

PORT MCNEILL EMERGENCY EVACUATION PLAN

PART I – REFERENCES

1. Town of Port McNeill Emergency Measures Bylaw 579, 2006
2. Emergency Plan for the Town of Port McNeill
3. Emergency Program Act RSBC
4. Local Government Act RSBC
5. Fire Services Act (Fire Commissioner) RSBC
6. Health Act RSBC
7. Waste Management Act RSBC
8. Ministry of Energy and Mines Act RSBC

PART II - INTRODUCTION AND BACKGROUND

A.

This emergency evacuation plan has been developed to provide an organized community response for a complete or partial evacuation of Port McNeill in the event of a community disaster.

The Port McNeill Emergency Program Committee has completed a Hazard/Risk Vulnerability Analysis (HRVA), and has determined that circumstances which most likely may require a whole or partial evacuation of our community are as follows:

- Multiple Unit residential building fire.
- Urban Interface Wildfire (a forest fire which threatens an urban area)
- Dangerous Goods Spill/Explosion/Fire
- Landslide
- Earthquake
- Tsunami (“Tidal Wave”)

B.

The Hazard/Risk Vulnerability Analysis has identified certain areas within the Town of Port McNeill that may face some level of risk in certain types of disasters.

Urban Interface Wildfires:

Those areas of our community contiguous to forested areas such as: Mine Road, Betts Boulevard, Pioneer Hill Drive (lower end), Chapel Street, Cardena Avenue, and Beach Drive.

Dangerous Goods Spills:

Fuel storage areas such as the bulk fuel area on Mine Road, and the Petro-Can service station at Mine Road and Campbell Way. The marine fuel station adjacent to the Port McNeill Harbour.

Landslides:

Beach Drive, Broughton Boulevard, Haddington Crescent, Mountview Crescent, Cardena Avenue, Pioneer Hill Drive, Camosun Crescent.

Tsunami:

Port McNeill Harbour, including the industrial booming grounds and log sort area, Beach Drive residential area, Beach Camp industrial area, and the downtown business district.

C. POPULATION AT RISK:

The Hazard/Risk Vulnerability Analysis has also identified certain population groups, which may require a level of special assistance in the event of an evacuation:

- Children in school
- Child daycare centres
- Residents of seniors homes
- Patients in Port McNeill and District Hospital
- People with disabilities – mobility restricted
- People without transportation.

D. ASSUMPTIONS:

- While it may be dangerous to make assumptions, for planning purposes will assume the following conditions:
- When there is sufficient warning of a threat, spontaneous evacuation will occur. Between 5 and 20 percent of the people will evacuate before being directed to do so.
- Some people will refuse to evacuate, regardless of the threat.
- Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.

- Roughly 10-20 percent of the population at risk will require assistance in a reception centre or group lodging facility. Many evacuees will seek shelter with relatives, friends or motels rather than use government-provided facilities.

PART III - CONCEPT OF OPERATIONS

General

1.

There are two considerations for implementing the Port McNeill Emergency Evacuation Plan:

- Port McNeill residents as EVACUEES
- The Town of Port McNeill as a HOST/RECEIVER of evacuees from another neighboring community.

2.

Evacuation is the process of removing persons and/or domestic animals from an area that is or may pose a threat to life and limb, to an area of safety. Depending on the nature and scope of the event, evacuation may be local, affecting a single building or widespread, affecting the entire community.

3. AUTHORITY

To order a mandatory evacuation, the local authority must declare a “State of Emergency” as enabled under the Emergency Program Act and the Port McNeill Emergency Measures By-law 579, 2006. The local authority is the Mayor and Council. Note: *This authority cannot be delegated.*

- Upon declaration of a State of Emergency, Council must forward a copy of the declaration to the Solicitor General for British Columbia
- Have the details of the declaration published by a means of communication that the Mayor/Council considers most likely to have the contents known to the majority of the people, e.g. by radio or television announcement.

4. NO NOTICE EVACUATION

An evacuation of people at risk from unique emergency situations that occur with little or no warning will be implemented on an *ad hoc* basis. The individual responsible for it should be the Incident Commander at the scene of the emergency, with support from the Emergency Operations Centre as needed. These types of evacuations are normally encountered through “routine” police and fire operations and do not require the full implementation of the Port McNeill Emergency Plan.

