

EMERGENCY EVACUATION PLAN

August 2020



Prepared for:

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ACRONYMS

BC	British Columbia	EOC	Emergency Operations Center
CWPP	Community Wildfire Protection Plan	ERP	Emergency Response Plan
EMBC	Emergency Management BC	SOLE	State of Local Emergency
ESS	Emergency Support Services	SRD	Strathcona Regional District

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This Emergency Evacuation Plan (plan) will be reviewed, validated and updated annually, or as required, by the Emergency Plan Coordinator.

All amendments will be distributed to each individual plan holder who will be responsible for incorporating them as they are received. A record of all amendments will be maintained utilizing the Record of Revisions at the front of this plan.

As a registered holder of this plan, you have an obligation to assist in the maintenance of accurate up to date information. If you detect an error in the plan, or subsequent to its revision publication date, become aware of any changes to any information contained herein, please forward such information as soon as possible to:

Attn:	Emergency Program Coordinator
Phone:	250-282-5512
Email:	epc@saywardvalley.ca

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SECTION 1 INTRODUCTION

1.1 Purpose

The purpose of this Emergency Evacuation Plan is to clearly align response objectives with operational procedures used by the Local Authority to facilitate a timely and effective response to an emergency situation requiring the full or partial evacuation of the Village of Sayward.

The plan includes:

- Criteria for assessing emergency situations
- Procedures for issuing emergency evacuation Alerts and Orders
- Evacuation considerations
- Geographical maps of evacuation zones and important features including vulnerable populations, critical infrastructure, reception centres and primary evacuation routes

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

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

1.2 Scope

This plan applies to any actual or anticipated emergency or disaster that could prompt the full or partial evacuation of the Village of Sayward, whether the emergency is within or outside of the Village boundaries. Evacuation specific response procedures are included within the plan for scenarios which are most likely to occur and / or will have the greatest impact on life, safety, the environment and infrastructure in the area.

This plan does not address emergencies that are handled under normal circumstances by on-scene first responding agencies.

1.3 Background

The Village of Sayward (Sayward) is a small village located on the northeast coast of Vancouver Island and is a part of the Greater Sayward Municipal Area which includes Kelsey Bay and Sayward Valley. This municipality is one of 5 others that are a part of the Strathcona Regional District.

The Village is situated on low land (30m elevation) with the Kelsey Bay and the Salmon River to the immediate east, and moderately sloping mountains and dense vegetation to the west. There is limited access to and from the area, with two main roads leading south to surrounding communities. The community is separated from the south by a small but important bridge at the junction leading to the Island Highway.

This combination of environmental factors pose a varying degree risk from wildfires and flooding that could prompt either a partial or full evacuation of the Village.

Wildfire Risk

A Community Wildfire Protection Plan (CWPP) was developed for the Village in 2011, and subsequently revised and updated in 2020 to identify wildfire risks to the community, assess potential consequences of a wildfire, and recommend ways to reduce the risk of a wildfire. Results for the 2020 updated assessment conclude that the risk of a wildfire in the region is low to high, while the local threat of a wildfire is low to moderate. Threat levels may increase particularly in the summer months of July to August. Elevated temperatures and a history of drought in the region are conducive to wildfire ignition to the west and south of the Village, with high risk areas as within 500m to the community boundaries.¹ *See Appendix E for Wildfire Risk and Wildfire Threat Maps.* Refer to CWPP for more detailed information.

Flood Risk

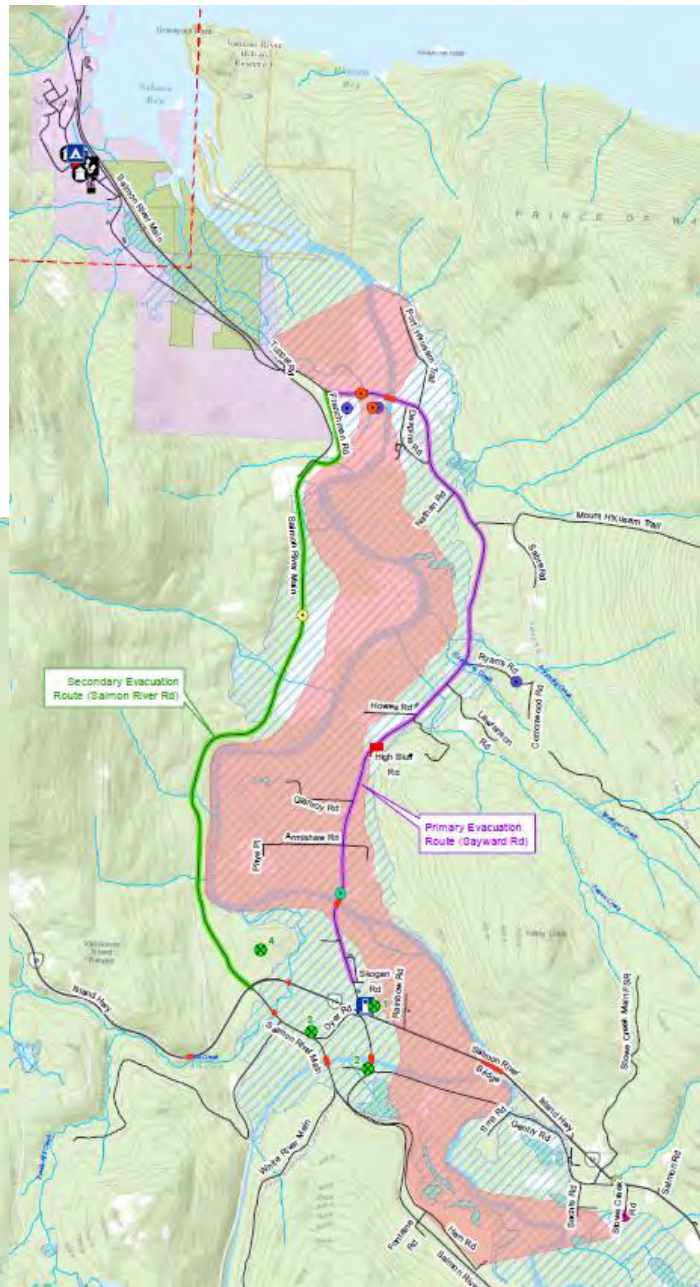
A flood Risk Assessment for the Salmon River Region, in combination with anecdotal evidence from community members, indicates that there is a significant flooding risk to the community. Heavy local rainfall in winter months, particularly in combination with freshet events are attributed to rapid onset flooding prompting localized and wide scale evacuation².

¹ Village of Sayward Community Wildfire Protection Plan (2020)

² RAIT FOR Salmon – White River, 2018.

