS AUTHORIZED BY				
POSITION		NAME		SIGNATURE
SAFETY BRIEFING PROVIDED TO PERMIT HOLDER(S) AT TIME OF ISSUANCE?			☐ Yes ☐ No	

PERMIT HOLDER(S) IS ONLY TO TRAVEL THROUGH EVACUATION AREA WITH NO DEVIATION FROM THE APPROVED ROUTE.
PERMIT HOLDER(S) IS NOT AUTHORIZED TO STOP OR ENTER ONTO ANY PRIVATE PROPERTY DURING PASS-THROUGH.
PERMIT HOLDER(S) MUST EXIT THE EVACUATION AREA BY THE PERMIT EXPIRY DATE AND TIME.
PERMIT TO BE RETURNED TO CHECKPOINT PERSONNEL UPON EXIT.

EVACUATION AREA ACCESS PERMIT
NO PERSON UNDER THE AGE OF 19 WILL BE PERMITTED TO ACCESS EVACUATION AREA

This permit gives the named individual(s) the permission to travel into the Evacuation Order area as per the conditions outlined.

Emergency EOC Contact Number		PERMIT NUMBER	

PERMIT RESTRICTIONS			
PERMIT ENTRY DATE / TIME		PERMIT EXPIRY DATE / TIME	
CHECKPOINT LOCATION			
DESTINATION / ADDRESS			
ROUTE TO DESTINATION			

PERMIT HOLDER'S INFORMATION			
FULL LEGAL NAME		D.O.B. / AGE	
PHONE NUMBER		DRIVER'S LICENCE #	
ADDRESS			

VEHICLE INFORMATION					
MAKE/MODEL		PLATE NUMBER		COLOUR	
APPROVED PASSENGER NAME(S)					

PURPOSE OF ACCESS	
REASON FOR ENTRY	
Must address at least one of the following BCEMS goals	☐ Ensure the health/safety of responders ☐ Save lives ☐ Reduce suffering ☐ Protect public health ☐ Protect infrastructure ☐ Protect property ☐ Protect the environment ☐ Reduce economic and social losses

WAIVER AND AGREEMENT (RELEASE AND INDEMNITY – PLEASE READ CAREFULLY)	
"I understand that I have voluntarily chosen to enter into an area that is under an evacuation order due to extreme and imminent hazards and as such, I accept complete responsibility and liability for my actions and choices. In consideration for being permitted to temporarily enter the evacuation area, I hereby release and forever discharge the Strathcona Regional District and other responding agencies and their officers, agents, employees, contractors and volunteers (collectively, the "Released Parties") and agree to indemnify and save harmless the Released Parties from and against all losses, claims, damages, actions, causes of action, costs and expenses whatsoever, that the Released Parties may sustain, incur, suffer or be put to, including those arising from the negligence of the Released Parties, by reason of this permit or my entering into the evacuation area."	
Name (print):	Signature:
Name (print):	Signature:

INCIDENT COMMANDER RECOMMENDATION FOR ACCESS BASED ON SAFETY CONDITIONS					
RECOMMENDATION	☐ Approve ☐ Deny	NAME		SIGNATURE	
ESCORT REQUIRED	☐ Yes ☐ No	ESCORT NAME/CONTACT			

ON BEHALF OF THE STRATHCONA REGIONAL DISTRICT, TEMPORARY ACCESS AUTHORIZED BY					
POSITION		NAME		SIGNATURE	
SAFETY BRIEFING PROVIDED TO PERMIT HOLDER(S) AT TIME OF ISSUANCE?				☐ Yes ☐ No	

PERMIT HOLDER(S) IS ONLY TO TRAVEL TO AND FROM THE DESTINATION NOTED
WITH NO DEVIATION FROM THE APPROVED ROUTE.
PERMIT HOLDER(S) IS NOT AUTHORIZED TO ENTER ONTO ANY OTHER
PRIVATE PROPERTY THAN THE APPROVED DESTINATION.
PERMIT HOLDER(S) MUST EXIT THE EVACUATION AREA BY THE PERMIT
EXPIRY DATE AND TIME.
PERMIT IS TO BE RETURNED TO CHECKPOINT PERSONNEL UPON EXIT.

Chapter 13 –
Off Island Transportation Options

Helicopters	
EB Helicopters Campbell River 250-287-4421	1 – 4 person passenger helicopter 2 – 5 person passenger helicopters 1 – 1 person passenger helicopter

49 North Helicopters
Campbell River
250-926-9292
	2 – 5 person passenger helicopters
	    (CR Airport)
	2 – 4 person passenger helicopters
	    (CR Airport)
	1 – 4 person passenger helicopter
	    (Gold River)

Helijet Richmond & Victoria 1-800-665-4354	2 – 5 person passenger helicopter (northern BC) 1 – 12 person passenger helicopter
Oceanview Helicopters Powell River 604-485-7135	Listed as a Fleet of MD500D helicopters – 4 passenger
Water Taxis	
Discovery Launch Water Taxi	250-287-7577
Lund Water Taxi	604-483-9749
Savary Island Ferry	1-888-263-0570
Seaplanes	
Air Nootka 250-283-2255	3 – 3 person passenger planes 1 – 6 person passenger plane
Harbour Air 1-800-665-0212	2 – 19 person passenger planes 13 – 14 person passenger planes 1 – 9 person passenger plane 7 - 6 person passenger planes 1 – 9 person passenger planes
Corilair Charters 250-287-8371	2 – 3 person passenger planes 2 – 6 person passenger plane
Sunshine Coast Air 604-740-8889	2 – 3 person passenger planes 2 – 6 person passenger planes
Tofino Air 250-725-4454	2 – 6 person passenger planes 2 – 3 person passenger planes
Vancouver Island Air 250-287-2433	1 – 14 person passenger plane 14 – 6 person passenger planes 1 – 9 person passenger plane

Chapter 14 –
Re-Entry & Recovery Planning

Evacuees returning to their homes or businesses in evacuated areas require the same consideration, coordination, and control as the original evacuation. Recovery planning should be started early, even before the emergency is concluded. In a tactical evacuation, the Incident Commander will normally make the decision to return evacuees as appropriate. For large-scale evacuations, the decision will be made by the EOC and disseminated through multiple communication channels. In these cases, the recovery phase may be long and complicated. Before Re-entry, the SRD EOC needs to deploy a Community Recovery Plan, coordinated by a Recovery Manager appointed within the EOC. Demobilization planning of the EOC must consider the need to maintain some degree of EOC capacity, whether remote, intermittent or virtual.

14.1 – Return / Re-Entry Conditions

Conditions to be met in the evacuated area before evacuees are authorized to return:

Check	
	The threat prompting the evacuation has been resolved or has sufficiently subsided.
	Debris has been removed to permit travel and roads and bridges are safe to use.
	Utility damage and related hazards have been mitigated. Downed power lines have been removed; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated, though some utility services may not be fully restored.
	Structures have been inspected and deemed safe for occupancy.
	Water supplies are adequate for firefighting.
	Emergency services are restored to a basic level and are ready to respond to residents. Evacuees doing re-entry may be encouraged to bring supplies sufficient for a certain period of time if local suppliers have limited availability.
	Critical infrastructure such as water, power, and access to medical supplies and services has been restored. For return and re-entry, it may be necessary to provide transportation for those who lack vehicles.
	There will be no interference to ongoing police-related investigations
	Commercial food supplies are available
	Structures are safe to reoccupy
	Security needs are in place for damaged structures or unsafe areas
	Public health issues such as contaminated water are being managed

14.2 – Public Information

Public information intended for returnees should address:

- Documenting damage for insurance purposes.
- Caution in reactivating utilities and damaged appliances.
- Cleanup instructions.
- Removal and disposal of debris. In the event of an extended power outage, Cortes Island would face a serious hazard from spoiled food in fridges and freezers at homes and businesses. This can quickly become a life-safety issue if it is not planned for and approached with the same care as the other elements in Recovery. This impacts re-entry and reoccupation with profound consequences – even if fresh food can be supplied, residents have nowhere to put it.