5. STAGES OF EVACUATION

There are three (3) stages in an evacuation process. A consistent format and process will alert the population at risk of potential evacuation because of the danger of a possible loss of life. People should be prepared to evacuate the area. An Evacuation Alert may allow for the population at risk to begin an orderly preparation to voluntarily leave the evacuation area. The reality of the situation may however, require immediate action with very short notice.

Issuing an Evacuation Alert or Order can only be done by the Mayor or Council or the Mount Waddington Regional District acting under the Emergency Measures Bylaw.

Stage 1 – Evacuation Alert:

Alert the population at risk of the impending danger. At this point, the movement of handicapped persons, transient populations such as vacationers and tourists, and in some cases school population and any voluntary evacuees should become a priority.

Warning the population at risk can be done by the following methods:

- 2 person teams, going door to door. May have pamphlets delivered by representatives of the local authority under the direction of the RCMP, i.e. volunteers.
- Radio and/or television broadcasts
- Sirens and/or mobile public address systems, telephone calls

This Evacuation Alert should:

- Identify the hazard/emergency zone and travel routes
- Identify reception centre locations and addresses
- Advise the method of declaring the “all clear” and the procedure for the issue of controlled re-entry passes.

A copy of an Evacuation Alert is attached as Appendix 1.

Stage 2 – The Evacuation Order

All persons in the affected area are to be told that in the interest of their personal safety, and considering the risk they are **NOW ORDERED** to leave the area. There is no discretion allowed in this Order which clearly indicates immediate evacuation and relocation.

The police will enforce this Evacuation Order.

- *Note - The policy of the Government of British Columbia is that no one will be forced from his or her homes.*

A copy of an Evacuation Order is attached as Appendix 2.

Stage 3 – The “All Clear”

When the emergency, which necessitated the evacuation, is under control and the hazard or emergency zone is declared safe, a retraction of the Evacuation Order should be implemented. This is to be done using the same procedure as for a warning. This procedure should advise the population at risk that the danger may reoccur, and that an ALERT may be re-instated, and the process begins again at Stage 1.

A copy of an “All Clear” declaration is attached as Appendix 3.

6. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- Recommendation for an Evacuation will come from the Incident Commander on the scene.
- The Emergency Program Coordinator shall be notified whenever any significant Evacuation Action is implemented or anticipated.
- The decision to Order an Evacuation will be made by the Mayor and Council or Mount Waddington Regional District under the Town of Port McNeill Emergency Measures Bylaw
- The lead agency responsible for implementing an evacuation order is the Royal Canadian Mounted Police (RCMP)
- Implementing the community response will be the Emergency Program Coordinator
- Opening Reception Centres/Group Lodgings will be the responsibility of the Director of Emergency Social Services.
- Making the necessary notifications and coordination with the Provincial Emergency program will be the responsibility of the Emergency Program Coordinator.

7. COMMUNICATIONS

Responsibility: Mayor and Council, Emergency Program Coordinator

A. Alerting the Public

The method of alerting the public will be dependant on the time available, the hazard area and resources available.

Options:

- Personal Contact. General estimate of personnel required:
 - single family dwellings – 2 people per block
 - small apartment building – 2 people per building
 - Large apartment building – 2 people per floor
- Local TV, radio and news media
- Police, Fire, Public Works and Search and Rescue vehicles using public address systems.
- School alert system
- Telephone contact

The Evacuation Plan information to the public must include:

- Whether residents should evacuate or “shelter-in-place” (Shelter-in-place means immediate shelter inside a building or residence during a release of potentially toxic material to the outside air or when air quality may be threatened, i.e. smoke)
- Why they are being advised/ordered to evacuate.
- Whether the evacuation is an Alert or an Order
- The evacuation routes, including conditions of roads.
- What to do if the vehicle breaks down.
- The location of reception centres.
- Assembly points for those in need of transportation.

Estimated duration of the evacuation.

The rationale for instituting this simple procedure for dealing with an emergency evacuation is to ensure:

- The population at risk receives a clear and consistent message regardless of the emergency.
- The media receives a clear and consistent message regardless of the emergency.
- Responders are familiar with a clear and consistent approach and process regardless of the situation.