Salmon & White Rivers Flood Risk Assessment

Project # 2221-49200 | Revision 0 | April 4, 2019



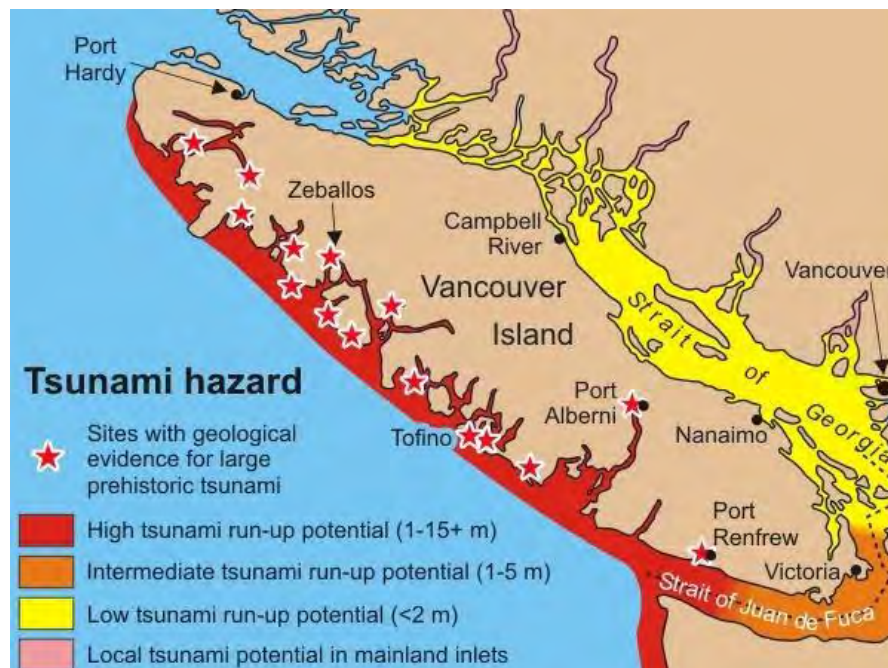
Earthquake Risk

Evidence suggests that the region could be affected by a major earthquake. Estimated shaking severity and tsunami zones indicate that the region would likely be negatively impacted, and there is potential for structural damage and some coastal flooding.

Vancouver Island Shake Hazard Map³



Vancouver Island Tsunami Hazard Map⁴



With the inherent risk to the community illustrated above, it is imperative that the Local Authorities have a pre-determined plan which facilitates:

- Effective communication between the Local Authority, Provincial Agencies, River Forecast Centre and BC Emergency Management

³ Insurance Bureau of Canada 2013

⁴ <https://www.victoria.ca/EN/main/residents/public-safety/emergency-preparedness/tsunami-readiness.html>

- Accurate evaluation of risk
- Rapid public notifications
- Coordination between government agencies
- Appropriate determination of evacuation routes
- Identification of reception areas

Section 2 of this Plan outlines the framework to achieve the above response goals. It is expected that the Local Authority will continually assess the risk and potential impact of an emergency situation and adjust accordingly.

SECTION 2

OPERATIONAL EVACUATION PLAN

2.1 Overview

The primary objective of an evacuation response is to protect the public from the adverse effects, or potential adverse effects of an emergency. The decision to evacuate will be made by the Incident Commander in conjunction with the EOC Director based on a current and projected threat assessment.

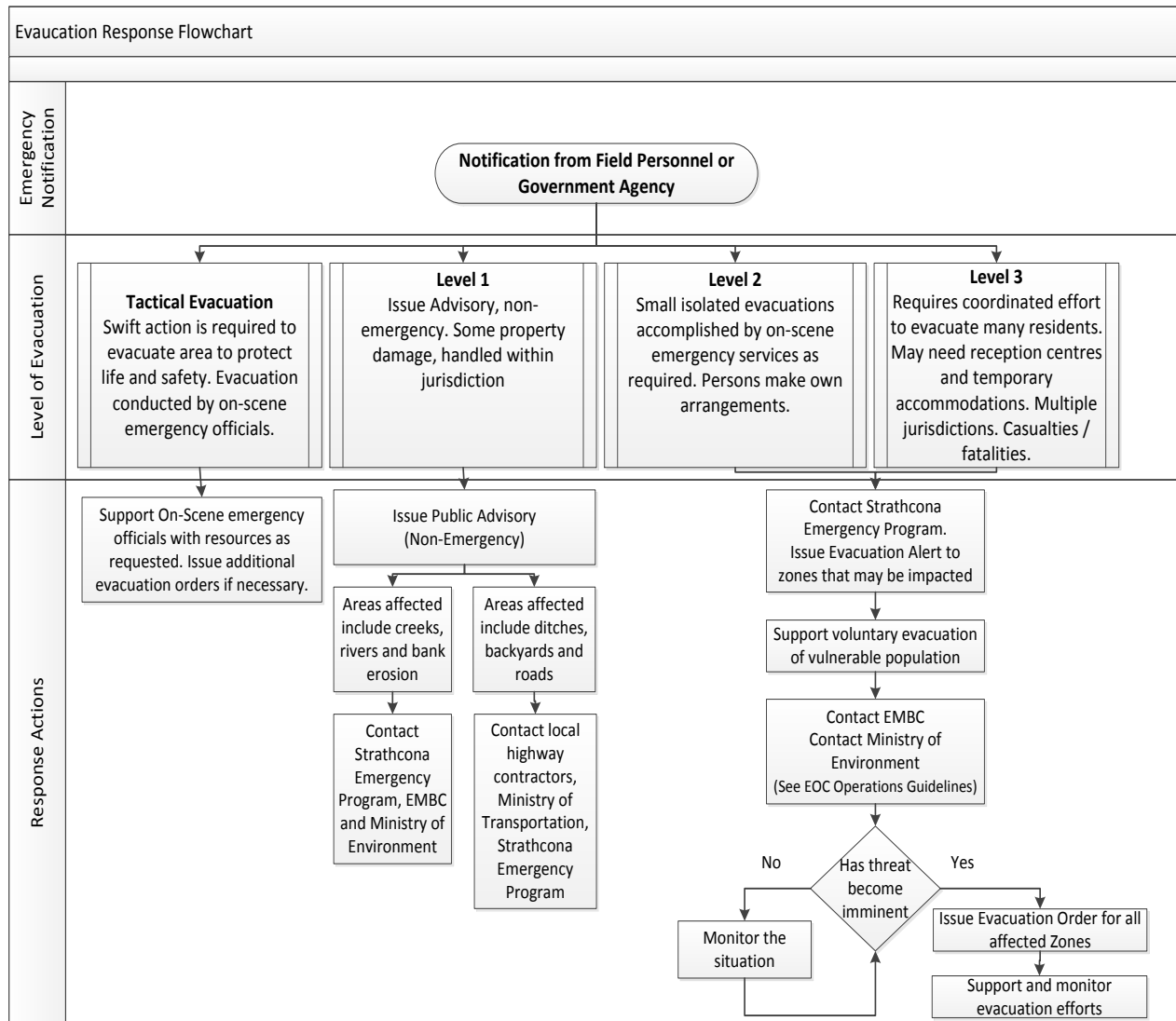
An important planning consideration when determining if an evacuation is required and to what extent it is required, is the early identification of indicators and triggers.