14.3 Best Practices

- Provide regular updates that are accurate, thorough, and coordinated to affected residents in order to dispel rumours.
- Hold a Town Hall type event prior to re-entry to address concerns and explain re-entry procedures.
- Consider what services will be in place when an evacuation order is rescinded and how to set priorities for re-establishing essential services. It is important to provide messaging to the public on the level of services that will be available and the need to be prepared for services to be unavailable for a time.
- Canvas residents whose homes are damaged and connect with them to firstly appropriately notify them of the loss, and secondly to inform them of other short-term housing options, where required.
- Establish a Resiliency Centre that will act as a "one-stop-shop" for all information and services required by residents re-entering the town. Services may include health and safety, insurance, mental health and chaplaincy, government programs, utilities, and provision of welcome kits. These often become community hubs for information exchanges, community BBQs, and other activities that help build resilience, hope, and acceptance of the new normal. Consideration should be given to the needs of transient workers as well as vulnerable populations.
- Ensure all stakeholders are consulted and involved in re-entry activities.
- Provide welcome kits for returning residents that include Red Cross Clean-Up kits with cleaning and sanitation supplies, personal protective equipment, and information on safe practices related to housing, food, sanitation, water, and smoke damage. Welcome kits can also include signs to be placed in home windows that alert utility providers of the need to re-establish gas, water, phone, and power services.
- Incorporate NGOs and faith communities into re-entry efforts with a defined role in the re-entry process. The role of NGOs could include the provision of mental health and chaplaincy services, distribution of donations, and mobilization of volunteers.
- Identify and assess hazards prior to re-entry. As part of this effort, high-risk areas should receive perimeter fencing.
- Consider re-establishing retail services (food, pharmacy, gas, and banking) prior to re-entry. Ensure workers are in place.
- Provide residents with controlled bus tours of affected areas with psychosocial support on the bus.
- Consider conducting damage assessment prior to re-entry to get an idea of how many buildings are damaged. This could be done on the ground or from the air.

This may help communities determine the number of residents who will be requiring lodging support upon return.

14.4 Cautions

- After an initial influx of resources are provided during the re-entry phase, it is natural for some of them to drop off over time. Avoid a sudden withdrawal of special resources that may result in capacity gaps. In particular, there is a need for consistency in public messaging.
- Consider vulnerable populations that may be returning and what specific resources may be required to support them such as shelter and food banks.
- Avoid duplication of information by different organizations as this may confuse residents and even appear to be contradictory. Coordination with other local governments, regional districts, and your Provincial Regional Emergency Operation Centre (PREOC) will be useful.
- Ensure that mental health support is provided in a confidential and culturally relevant manner and in a way that residents are comfortable with. Disaster Psychosocial, the Red Cross, local faith communities, First Nations healing protocols or toll-free phone lines may be appropriate delivery methods.
- Economic assistance must allow residents the flexibility to take control of their lives and make appropriate choices on housing.
- Donations of both cash and supplies need to be distributed transparently. If unusable material donations must be disposed of, it should be done in a way that is sensitive to public perception.

14.5 Re-entry Considerations

BC Wildfire Service will make a recommendation that the area is safe from fire-related hazards. Once the threat has passed, the Local Authorities or First Nation will make a decision on when and how to authorize community re-entry. The following includes considerations in making this decision and some items to consider shortly after re-entry. This includes some duplicate information from the re-entry considerations tool and further expanded best practices. The numbering system below does not indicate priority and is merely for document organization.

1. Wildfire and related risks no longer pose an imminent threat

   - BC Wildfire confirms it is safe to return
   - BC Wildfire conducts a post-wildfire natural hazard assessment
   - BC Wildfire service conducts a danger tree assessment
   - An air quality statement is provided by the Health Authority and Ministry of Environment
   - Local Authorities or First Nation identifies hazardous materials identified and mitigated
   - Any hazard areas are secured with fencing.

Fire must no longer be a danger – The British Columbia Wildfire Service (BCWS) monitors the status fire and will provide the Local Authority or First Nation with an assessment and must confirm that a community is safe prior to re-entry occurring. BCWS uses a number of criteria in making this assessment, including the size of the fire, weather forecasts, size and position of guards and breaks, and wind conditions.

Depending on the circumstances, an assessment of natural hazards should be considered, as a significant hazard (or hazards) may affect the ability of residents to return. The provincial ministry of Forest, Lands, and Natural Resources Operations and BCWS may be able to assist local government with this. If additional hazards are identified in your community, the areas should be secured, and mitigation actions should be started.

While fire may no longer pose a direct danger to your community, the scale of fires further afield may bring large quantities of smoke into your community – and this can have significant impacts to air quality. The provincial ministries of Health and Environment, as well as the health authorities will assist with this assessment. Depending on the Air Quality Health Index (AQHI), measured levels of fine particulate matter, or a visual assessment of smoke intensity, residents with respiratory or cardiovascular health issues, pregnant women, children and seniors may want to consider not returning home immediately, and this should be reflected in your public messaging.

If air quality continues to be an issue, communities should try to ensure that there are adequate clean air shelters available to the public to access, such as shopping malls or community centres. These would need to have clean, filtered air. For additional information on clean air shelters, contact your regional environmental health officer, through your local health authority.

Consideration should be given to ash, air, soil, and water testing prior to re-entry, once clean-up has occurred, and potentially longer-term. Residents will likely be concerned about the health impacts of fire on their homes and neighbourhoods, whether it is from the fire itself, exposure to smoke, fire retardant or water bombing, etc. Consistent messaging about the health risk, any testing being done, and what a homeowner can do, is a key ingredient to people's confidence in coming home and rebuilding.

As the local government, you may be the local water supplier. As such, it is the responsibility of the water purveyor to ensure that the drinking water is safe to consume. If you need assistance in getting the water tested, you can reach out to either your health authority's drinking water office, or the BC Centre for Disease Control.

2. Safe transportation available to and within the community

- Consult with the Ministry of Transportation and Infrastructure on your re-entry plan.
- The Ministry of Transportation and Infrastructure will conduct a hazard assessment (geotechnical, danger tree, structures) for all provincial highways which form part of the re-entry plan and have been impacted by fire.
- Municipalities should do a similar assessment if their road and bridge infrastructure has been impacted.
- Ensure that roads into the community are accessible and not at risk.
- Coordinate with other Local Authorities, First Nations, and the RCMP if the re-entry route runs through other jurisdictions which are under an evacuation order to ensure security is in place for those areas and that routes are not overwhelmed by multiple re-entries at the same time.
- Confirm with the Ministry of Transportation and Infrastructure, a traffic management plan for the re-entry process. Communicate this through government and media outlets.
- Ensure transportation arrangements are in place for residents who do not have their own means to return to the community.
- With input from The Ministry of Transportation and Infrastructure, identify safe locations for information checkpoints, including a system for ensuring only permitted local residents are able to re-enter to evacuated area, until a full re-opening is in place.
- Consider staging re-entry by area, especially for larger communities.
- Plan to re-establish public transit, ensure communication with residents.