Indicators are information-based forecasts and predictions such as: rainfall, wind speed and direction, temperature, humidity etc. (See Section 2.3.1 for Threat Level Monitoring).

Triggers are pre-determined decision points that may be related to the hazard affecting a particular geographical point such as: distance of the hazard to the public and / or important infrastructure, the nature of the hazard (toxic fumes, set back distances etc.), and historical events of comparison. (See Section 2.3.2 for Evacuation Trigger Points).

The notice to evacuate may require rapid implementation without the ability / time to declare a State of Local Emergency (SOLE). The Incident Commander / First Responders and / or EOC Director may activate a tactical evacuation response based on the evaluation of the risk whenever deemed necessary for the protection of life, health and safety of the public.

2.2 Evacuation Response Actions



2.3 Evacuation Response

2.3.1 Threat Level Monitoring

The table below represents various factors to be monitored when considering an evacuation or the potential for an evacuation in the near term. A full evaluation of each item in context of the situation must be taken into consideration. Note, this list is not exhaustive of all potential aggravating and mitigating factors to consider.

		Wildfire	Industrial Fire / Explosion	Hazmat Release	Flooding	Earthquake
<div>Primary factors to consider</div> <div>Secondary factors to consider</div>						
Meteorological	Are winds prevailing towards the community					
	Are winds expected to increase in near term					
	Is humidity lower than temperature					
	Are temperatures expected to rise					
	Are temperatures expected to fall					
	Is rain / snow expected in the forecast					
Environmental	Is there a threat of contamination from the environment					
	Is there a need to isolate the area to protect vegetation or animal habitat					
	Is there a toxic element in the environment i.e. invasive species, algae, leaching material, runoff, spill					
Human Health	Has air quality reached unsafe levels					
	Is air quality expected to worsen or improve					
	Is there or will there be a prolonged issue with sanitation					
	Is there or will there be a prolonged issue with lack of heat / cooling of residential units					
	Is evacuation / isolation necessary to prevent spread of disease					
	Is there or will there be a prolonged issue with radiation					
	Is there or will there be a prolonged issue with exposure to toxic emissions					
Life Safety	Is there a threat of violence to community members					
	Has local infrastructure become unstable / inaccessible posing a threat of injury					
	Has the carrying capacity of the community been dangerously exceeded					
	Is there a lack of emergency services (police, fire, ambulance)					
Expert Opinion	Has an outside agency suggested evacuation for public protection (forestry, health authority, fish and wildlife etc.)					
	Has an outside agency indicated an that there is an imminent threat to the public that could potentially require evacuation					
	Has an incident historically prompted an evacuation					
Available Resources	Are there enough resources locally to facilitate an evacuation					
	Is there enough time to evacuate					
	Is an evacuation centre accessible					
	Is the evacuation centre affected by the emergency					
	Is there a mass emergency affecting multiple jurisdictions that may be affecting resource availability					

2.3.2 Evacuation Trigger Points

Evacuation trigger points are determined based on the proximity of a threat to the local population. They are typically geographical locations that, once crossed by a hazard, triggers actions taken to issue evacuation alerts and / orders.

The locations of trigger points are determined based on an assessment of the threat, the rate of advancement and current and forecasted conditions. Points should remain flexible as situations may rapidly change without notice. The Incident Commander, in conjunction with the EOC Director and Evacuation Group Leader will determine appropriate trigger points. Wherever possible, technical specialists should assist in developing trigger points.

The table below outlines possible actions to be taken at certain trigger points.

Note: Certain actions can only be taken where time permits.

Distance to Threat (Hours)	EOC Activation Level	Evacuation Response Actions
0 – 12	3	<ul style="list-style-type: none"> • Activate EOC or Alternate EOC (full activation) • Declare a SOLE • Confirm activation of SRD or Provincial EOC • Establish evacuation zone(s) and evacuation routes • Issue Evacuation Order (See Appendix D for Script) <ul style="list-style-type: none"> ○ Contact SRD Emergency Program ○ Initiate media messaging (radio, TV) ○ Update social media sites (Municipal website, Facebook, Twitter) ○ Use physical means where possible: <ul style="list-style-type: none"> ▪ Door-knocking and loud hailer • Establish roadblocks • Contact BC Transportation to assess stability and threat to south bridge • Cordon off area (for small isolation zone) • Activate reception centres (for extended durations and / or where damage is extensive, and residents will require temporary shelter) <p>Additional Actions (time permitting and as required):</p> <ul style="list-style-type: none"> • Mobilize evacuee transportation to collection / muster points • Conduct aerial survey to locate transient population and / or recreational users • Notify medical facilities of mass casualties • Activate Mutual Aid Agreements and request support where needed

Distance to Threat (Hours)	EOC Activation Level	Evacuation Response Actions
12-24	3	<ul style="list-style-type: none"> • Activate EOC (full activation) • Place alternate EOC on standby • Contact SRD and Province and confirm standby of EOC • Contact BC Transportation to assess stability and threat to south bridge • Determine evacuation zone(s) and evacuation routes • Issue Evacuation Alert (See Appendix D for Script) <ul style="list-style-type: none"> ◦ Initiate media messaging (radio, TV) ◦ Update social media sites (Municipal website, Facebook, Twitter) • Pre-determine roadblock locations and assignments • Place transportation resources on standby • Place reception centres on standby • Notify Mutual Aid partners of potential resource needs • Close non-essential services / business and schools • Consider transportation of vulnerable population and livestock • Continue to monitor the situation (<i>See Section 2.3.1 Threat Level Monitoring Table</i>)
24-36	3	<ul style="list-style-type: none"> • Activate EOC (full activation) • Notify Province and SRD and confirm EOC activation / standby • Issue Evacuation Alert • Contact BC Transportation to assess stability and threat to south bridge • Consider closure of non-essential services / business and schools • Consider transportation of vulnerable population and livestock • Continue to monitor the situation (<i>See Section 2.3.1 Threat Level Monitoring</i>)
36-48	2	<ul style="list-style-type: none"> • Activate EOC (partial activation) • Commence tactical evacuation planning • Identify and prioritize evacuation zone(s), collection points and evacuation routes • Contact BC Transportation to assess threat and stability of south bridge • Issue Public Notice (Municipal website, Facebook, Twitter, signage etc.) • Identify roadblock locations and assignments • Identify transportation needs • Identify reception centre needs (location, capacity, supplies etc.) • Identify external emergency resource needs (police, fire, Ambulance) • Place resources and personnel on standby • Contact SRD and Province confirm standby of EOC • Continue to monitor the situation (<i>See Section 2.3.1 Threat Level Monitoring</i>)
48+	1	<ul style="list-style-type: none"> • Activate EOC (partial activation) • Contact technical specialists to validate trigger points • Identify special needs facilities and vulnerable populations • Contact SRD and confirm standby of EOC • Identify evacuation resource requirements • Contact Mutual Aid partners to determine resource availability • Monitor the situation (<i>See Section 2.3.1 Threat Level Monitoring</i>)

2.3.3 Vulnerable Population

2.3.3.1 Special Facilities

Special facilities are responsible for the welfare of their patients and clients. They are required to maintain an emergency plan which includes provisions for evacuation. Whenever possible, advanced warning at an **Evacuation Level 1** should be given to special facilities for them to effectively implement their evacuation plans.