3. Affected residents are informed

- Host a controlled resident bus tour of affected area
- Host a controlled media bus tour
- Hold a public information meeting/ town hall/ community meeting
- Inform residents of the level of utility service provision to expect

Sufficient and effective communication with returning residents is key to a successful community re-entry. Being forced from one's home is a traumatic and often confusing event for residents, and the addition of poor communication from government is one stressor that can be mitigated by an effective strategy.

Controlled tours for both residents to see their homes and their community at large enable residents to see what their post-re-entry life will look like, and it will help assuage some of their anxieties about life in the future. Media tours may also be helpful, depending on the size of the community – as not all residents will be interested or able to engage in a direct tour. Additionally, some residents may not be psychologically up to visiting their community, but seeing it on camera will provide enough situational awareness without causing further damage.

A public information meeting, town hall or community-wide meeting (either in person or virtually) will allow affected parties to express their concerns. The community meeting will also allow local government to explain the status of the re-entry effort and ensure affected parties know what is expected of them.

The most important aspect of resident communication is honesty in describing the level of service that will be available in the community upon re-entry. Here are some factors to consider and then describe to returning residents:

- Will there be a boil water advisory? How long is it likely to be in place?
- What will be the access to critical retail, pharmacy, and health services?
- Will people need to bring more supplies with them? For how long?
- Are any relevant evacuation alerts still in place?
- Are there hazard areas closed off or that need to be closed off?

It is important that returning residents have as much information as possible in order to make an informed decision. Consider putting together an information package or "Welcome Home Package" for returning residents with all the important details can be very helpful, and will aid in local government efforts in appearing and acting positive and organized.

See PreparedBC info on Returning Home After a Wildfire:

http://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-response-and-recovery/returning-home

Determine:

- Critical infrastructure operators have been provided access to restore infrastructure
- Electricity restoration plans are underway
- No hydro lines are down
- Access to food and potable water (see Section 10 – Critical Retail)
- Access to water for firefighting purposes
- Access to sewage or temporary toilets
- Communication systems working
- Safety of natural gas and propane
- Fuel stations open
- Health facilities restored
- Veterinary services are available

Local utility services should be functional at some minimum acceptable level prior to re-entry. In order to best facilitate this, it is helpful to allow essential workers to access your community before an order is lifted in order to assess and/or repair utilities prior to general re-entry of residents.

Should some utilities be inoperable or operating at a lower capacity you must inform residents through your messaging campaign and/or through public meetings.

4. Local government services available

- Garbage/Waste/Debris disposal services available
- Local Government or First Nation administration offices open

If local government services are going to be operating at a reduced capacity, residents must be informed. Additionally, if your community has services delivered by the provincial government, it would be helpful to coordinate and/or ensure their operation upon re-entry. Your local PREOC can assist you with provincial coordination and finding the correct ministry.

5. Structure damage assessments complete

- Determine a priority order for the assessment of damage to buildings and critical infrastructure.
- Conduct an initial area or 'windshield' assessment to determine broadly which parts of the community have been damaged. This will help focus where you subsequently send damage assessment teams to inspect individual buildings.
- Conduct Rapid Damage Assessment in affected areas. Teams can be formed using local building inspectors, contractors or local government staff.
- Conduct damage assessment to local government assets including parks.
- Ensure a Critical Infrastructure (CI) damage assessment has occurred by the infrastructure owner.

Damage assessments are a local government responsibility for most structures, and BC Housing is a provincial agency which can provide staff training and assistance. Local government should consider what level of damage to residential structures would make that building unsafe to use (i.e. just structural damage or maybe also a lack of certain utilities etc.). Damage to critical infrastructure will generally be assessed by the CI owners, but staying in touch with them is beneficial for both parties.

If structures were damaged by the firefighting efforts, such as being bulldozed to create a fireguard or water bombed or doused with fire retardant, these structures have to be assessed and a process developed with BCWS to compensate the owners.

6. Essential services restored to basic level

- Fire services available
- Police services available
- 911 dispatch available
- Ambulance service

Public safety is a key responsibility of local government and it should be a consideration whether to allow re-entry without these services in place. It is important to recognize that if police and fire resources are occupied with emergency response activities, they may not be able to provide an appropriate level of day-to-day coverage to the community, and this needs to be considered.

7. Health care services are available

    - Hospital or health centre
    - Ambulance services
    - Long term care facilities available -- in many cases evacuation alerts will remain in place and it is unlikely a health authority would repatriate/re-open long-term care facilities under an alert, given the vulnerable population and the challenges in moving residents in and out of a community
    - Mental Health Support
    - Information provided to residents at a higher risk of health concerns
    - Pharmacy services

Community evacuations are stressful and returning home does alleviate some but not all of those stressors. This stress may exacerbate pre-existing health conditions of some residents. If some health care services that are normally available in your community will be unavailable for a foreseeable amount, it may be a good idea for some of the more vulnerable populations not to return home yet.

Having mental health supports for returning residents is critical, and those supports must be in place prior to and during re-entry. All efforts should be made to ensure mental health supports are culturally relevant (e.g. First Nations supports for First Nations residents).

Consult with your local health authority and/or the First Nations Health Authority regarding health care services, including local public health officials and/or medical health officer.

8. Recovery supports established

    - Resiliency Centres established
    - Public information available
    - Access to transitional housing
    - Contractors available to support individual homeowners
    - NGO services are available to support homeowners.

It is highly recommended to set up a resiliency centre, or a "one-stop-shop" where residents can get information on services available to support them as they move back to their home, clean up, and transition to recovery.

Consideration should also be given to education and recreation services. While these may not be essential services upon re-entry, they are important to support community and psychosocial recovery.

9. Access to critical retail

- Grocery stores staffed, open, and stocked
- Pharmacies staffed, open, and stocked
- Banks staffed, open, and stocked
- Gas stations staffed, open and supplied

Consideration should be given to whether or not critical retail owners should be provided priority access to the community. Some businesses have well-established business continuity programs and can be up and running within days, but others may take time. Coordination with these private business owners is a local government responsibility.

The time it will take to restore critical retail will depend on how long they have been shut down, whether power was out, and how long it will take to get rid of spoiled goods, clean up and replenish stock.

If stores are operating at some reduced level of capacity, residents should be informed to make decisions on whether or not to return, and/or the type and amount of supplies they should bring with them.

Where communities do not have the full spectrum of retail services available, consider informal alternatives suitable to the local needs.

10. Insurance support established

- Insurance providers/assessors should be available to people returning to their homes

Contact the Insurance Bureau of Canada to coordinate with insurance companies: toll-free at 1-844-2-ASK-IBC.

11. Recovery assets in place

- Consider what equipment might be required to commence recovery assessments and debris removal including:
- Heavy Equipment available (bulldozer, excavator, etc.)
- Building assessment personnel available for water tank inspection and gas tank inspection

12. Damaged and destroyed structures considerations

Not every community that was on evacuation order suffered damage or destruction to structures, but for those that did – there are a number of factors to consider.