Special Facilities Include:

- Hospitals
- Health clinics
- Special nursing facilities
- Nursing homes
- Assisted living centres (for disabled and elderly)

If an evacuation of these facilities is required, patients should be transported with the appropriate medical and / or security support to a facility that is comparable in capability of standard of care. The facility operator is responsible for making these arrangements, however when there is insufficient time to do so, they may request assistance from BC Emergency Health Services.

See Appendix A Vulnerable Population and Critical Infrastructure

2.3.3.2 Special Needs Population

Special needs populations are those individuals which will require evacuation assistance in the form of transportation and shelter and possibly some medical assistance.

These include, but are not limited to:

- Home bound elderly
- Public transportation dependent individuals and families
- Economically isolated individuals and families

Whenever possible, provisions should be made to ensure that these populations are included and accounted for in evacuation planning. Planning for special needs populations may include multi-lingual messaging, collection points within proximity to economically isolated regions, door-to-door transportation from homes to temporary housing.

2.3.3.3 Schools and Childcare

Evacuation of a school will fall under the jurisdiction of the school district, working in coordination with the EOC. If an evacuation of a school is required, students should be transported by bus to another facility outside of the risk area, where they can be accounted for, and picked up by a parent or guardian. The public should be immediately notified of these arrangements to facilitate a timely transfer and reduce the risk of those attempting to gain access to an unsafe site.

When there is advanced warning of an emergency, schools should be closed.

See Appendix A Vulnerable Population and Critical Infrastructure

2.3.3.4 Non-residents and Seasonal Visitors

Evacuation planning and response must account for expected increases in population due to tourism (seasonal) and during special events. Efforts should be made when possible to contact event organizers and tourist facilities including hotels, inns and lodges in order to anticipate additional evacuation assistance that may be required in form of shelter, supplies and transportation.

In situations where there is enough advanced warning of an emergency, organized events and tourist facilities should consider suspending activity.

2.3.4 Levels of Evacuation

2.3.4.1 Alert

An Alert indicates that there is a potential for the full or partial evacuation of all or a portion of the Village. No emergency actions are required however conditions should be monitored closely by EOC Director, and public notices should be issued accordingly i.e. steam flow advisories, rainfall warnings, wind warnings etc.

2.3.4.2 Level One

Normal "Level One" evacuation will be initiated by the on-scene emergency services, i.e. small flood, hazmat release. Persons will normally make their own arrangements and stay with friends, relatives or neighbours. Emergency services on the scene shall keep record of names, addresses and telephone numbers of where these people may be located.

2.3.4.3 Level Two

Involves greater numbers of people displaced due to a large flood, or small wildfire etc. or persons evacuated who have no place to stay and require assistance. This will require involvement of other agencies, (i.e. Emergency Support Services, etc.) for assistance, registration, and placement. Coordination of services by the Emergency Program Coordinator is required.

2.3.4.4 Level Three

A disaster causing large-scale evacuation such as extensive flooding, or out of control wildfire. Overall coordination of direction will be provided through the establishment of the EOC. Operational control will be established through an on-scene incident command post.

2.3.5 Evacuation Stages

2.3.5.1 Tactical Evacuation

When an incident occurs with little or no warning, a tactical evacuation is conducted by emergency responders at the scene (Fire, Police and Ambulance) for the immediate protection of life and health. The EOC Director will be immediately notified for additional support in issuing formal declaration of SOLE, issuing formal evacuation orders / alerts, and procuring additional resources and expanding evacuation orders as necessary.

2.3.5.2 Stage 1 - Evacuation ALERT

A process to alert the population at risk of the potential need for evacuation. The Evacuation Alert advises that because of the danger they should be prepared to evacuate the area within a specific time frame (i.e. 30 minutes or less). This Evacuation Alert may allow the population at risk to begin an orderly preparation to voluntarily leave the affected area. However, the reality of the situation may require immediate action with very short notice.

2.3.5.3 Stage 2 - Evacuation ORDER

An Evacuation Order will only be issued by authorities in response to the imminent danger and potential of loss of life or injury to the population at risk in the affected area. These notices are issued in the interest of LIFE SAFETY. Members of the Police, Local Fire Departments, and the Local Authorities may be involved in expediting that action through door-to-door contact, television, radio and electronic media.

2.3.5.4 Stage 3 - Evacuation RESCIND

The population at risk is allowed to return to the area previously evacuated, having been advised that the danger has passed. There is the possibility that the danger may re-manifest itself and the Evacuation Notification might need to be re-instated.

2.3.6 Evacuation Zones

Evacuation Zones have been determined based on an evaluation of flood risk, wildfire risk etc. in relation to population density, available evacuation routes and locations of reception centres.

Upon issuing an Evacuation Order or Alert, emergency personnel should be assigned to each zone to facilitate the movement of traffic out of the evacuation zones.

Table 3: See Appendix G Maps.

Zone 1	This area extends along the north shore of the Village from Kelsey Wharf to the northern junction between Sayward Road and Salmon River Mainline. The Kelsey Bay and Government Wharfs are located in this area, as well as a few small businesses and the Kelsey Bay RV Campground, which has 6 oceanfront sites, as well as a boat launch, with peak seasons being May – September.
Zone 2	This area is the most populated area, with a mix of residential, business and recreational users. It extends from the Junction of Sayward Road and the Salmon River Mainline to the M Branch Forest Service Road. The Village's main infrastructure and emergency services are located in this zone, including the Village sewage treatment centre.
Zone 3	This area extends from the M Branch Forest Service Road to the southern junction of the Salmon River Mainline. There are recreational areas, important estuary and trails in this zone. The Salmon River Inn and Legion are also located in this area.

2.3.7 Reception Centres

The number and location of Reception Centres that will be activated, will be determined by the Emergency Operations Director and based upon:

- Proximity to the emergency
- Available travel routes from the local of the emergency
- Safety of the area
- Number of people evacuated

If time does not permit to fully activate reception centres, evacuees may be directed to one or more reception centres as an initial assembly point, where they can be reassigned to a permanent reception centre once it has been fully activated. Personnel should be immediately dispatched to reception centres and/or initial assembly points and begin to register evacuees. For a large scale evacuation, consideration should be given to activating Reception Centres in other communities (Campbell River). *See Appendix C for Reception Centre Locations.*

2.3.8 Transportation Logistics

The assistance of individuals without their own means of transportation will require additional resources and cooperative assistance from the community. Vulnerable populations and those with special needs will require relocation assistance.

Hazard mapping may be used to assist the Emergency Operations Center Command Staff in determining the priorities for evacuation and assistance required for those vulnerable populations.