- Messaging is important. Residents' first notice that their home was damaged or destroyed should not be on site. They should be contacted prior to re-entry.
- Residents should be allowed to visit their damaged or destroyed homes. This offers a sense of closure to some, and a sense of empowerment to others. Where possible provide concurrent emotional support.
- While resident safety should always take priority, it may be possible for residents to visit their damaged homes. Depending on the level of damage, this may need to be coordinated by the local government due to a requirement to escort residents.
- Depending on the level of destruction to a structure, there may be an opportunity for residents to sift through their property in the hopes of finding possessions. This process should be done under escort, with officials trained in sifting through fire-destroyed properties. Team Rubicon is a volunteer organization with experience in sifting. Damaged and unsafe structures should be cordoned using tape or barricades to ensure safety and guard against unlawful access. For some larger, public buildings, security may even need to be put in place until the building can be re-built.
- Consider soil sampling to determine if hazardous materials are present. This is the responsibility of the landowner.

13. Additional considerations for re-entry of livestock:

- Residents re-entering homes or farms may be affected or distressed by lost pets or livestock and may look for assistance in finding animals. Residents may also discover wounded or deceased animals in their homes. Consult with the local SPCA for assistance on how to deal with these situations and if a local call center has been opened and/or if a call centre should be established.
- Include contact information for any groups or re-location centres where animals may have been rescued and instructions on how residents can be reunited with their pets or livestock. In most instances, these will have been established by the SPCA and their partners and/or the BC Wildfire Service.
- Disposal of large number of livestock, cattle in particular, requires special attention. Permits are required if carcasses need to be transported. This should be coordinated through the PREOC.
- Veterinary services support services should be available.
- If veterinary establishments have been affected, consider temporary facilities for veterinary locums to operate. The need for such facilities may require an assessment of volume to accommodate a large number of animals if necessary. This should be done in consultation with the College of Veterinarians of BC.
- Pet shelters and rescue centers should be available.
- Refer to the livestock re-location policies: http://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/farm-management/emergency-preparedness/livestock-relocation
- Consult with your PREOC for other emergency programs that may be available to assist with livestock recovery efforts.

14.6   - General Resident Re-Entry

Once the conditions for general re-entry have been met, residents will be invited to return to their homes. In order to ease congestion and prevent overload on restoration of services, returns will be sequenced by neighborhood. Residents with homes and/or businesses in the zone designated for re-entry will be authorized to travel and return home to Cortes Island. For those without means of travel, the EOC will develop options for bus travel between key areas. As this information is finalized, it will be widely communicated.

Returning residents should be prepared to be self-sufficient. There will be limited services available. While a neighborhood has met the conditions for re-entry, citizens should not expect the full range of services and amenities that existed before. If residents have the ability to drive, they should consider arriving on Cortes Island with sufficient foodstuffs and water to last up to fourteen (14) days. You should be prepared for the occasional disruption or delay of services.

Residents will be provided with an information package with further information. The information package will provide residents with safety facts, helpful hints, utilities and services information, re-entry and recovery supports, as well as responses to frequently asked questions.

Residents will have the option to visit an Information Centre. The decision to attend an Information Centre rests with the resident; it is not mandatory. The Information Centers will provide a "one stop shop" where you will be able to get information on municipal programs and information updates, debris removal and garbage disposal, mental health supports, interim accommodations, and a whole host of returnee supports and services.

Any resident who identifies damage to their property is encouraged to contact their insurance provider before undertaking any repairs or remediation. In many cases, this work will fall to the insurance provider to coordinate and complete. Regardless of the course of action taken by a homeowner when faced with **property damages**, there are two key reminders that merit emphasis:

1. **Safety must always be first and foremost, at all times and everywhere**. Residents need to understand that their community, while deemed safe to return to, contains many hazards as a result of the wildfires. In some cases, these hazards are readily apparent, but this is not always true. Hidden hazards and especially those that may not be apparent to children or pets, can pose a considerable risk. Residents should be extra aware and cautious of their surroundings.
2. When dealing with damages, be they private or public property, always **take pictures, lots and lots of pictures**. This will make it easier when making an insurance claim, or when looking to have the municipality assess, respond to, and repair a problem.
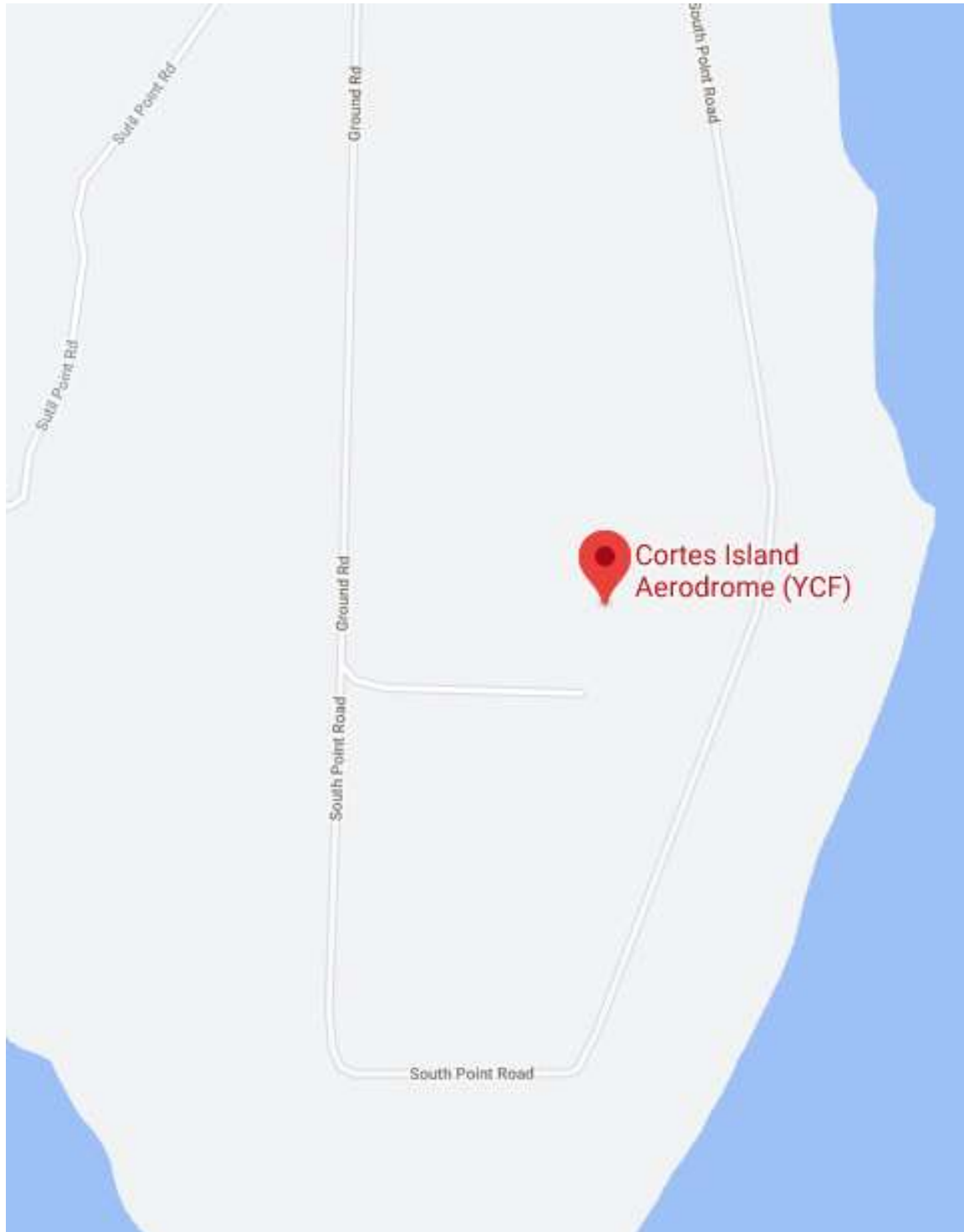
An event such as this has the potential to generate immense pressures, stresses and may be emotionally difficult. Residents should be prepared for this and should know they are not alone in managing these challenges. Critical Incident Stress Management teams will be present at the Information Centres to support returnees. As well, residents are encouraged to leverage their routine medical supports, where and as possible.

Chapter 15 – Evacuation Zone Maps
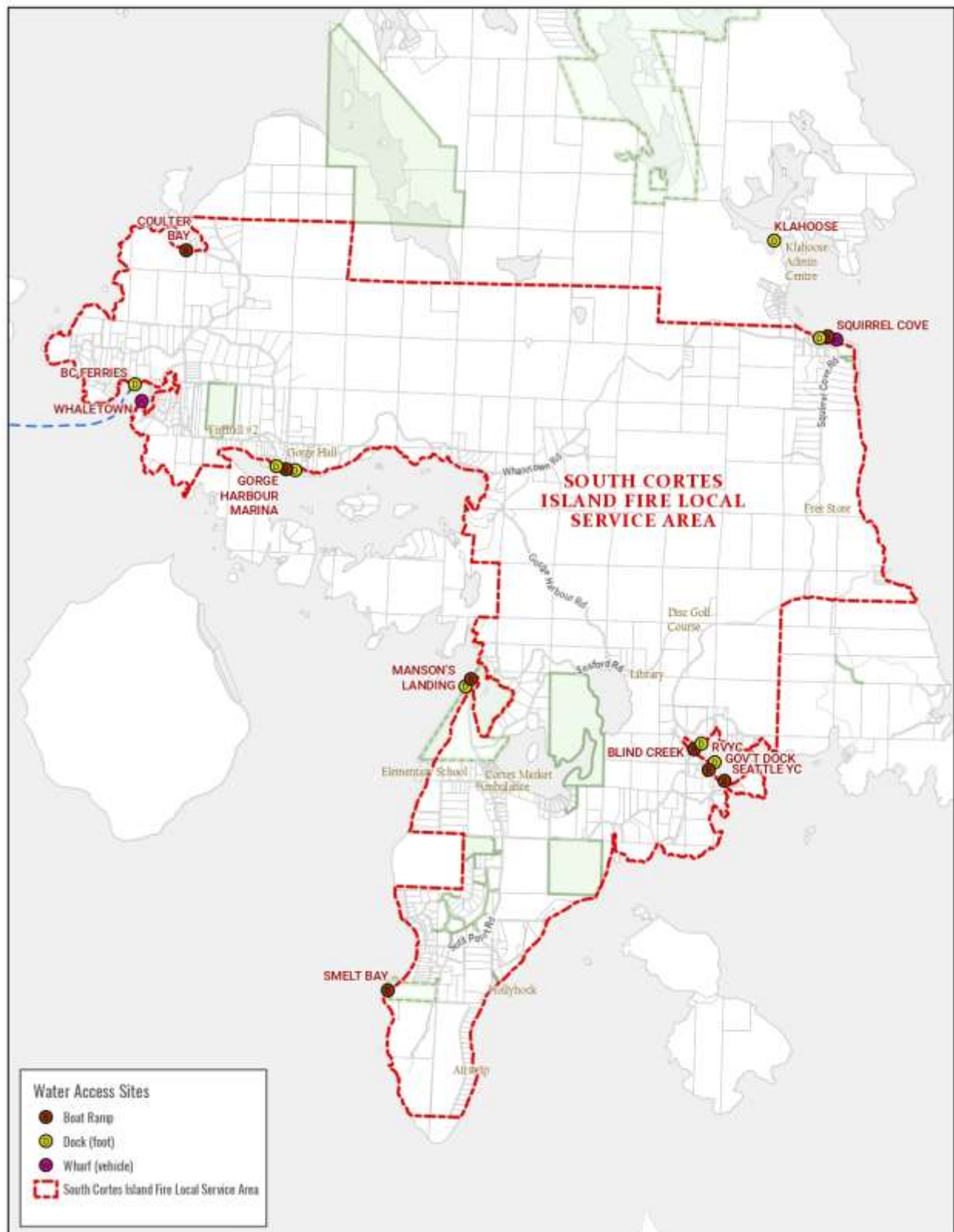
Legend:

- ★ Assembly Point
- ✚ Reception Centre

Evacuation Zone

A	Smelt Bay
B	Manson's Landing
C	Cortes Bay
D	Squirrel Cove
E	Whaletown South
F	Whaletown North
G	Klahoose
H	Paukeanum

COULTER BAY

KLAHOOSE
Klahoose Admin Centre

SQUIRREL COVE

BC FERRIES

WHALETOWN

Enfield #2

Gorge Hill

GORGE HARBOUR MARINA

Whaletown Rd

SOUTH CORTES ISLAND FIRE LOCAL SERVICE AREA

Squirrel Cove Rd

Free Store

Gorge Harbour Rd

Disc Golf Course

Seaford Rd   Library

MANSON'S LANDING

BLIND CREEK   RVYC
GOV'T DOCK
SEATTLE YC

Elementary School   Cortes Market   Ambulance

Sutil Point Rd

SMELT BAY

Hollyhock

Airstrip

Water Access Sites

● Boat Ramp
◉ Dock (foot)
● Wharf (vehicle)
▢ South Cortes Island Fire Local Service Area

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Zone A – Smelt Bay

Cortes Island Aerodrome (YCF) 50°01′25″N 124°59′03″W

Cortes Island Aerodrome (YCF)

Zone A – Smelt Bay Assembly Areas (2)

- Sutil Point Rd. & Raven Rd.
- Sutil Point Rd. & Smelt Bay Rd.

Sutil Point Rd. & Raven Rd.
- 50*01'48"N 125*59'19"W

Sutil Point Rd. & Smelt Bay Rd.
- 50*02'19"N 124*58'46"