The intent of the transportation plan is to minimize the negative consequences of evacuees being trapped by a threat from flooding, wildfire, hazardous substance etc. Evacuation routes will be made available to all emergency response agencies and the public prior to an emergency.

The Command Staff will activate a request for additional resources (from within the community or from surrounding communities) through the Logistics Section. These resources may include a mutual aid request to the Canadian Forces (19 Wing), located in Comox, to provide overhead visual reference of changing conditions. *See Appendix B for Support Services.*

2.3.9 Emergency Transportation Planning

There is no public transportation in the Village of Sayward, other than the Age Friendly Van which is available to subsets of the population. There are no taxis or charter buses for hire. In the event of a mass evacuation, residents will be reliant upon their own transportation unless external resources are chartered from Campbell River which is located 55 minutes to the south east. *See Appendix B for Support Services.* Transportation plans should be made as soon as possible under the threat of a potential or imminent evacuation. Special consideration should be given to accessibility to the area. The bridge south of the community should immediately be assessed by BC Transportation for reliability as well as the potential and / or imminent threat of failure.

2.3.10 Evacuation Routes

Primary evacuation routes have been modelled based on population density, accessibility, road reliability, as well as accounting for those that may have accessibility challenges. Emergency service crews should be immediately dispatched to assigned evacuation zones to facilitate lane reversals, traffic flow and road blocking. Evacuation routes must take into account the estimated threat arrival time and traffic peak times. Certain conditions may not allow for complex traffic re-routing (*see Appendix G for Evacuation Map*).

2.3.10.1 Zone 1

Zone 1 will be evacuated south along Sayward Road to the Reception Centre in Zone 2 or to the Island Highway for out of town evacuations. The Salmon River Mainline can be used as an alternate route.

2.3.10.2 Zone 2

Zone 2 will be evacuated south using Sayward Road to Island Highway. M Branch Road should not be used to evacuate residents. The road is only suitable for 4-wheel drive vehicles under ideal conditions. Using this road could lead to additional emergency situations, particularly during severe weather events (snow, rain, ice etc.).

2.3.10.3 Zone 3

Zone 3 will be evacuated south along Sayward Road to Island Highway. The Salmon River Mainline can also be used as an alternate.

2.4 Emergency Alerting Systems

A critical factor in minimizing risk to life and loss of property is rapid notification to the public and all relevant stakeholders.

Once an event has been reported, the Emergency Operations Centre Director may initiate an emergency notification to the public.

2.4.1 Media Alerts

The Village of Sayward does not have an alerting system. Media resources such as the Municipal website, Facebook and Twitter are the most common methods used to relay information to the public. In addition to this, local radio and television stations can be contacted, time permitting. *See Appendix B Support Services.*

2.4.2 Alert Ready

Alert Ready is Canada's Mass Alerting System. It is used to broadcast lifesaving emergency information through television, radio and LTE-connected and capable wireless devices. No subscription is required to receive alerts on wireless devices.

In the event of an imminent emergency requiring a mass evacuation, Emergency Management BC can activate the Alert Ready System to distribute a pre-approved emergency alert to the region Sayward. Note: this system will automatically be activated for major earthquakes prompting tsunami warnings in the area.

2.4.3 Public Evacuation Scripts

Pre-approved public evacuation scripts are critical to ensure that notification and response times are maximized, particularly in an evacuation event. Scripts are pre-populated into the Connect Rocket messaging system, detailing emergency evacuation procedures, routes and maps. Scripts have also been distributed for use by Emergency Management BC to ensure redundancy with between the local and provincial systems in the event of a communications disruption. *Refer to Appendix D for pre-approved Scripts.*

2.4.4 Access Control and Security

Security in evacuated areas is extremely important to protect the health and safety of the population outside of the evacuation zone, and to protect property within the evacuation zone.

Law enforcement will establish roadblocks to limit entry into evacuated areas and, where possible, conduct periodic roving patrols within such areas to deter theft by those on foot. To the extent possible, fire departments may take measures to ensure continued fire protection.

If an evacuated area has sustained damage and cannot be reoccupied for an extended period of time, a sign-in / sign-out protocol may be required, to monitor and limit access to emergency workers, homeowners, business owners, utility workers, and contractors restoring damaged structures and removing debris.

2.4.5 Recall of Evacuees

Following the call-down of an emergency, when safe to do so, Evacuation Rescind will be issued. All evacuated persons will be contacted using the contact information provided at the time of evacuation. Social media outlets will also be updated with information regarding re-entry protocols etc. The Reception Centre, if established, will remain open until all the evacuated public has been advised of the call-down / rescind.

2.4.6 Re-entry Protocol

Evacuees returning to their homes or businesses in evacuated areas require the same consideration, coordination, and control as the original evacuation. For short-term incidents, the Incident Commander will normally make the decision to return evacuees and disseminate the message at the incident location as appropriate. For large-scale evacuations, the decision will normally be made by the EOC Director.

APPENDIX A - VULNERABLE POPULATIONS AND CRITICAL INFRASTRUCTURE

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Zone 1					
Vulnerable Population and Important Businesses					
Facility Type	Facility Name		Address		Main Number
Business	Western Forest Products (Dry Land Log Short)		80 Sayward Road		250-282-3290
Business	Kelsey Bay Warf		16 Sayward Road		250-282-0018
Business	Government Warf (Sayward Harbour Authority)		16 Sayward Road		250-282-0178
Business	Hardwicke Transportation		16 Sayward Road		250-282-3607
Recreation and Campgrounds					
Facility Type	Facility Name	Units	Capacity	Address	Main Number
Campground	Kelsey Bay RV/Campground	6	--	23 Sayward Road	250-282-3762
Critical Infrastructure					
Facility Type	Facility Name		Address		Main Number
Lift Stations			See Map		
Zone 2					
Vulnerable Population and Important Businesses					
Facility Type	Facility Name		Address		Main Number
Medical Clinic	Sayward Primary Health Care Clinic		601 Kelsey Way		250-282-3815
Government	Municipal Works Yard		560 Kelsey Way		250-282-5509
Government	Village Office		652-A H’Kusam Way		250-282-5512
School	Sayward School		690 Kelsey Way		250-282-3314
Library	Sayward Branch Library		641 Kelsey Way		250-282-5551
Recreation and Campgrounds					
Facility Type	Facility Name	Units	Capacity	Address	Main Number
Campground	Village of Sayward Campground			652-A H'Kusam Way	250-282-5512
Emergency Services					
Facility Type	Facility Name		Address		Main Number
Fire Hall	Fire Hall #1		620 Kelsey Way		250-282-5505
Police	RCMP		610 Kelsey Way		250-282-5522
Ambulance	BC Ambulance Services		620 Kelsey Way		250-2823600