Zone B – Manson's Landing
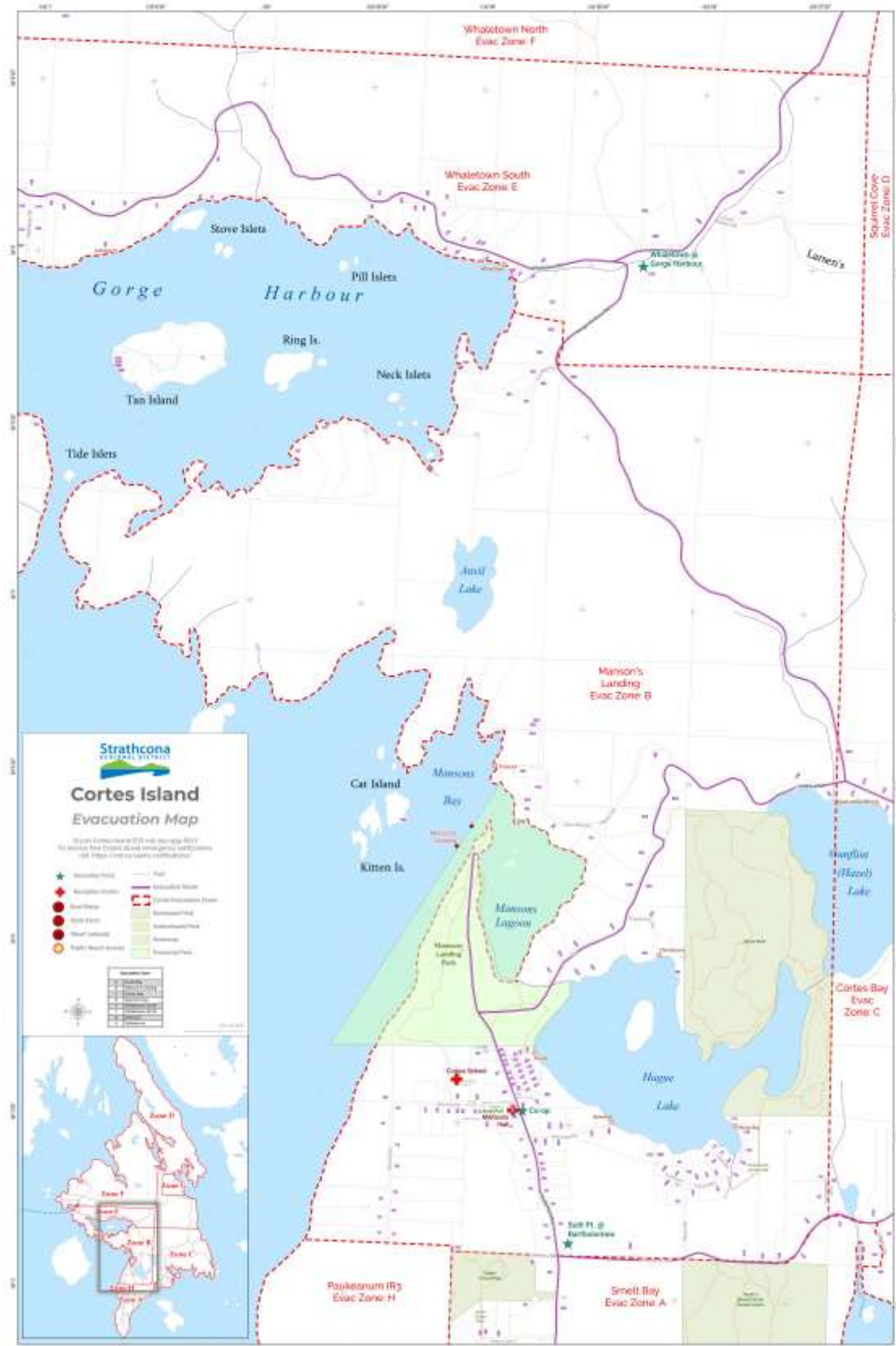
Zone B – Mansons Landing Assembly Areas (2)

- Sutil Point Rd. & Bartholomew Rd.
- Cortes Island Co-op 800 Sutil Point Rd.

Sutil Point Rd. & Bartholomew Rd.
- 50*03'07"N 124*58'32"W

Cortes Island Co-op 800 Sutil Point Rd.
- 50*03'33"N 124*58'42"

Zone C – Cortes Bay

Strathcona
Cortes Island
Evacuation Map

Zone C – Cortes Bay Assembly Areas (2)

- Seaford Rd. & Squirrel Cove Rd.
- Seaford Rd. at Cortes Bay Rd.

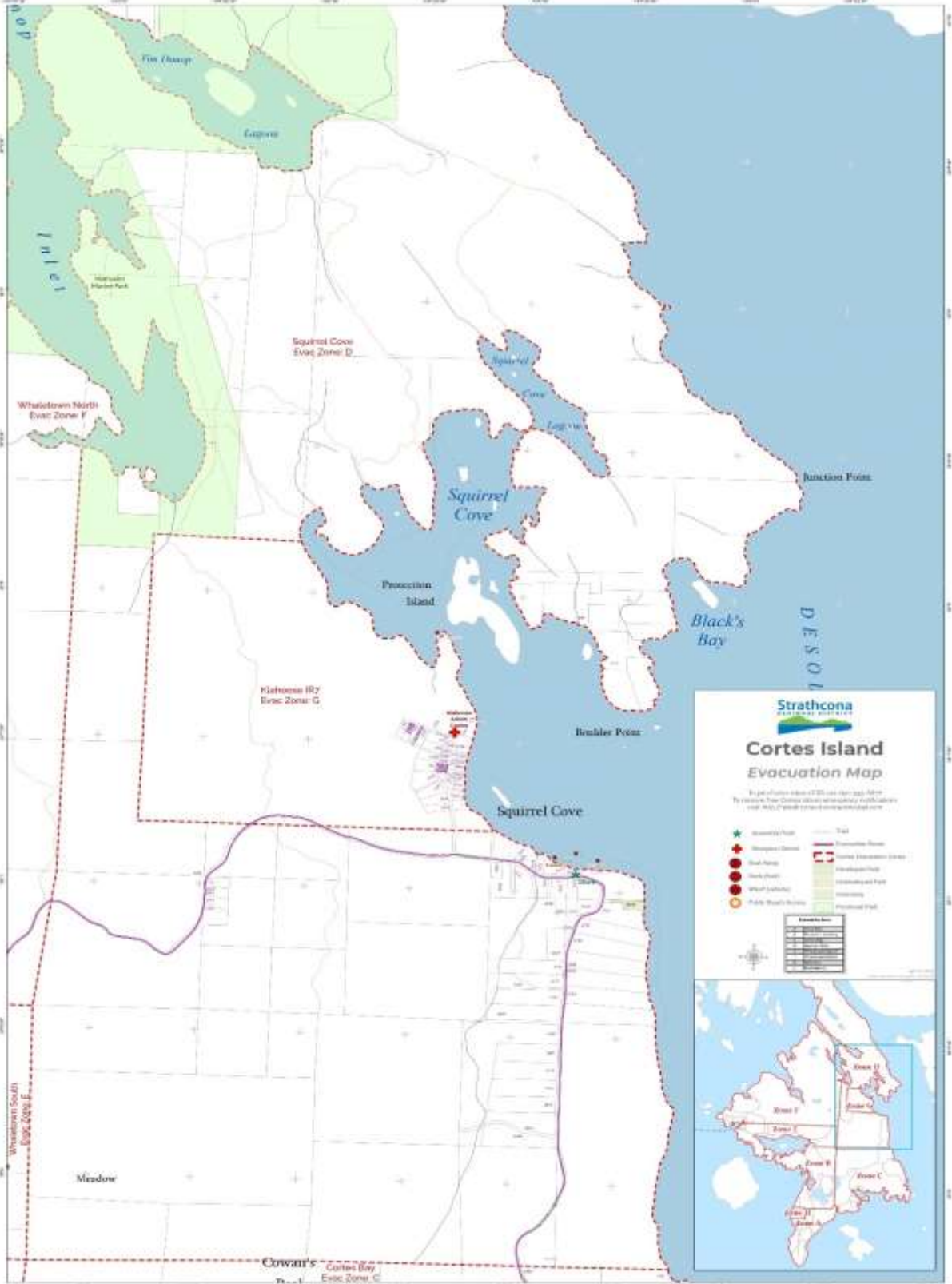Seaford Rd. at Cortes Bay Rd.
- 50*04'47"N 124*56'08"W

Seaford Rd. & Squirrel Cove Rd.
- 50*05'05"N 124*54'55"W

Zone D – Squirrel Cove

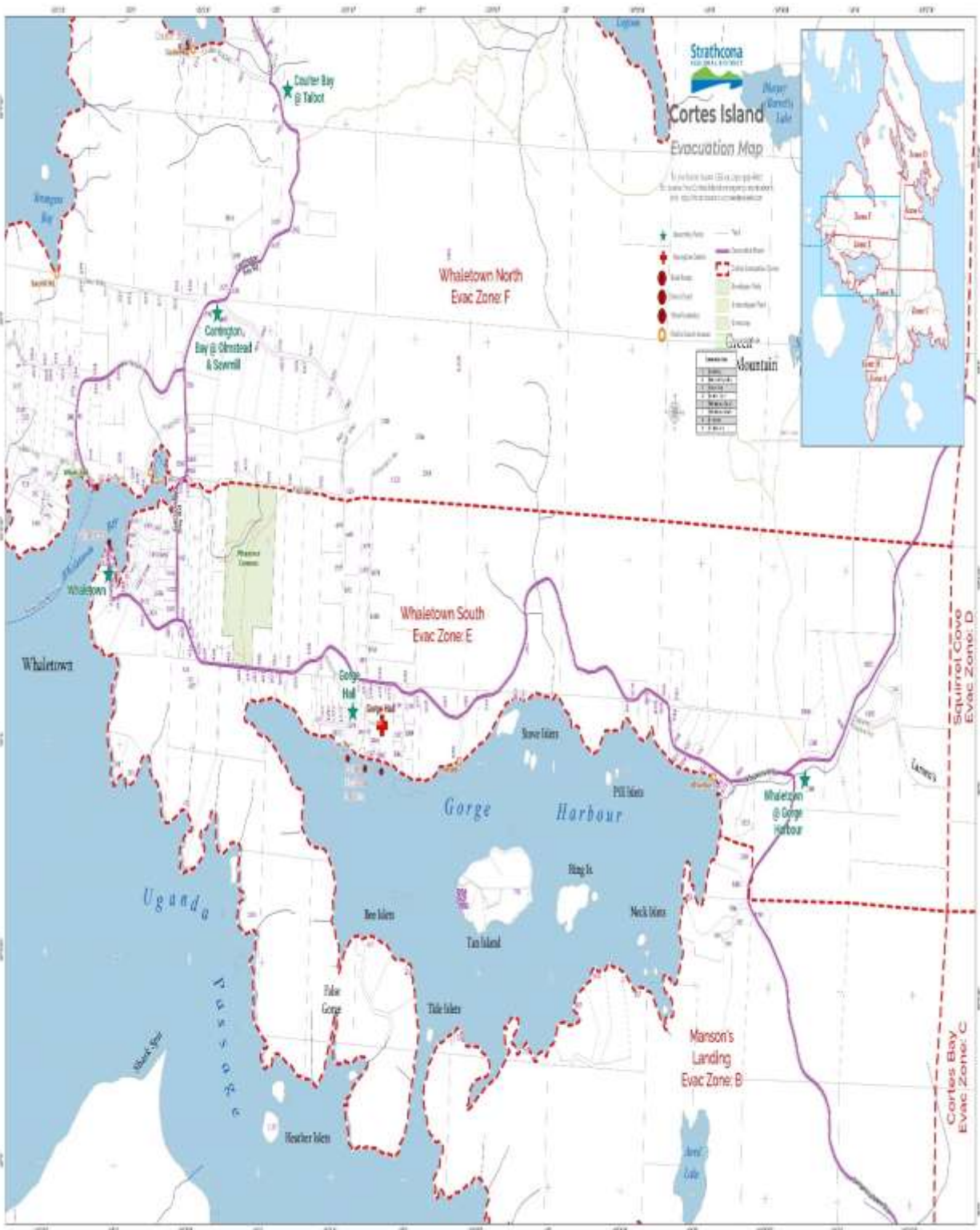Zone D – Squirrel Cove Assembly Areas (1)

- Squirrel Cove Trading Co. 1611 Forest Rd.

Squirrel Cove Trading Co. 1611 Forest Rd.
  • 50*07'04"N 124*54'47"

Zone E – Whaletown South

Zone E – Whaletown South Assembly Areas (3)

- Whaletown Rd. & Gorge Harbour Rd.
- Gorge Hall 1375 Robertson Rd.
- End of Whaletown Rd.

End of Whaletown Rd.
- At Whaletown Government Dock
- No cellphone reception

Whaletown Rd. & Gorge Harbour Rd.
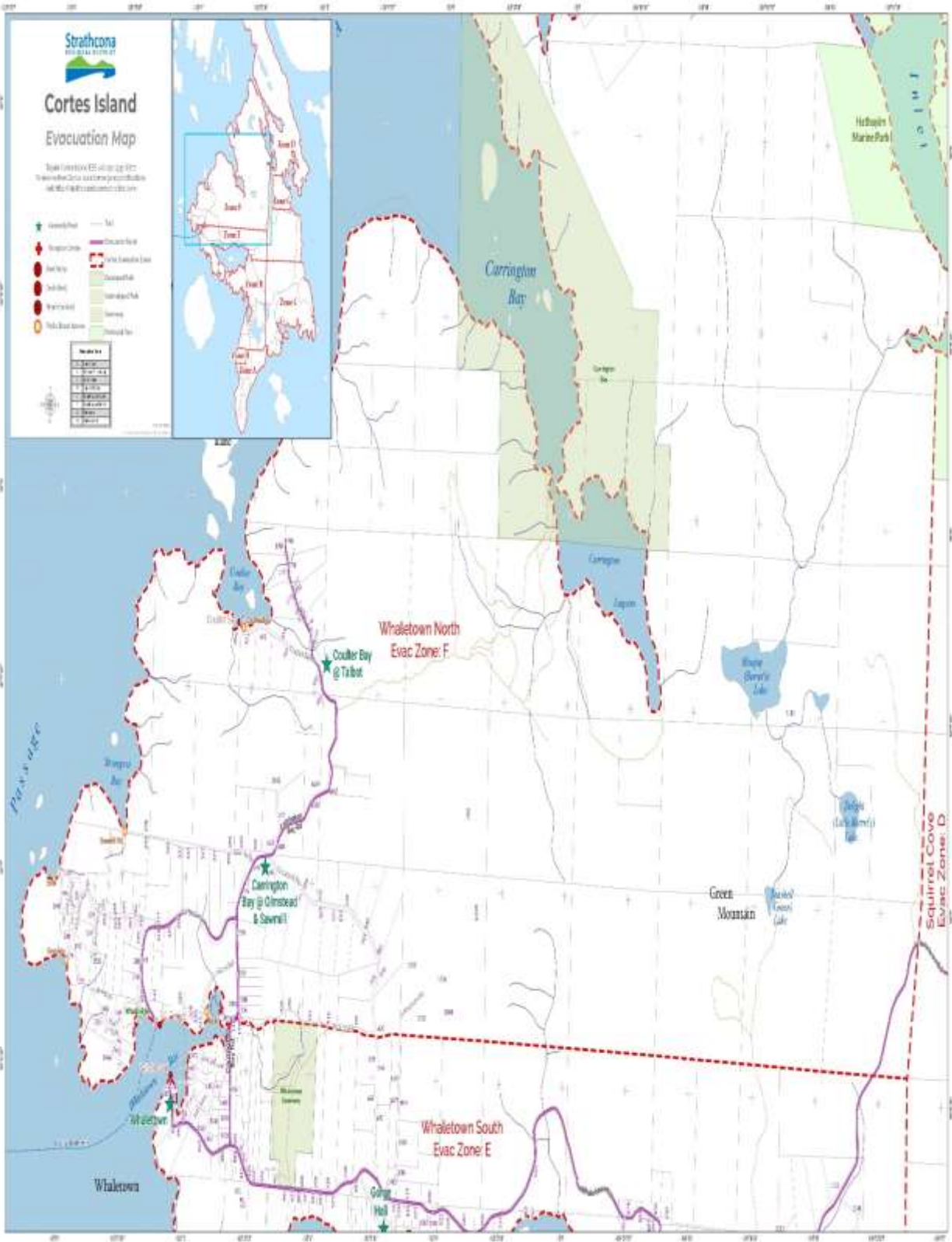- 50*06'00"N 124*58'21"W
- No cellphone reception