Zone 2					
Critical Infrastructure					
Facility Type	Facility Name		Address		Main Number
Treatment Centre	Sayward Sewage Treatment Centre		See Map		
Lift Stations			See Map		
Zone 3					
Vulnerable Population and Important Businesses					
Facility Type	Facility Name	Units	Capacity	Address	Main Number
Hotel	Salmon River Inn		--	714 Sayward Rd,	250-244-4716
Recreation and Campgrounds					
Facility Type	Facility Name		Address		Main Number
Recreation	Royal Canadian Legion		699 Sayward Rd		250-282-5591
Recreation	Salmon River Estuary Trail				
Recreation	Estuary Conservation Area				

APPENDIX B – SUPPORT SERVICES

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Emergency/Medical Services	
STARS – Shock Trauma Air Rescue Emergency Link Centre	1-888-888-4567
RCMP	
Fire Department	
Ambulance (Province-wide)	
Local Supporting Agencies	
Strathcona Regional District	250-830-6700
City of Campbell River (After Hours and RCMP non-emergency)	250-286-6221
City of Campbell River (After Hours and Fire non-emergency)	250-286-6266
BC Government Agencies	
Emergency Management BC (EMBC)	1-800-663-3456
BC Transportaiton	1-877-215-7122
Canada Government Agencies	
Environment Canada	604-664-9100
Environment Canada Weather	1-888-292-2222
Geological Survey of Canada (GSC) Pacific - Sidney, BC	250-363-6500
Earthquakes Canada, Sidney	250-363-6500
River Forecast Centre	250-356-7506
Transportation Services	
Age Friendly Van	
Local Media	
99.7 2Day FM Radio	250-287-4444

APPENDIX C – EMERGENCY OPERATIONS AND RECEPTION CENTRES

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Village of Sayward Emergency Operations Centres (EOC)				
Facility Name	Amenities	Address	Main Number	After Hours
Municipal Hall		652-A H'Kusam Way	250-282-5512	
Strathcona Regional District Emergency Operations Centres				
Facility Name	Amenities	Address	Main Number	After Hours
SRD Boardroom		301-990 Cedar St.	250-830-6700	250-218-0882 Fire Dispatch: 250-286-6266
CR SAR Building	Has generator for 60% of building	261 Larwood Rd.	250-923-0359	Fire Dispatch: 250-286-6266 CR Yard Works: 250-287-7444
Village of Sayward Reception Centre				
Facility Name	Amenities	Address	Main Number	After Hours
Kelsey Recreation Centre (Primary)		652-A H'Kusam Way	250-282-5500	
Heritage Hall		1257 Sayward Road	250-282-0192	

APPENDIX D – SCRIPTS

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EVACUATION ALERT

[DESCRIPTOR OF AREA]

[DATE (mm/dd/yyyy) AND TIME (24-hr clock)]

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

[Briefly describe event and potential risk]

Because of the potential danger to life and health, the [Local Authority/First Nation] has issued an **Evacuation Alert** for the following areas:

[Geographic description including boundaries and properties potentially impacted]

An Evacuation Alert has been issued to prepare you to evacuate your premises or property should it be found necessary. Residents will be given as much advance notice as possible prior to evacuation; however you may receive limited notice due to changing conditions.

[Provide map or description of potential evacuation route and map of evacuation alert area]

WHAT YOU SHOULD DO:

- Locate all family members 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. Fill the gas tanks of personal vehicles. 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 or designate, Mayor or Designate, Chief or Designate]

[Name of Local Authority/First Nation]

EVACUATION ORDER

[DESCRIPTOR OF AREA]

[DATE (mm/dd/yyyy) AND TIME (24-hr clock)]

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

Members of the [local police department and other agencies] and other applicable agencies will be expediting this action.

The Evacuation Order is in effect for the following areas:

[Geographic description including boundaries and properties impacted.

Include map of evacuation area and evacuation route]

YOU MUST LEAVE THE AREA IMMEDIATELY

WHAT YOU SHOULD DO:

- Follow the travel route provided and register at: [ESS Reception Centre address and name of facility].
- If you need transportation assistance from the area, advise the person providing this notice or call [contact number].
- 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 or designate, Mayor or Designate, Chief or Designate]

[Name of Local Authority/First Nation]

EVACUATION RESCIND

[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:

- Fill the gas tank of personal vehicles
- 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: [Local Authority/First Nation contact number]

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

[Name of Local Authority/First Nation]

APPENDIX E – FORMS

Approved Temporary Access into Evacuation Area Master List

Date of Entry: _____

EOC Phone Number for Issues Management: [number]

**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 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		<input type="checkbox"/> Ensure the health/safety of responders <input type="checkbox"/> Protect infrastructure <input type="checkbox"/> Save lives <input type="checkbox"/> Protect property <input type="checkbox"/> Reduce suffering <input type="checkbox"/> Protect the environment <input type="checkbox"/> Protect public health <input type="checkbox"/> Reduce economic and social losses	
WAIVER AND AGREEMENT (RELEASE AND INDEMNITY – PLEASE READ CAREFULLY)			
<p>"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 [Local Authority / First Nation] 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."</p>			
Name (print):		Signature:	
Name (print):		Signature:	
INCIDENT COMMANDER RECOMMENDATION FOR ACCESS BASED ON SAFETY CONDITIONS			
RECOMMENDATION	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	NAME	SIGNATURE
ESCORT REQUIRED	<input type="checkbox"/> Yes <input type="checkbox"/> No	ESCORT NAME/CONTACT	
ON BEHALF OF [LOCAL AUTHORITY/FIRST NATION], TEMPORARY ACCESS AUTHORIZED BY			
POSITION	NAME	SIGNATURE	
SAFETY BRIEFING PROVIDED TO PERMIT HOLDER(S) AT TIME OF ISSUANCE?		<input type="checkbox"/> Yes <input type="checkbox"/> 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.

EMERGENCY OPERATIONS CENTRE

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)		
<p>"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 [Local Authority / First Nation] 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."</p>		
Name (print):	Signature:	
Name (print):	Signature:	
INCIDENT COMMANDER RECOMMENDATION FOR ACCESS BASED ON SAFETY CONDITIONS		
RECOMMENDATION	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	NAME
ESCORT REQUIRED	<input type="checkbox"/> Yes <input type="checkbox"/> No	ESCORT NAME/CONTACT
ON BEHALF OF [LOCAL AUTHORITY/FIRST NATION], TEMPORARY ACCESS AUTHORIZED BY		
POSITION	NAME	SIGNATURE
SAFETY BRIEFING PROVIDED TO PERMIT HOLDER(S) AT TIME OF ISSUANCE?		<input type="checkbox"/> Yes <input type="checkbox"/> 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.