Gorge Hall 1375 Robertson Rd.
- 50*06'08"N 125*01'19"W
- No cellphone reception

Zone F – Whaletown North
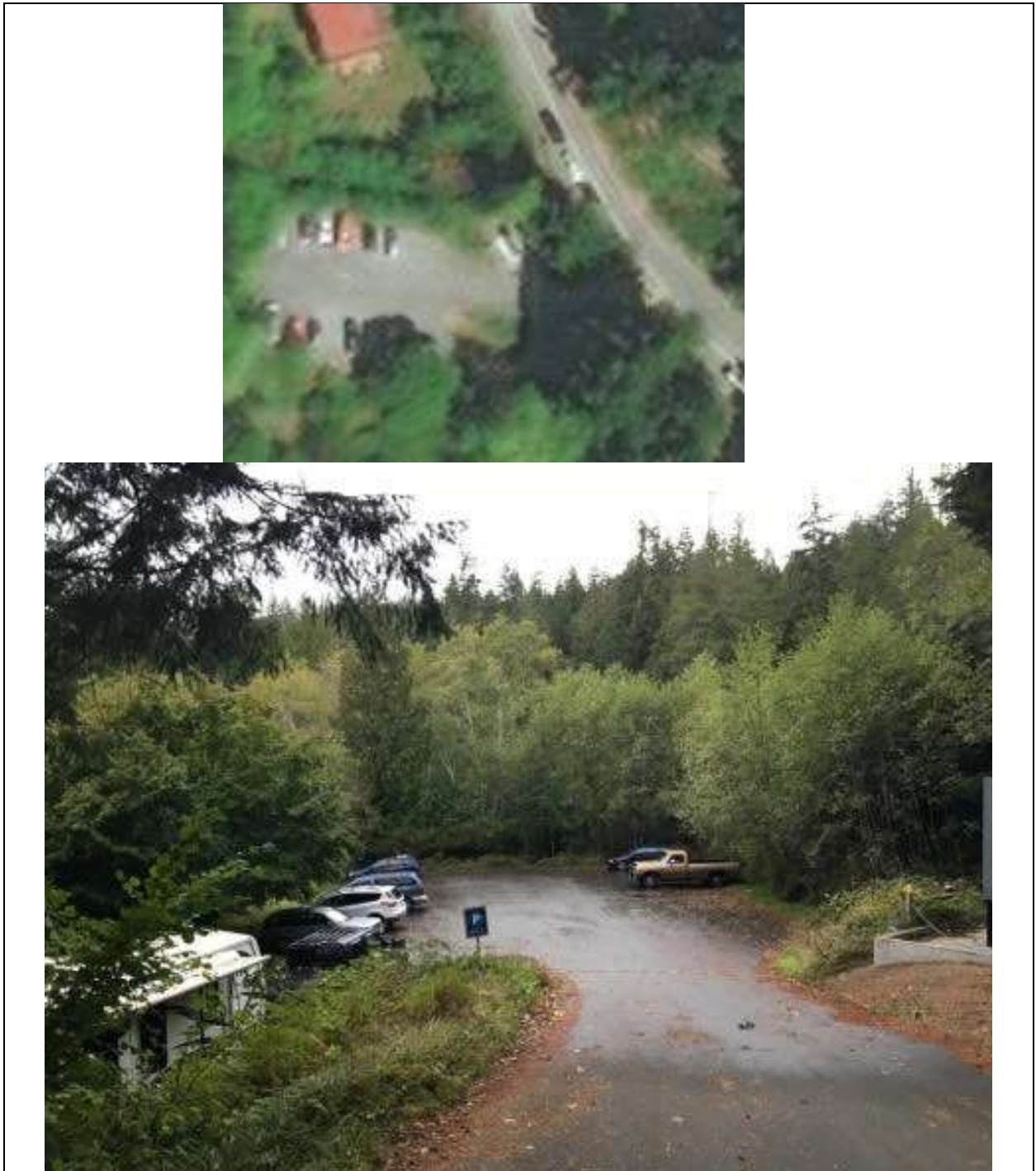
Whaletown Ferry Terminal

Whaletown terminal is located on the west side of Cortes Island. Sailings departing from Whaletown provide service to Heriot Bay on Quadra Island.

Parking Lot Near Bathroom Capacity = 7

Whale's Rest SRD Park Parking Capacity = 20

Zone F- Whaletown North: Assembly Areas (3)

- Coulter Bay Rd. & Talbot Way
- Carrington Bay Rd. & Sawmill Rd.
- Carrington Bay Rd. & Olmsted Rd.

Coulter Bay Rd. & Talbot Way
- 50*07'35"N 125*02'01"W

Carrington Bay Rd. & Sawmill Rd.
- 50*07'02"N 125*02'27"

Carrington Bay Rd. & Olmsted Rd.
- 50*07'04"N 125*02'19"W

Chapter 16 – Staging Areas

A Staging Area is a temporary location at an incident where personnel and equipment are kept while awaiting tactical assignments. Staging Areas should be located within 5 minutes of travel time to the area of expected need. An incident may have more than one Staging Area. Some incidents may use Staing Area(s) for only certain kinds of resrouces. For example, all police vehicles of ambulances may be located in one Staging Area. A Staging Area could be established in a harbour location for boats used in a water incident. Resources in a Staging Area are always in or on an available status, which means they should be ready for assignemnt within three minutes. Staging areas may include temproary fuelling and sanititation facilities. Staging Areas will be given a name which describes their general location (e.g. Hanks Beach Staging Area).

Zone A – Smelt Bay
Smelt Bay Provincial Park – 50*01'55"N 124*59'46"W

Zone B – Manson's Landing (note this area in process of development)
Beasley Rd - 50*03'34"N 124*59'08"W

Hague Lake Provincial Park – 50*04'05"N 124*59'10"W

Hank's Beach Park Parking Lot - 50*03'08"N 124*57'26"W

Zone F – Whaletown North
• Parking lots at Beach Access areas • See Chapter 9

Chapter 17 – Definitions

Assembly Areas

Assembly Areas 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 Cortes 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.