EMERGENCY OPERATIONS CENTRE

EXTRAORDINARY EVACUEE AUTHORIZATION FORM

Evacuation authorization is in effect for the individual(s)/property stated in this Form, as per below:

		EMBC TASK #	
APPROVAL RESTRICTIONS			
START DATE / TIME		EXPIRY DATE / TIME	
RECEPTION CENTRE LOCATION			
REASON FOR EVACUATION			
ROUTE TO DESTINATION			

EVACUEES' INFORMATION			
FULL LEGAL NAME of INDIVIDUAL(S)/PROPERTY			
CONTACT INFORMATION			
HOME ADDRESS			
ESCORT/SUPPORT PERSON REQUIRED	<input type="checkbox"/> Yes <input type="checkbox"/> No	ESCORT/SUPPORT PERSON NAME/CONTACT	

WHAT EVACUEE SHOULD DO	
INSTRUCTIONS FOR EVACUEE(S)	[e.g. add applicable content from Evacuation Order template (Appendix E)]
TAKE CRITICAL ITEMS	<input type="checkbox"/> Medicine <input type="checkbox"/> Important papers (e.g. insurance) <input type="checkbox"/> Purse/wallet <input type="checkbox"/> Pets, in pet kennel or on leash <input type="checkbox"/> Keys <input type="checkbox"/> [other]

EVACUEE SIGNATURE [or signature of legal guardian]	
Name (print):	Signature:

RECOMMENDATION FOR APPROVAL OF EVACUATION					
RECOMMENDATION	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	POSITION		SIGNATURE	

ON BEHALF OF [LOCAL AUTHORITY/FIRST NATION], AUTHORIZED BY					
POSITION		POSITION (e.g. EOC Director)		SIGNATURE	

Further information will be issued at [date/time/location] or visit [website] for more information.

APPROVAL HOLDER(S) MUST PRESENT APPROVED FORM AT RECEPTION CENTRE TO REGISTER.

EVACUATION RECORDING PROCEDURES

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 around the door knob 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 instruction to call 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	Explain to residents to replace pink ribbon with yellow ribbon when they leave the premises.
Orange - Refused	Advise that responders will not be put at risk to rescue them. 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.

[OPTIONAL:]

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!

EVACUATION LOG

Incident Name:						EMBC Task No.			Date & Start/End Times:			
Authorizing Authority / Notifying Authority						Notification Team:						
Zone #:	Community Name:		# of Occupants Present	# of Minor Children <19	# of Pets/Livestock	Blue - Not Home	Pink - Notified	Yellow - Have Evacuated	Orange - Refused	Red - Needs Assistance <small>(Delete row if not using)</small>	Time	COMMENTS <ul style="list-style-type: none"> • If RED, note type of assistance • If ORANGE, note reason • If RED, note type of assistance • If ORANGE, note reason
Street Name	House #	Family Names										

SHELTER-IN-PLACE ORDER

An incident has caused hazardous material to enter the air. Emergency response professionals are requesting that you immediately "Shelter-in-Place" by staying protected indoors until you receive instruction that it is 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 the radio, television, and Emergency Info BC online until you are told by local officials all is safe or you are told to evacuate

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.

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APPENDIX F – EQUIPMENT INVENTORY

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ITEM	QUANTITY
Batteries – 9 v	4
Batteries – AA	20
Batteries – AAA	10
Batteries – C	8
BBQ	1
Blankets -wool	10
Blankets – Red Cross synthetic	28
Blankets – Red Cross wool	5
Children's container of toys, etc.	1
Comfort kits	2
ESS forms kits	5
Extension cord	4
Extension cords 25'	3
First aid kits	6
Flashlight	4
Food ration	11
Generator	1
Generator oil	1
Hard hats	15
LED lights	2
Pet cages	4
Pet kit	1
Pillows, inflatable	15
Plastic storage containers 110l.	3
Plastic storage containers 189l.	3
Portable stove	1
Propane heaters	5
Rope	1
Signage kit	1
Sleeping bags	5
Sleeping cots	14
Tarp 12x20	1
Tarp 20x40	1
Tarp 8x10	3
Vest kit	1

Image 1



Image 2



Image 3



Image 4



Image 5



Image 6



APPENDIX G – MAPS

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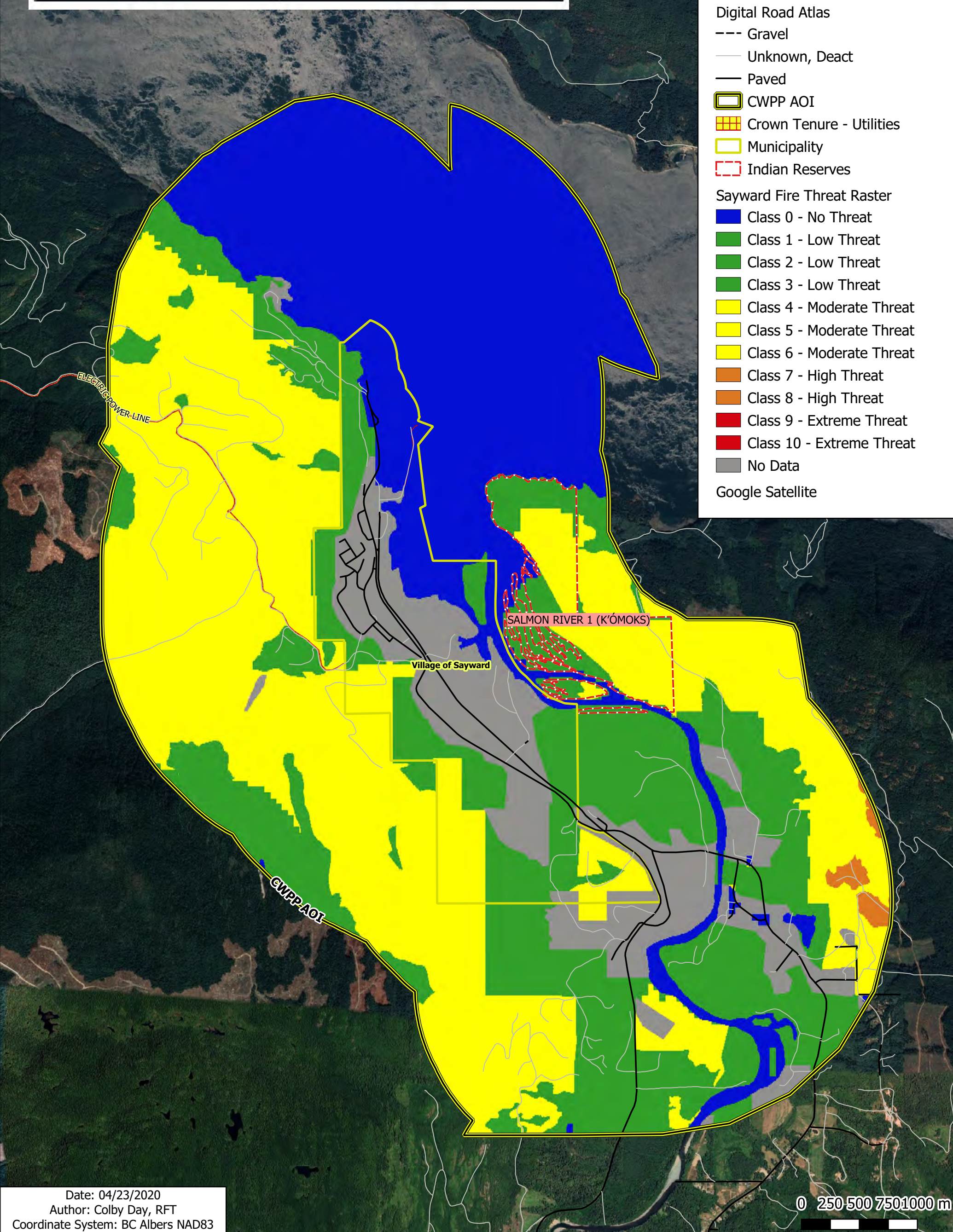
Scale 1:30000
Strathcona Regional District
Electoral Area A
Village of Sayward



Legend

- Digital Road Atlas
- Gravel
 - Unknown, Deact
 - Paved
- CWPP AOI
- Crown Tenure - Utilities
 - Municipality
 - Indian Reserves
- Sayward Fire Threat Raster
- Class 0 - No Threat
 - Class 1 - Low Threat
 - Class 2 - Low Threat
 - Class 3 - Low Threat
 - Class 4 - Moderate Threat
 - Class 5 - Moderate Threat
 - Class 6 - Moderate Threat
 - Class 7 - High Threat
 - Class 8 - High Threat
 - Class 9 - Extreme Threat
 - Class 10 - Extreme Threat
 - No Data
- Google Satellite

Sayward Updated Fire Threat Summary	
Updated Fuel Type	Area (ha)
No Threat	1,435
Low Threat	1,018
Moderate Threat	1,481
High Threat	16
Extreme Threat	0
Total:	3,951





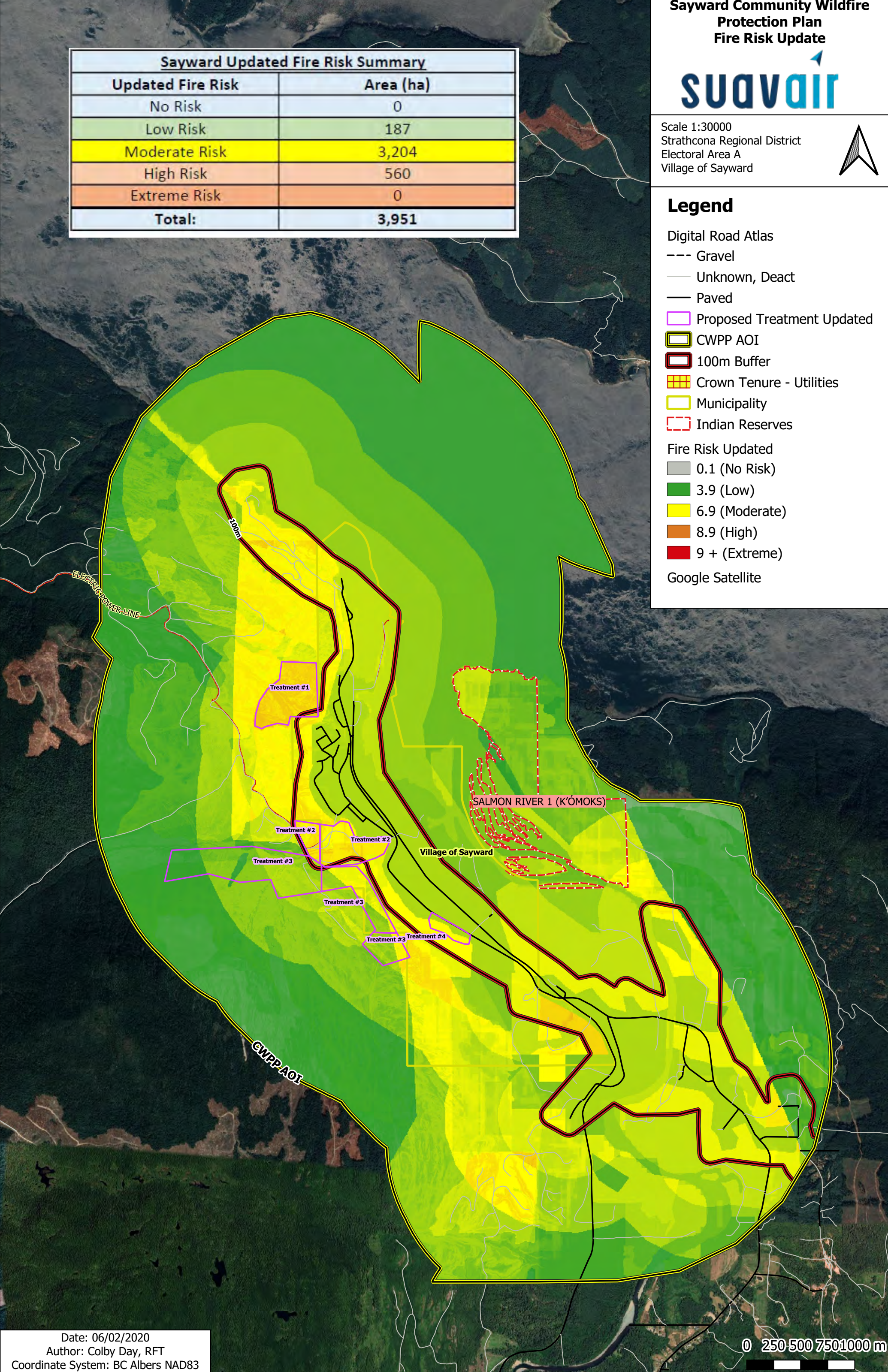
Scale 1:30000
Strathcona Regional District
Electoral Area A
Village of Sayward



Sayward Updated Fire Risk Summary	
Updated Fire Risk	Area (ha)
No Risk	0
Low Risk	187
Moderate Risk	3,204
High Risk	560
Extreme Risk	0
Total:	3,951

Legend

- Digital Road Atlas
- Gravel
 - Unknown, Deact
 - Paved
- Proposed Treatment Updated
- CWPP AOI
 - 100m Buffer
 - Crown Tenure - Utilities
 - Municipality
 - Indian Reserves
- Fire Risk Updated
- 0.1 (No Risk)
 - 3.9 (Low)
 - 6.9 (Moderate)
 - 8.9 (High)
 - 9 + (Extreme)
- Google Satellite



Sayward Community Wildfire Protection Plan
Updated Fuel Types



Scale 1:30000
Strathcona Regional District
Electoral Area A
Village of Sayward



Legend

- Digital Road Atlas
- Gravel
 - Unknown, Deact
 - Paved
- Crown Tenure - Utilities
- CWPP AOI
 - Tree Farm Licence
 - Crown Woodlots
 - Indian Reserves
 - Fire Polygon - 2019
 - Municipality
- Fuel Types Updated
- C-3
 - C-5
 - D-1/2
 - M-1/2
 - N
 - O-1a/b
 - S-3
 - W
- Google Satellite

Sayward Updated Fuel Type Summary	
Updated Fuel Type	Area (ha)
C-3	411
C-5	1318
D-1/2	566
M-1/2	114
N	407
S-3	63
W	1072
Total:	3951