Ordering an evacuation of all or part of an emergency area is a very serious step, and requires very detailed planning.

The Order to evacuate should only be given after careful consideration of all the factors involved, with life safety paramount.

Telephone numbers of media outlets are included in Appendix 4.

B. Alerting Neighbouring Communities

If it becomes necessary to evacuate large numbers of people from Port McNeill, it is imperative that the receiving neighbouring communities our people are being sent to are fully aware of the situation. An evacuation in Port McNeill will affect the host/receiving community in their response plans, and early consultation and advice must be made. If Port McNeill residents are being evacuated to Port Hardy or Campbell River, provisions must be made to activate emergency programs in their respective communities.

Notification Responsibility: Mayor and Council

8. EVACUATION ROUTES

The Incident Commander and/or the Emergency Program Coordinator will select the best routes for evacuation from the threatened area. The best routes may have to be selected at the time of

the incident. Notification of changes in the selected routes will be made to the Emergency Operations Centre, Emergency Social Services Director and field personnel. The following factors need to be considered:

- Most evacuees use their own personal transportation during an evacuation,
- The average vehicle occupancy is four persons.
- Police/traffic management assessment will be necessary.

9. TRAFFIC CONTROL POINTS

Responsibility: Royal Canadian Mounted Police (RCMP)

Traffic Control Points may be established at key intersections and at access control points to major evacuation routes as needed. In some cases it may be necessary to control traffic on other routes to minimize the impact on the evacuation route.

10. TRANSPORTATION

Responsibility: Emergency Program Coordinator – Director of Transportation

A.

In the event of an Evacuation Order, provisions must be made for those persons without transportation, and people with special needs. Arrangements will be needed to ensure that transportation is available such as:

- Chartered buses - School District or Commercial Bus Charter companies.
- Chartered marine vessels
- Chartered aircraft

Telephone numbers of transportation companies are attached in Appendix 4.

B.

Marshalling Points

For those people being evacuated, marshalling and pick up points are as follows:

- IGA/Pioneer Mall Parking Lot
- Cheslakee School/Lions Hall parking lot
- Sunset School parking lot
- Ministry of Forests parking lot.

11. PORT MCNEILL AND DISTRICT HOSPITAL

In the event of an evacuation of the Port McNeill and District Hospital, follow the procedures outlined in the Port McNeill Hospital Disaster Plan.

Responsibility: Vancouver Island Health Authority (VIHA)

12. ACCESS CONTROL AND SECURITY

Responsibility: Royal Canadian Mounted Police (RCMP)

As an area is being evacuated, access controls must be established. Security may be established by staffing Access Control Points and barricades at key locations around the perimeter. The objectives of Access Control are:

- To provide a controlled area from which an emergency evacuation will take place and prevent entry by unauthorized persons.
- To protect lives by controlling entry into a hazardous area.
- To maintain law and order in the hazard area.

Criteria for allowing entry into a closed area will be established for each incident.

- **No Access:** Prohibits the public from entering the closed area. Authorized personnel (local or provincial workers as required). Media representatives will be allowed access on a controlled basis.
- **Limited Access:** Allows persons into closed areas according to access criteria established by the Incident Commander. Entry criteria should define the persons who will be allowed and whether motor vehicles are allowed.

Security provisions will be carried out by police officers, Auxiliary Constables, Special Constables and designated volunteers.

PART IV - EMERGENCY RECEPTION CENTRES

1. Responsibility: Emergency Operations Centre (EOC) and Director of Emergency Social Services.

** Note: Detailed instructions on Reception Centres are not part of this Evacuation Plan. Reception Centre planning is covered under Emergency Social Services – Reception Centre Operational Guidelines.*

The designated Emergency Reception Centre in Port McNeill is North Island Secondary School on McNeill Road.

A. Port McNeill residents as EVACUEES:

Small scale activation – coordinate response with local ESS representatives.

Large scale activation – Activate the Emergency Reception Centre at North Island Secondary School in accordance with established Emergency Reception Centre Operational Guidelines.

B. Port McNeill as HOST/RECEIVER of evacuees:

Small scale activation, coordinate with local ESS representatives.

Large Scale activation: Activate the Emergency Social Services Reception Centre in accordance with established Emergency Reception Centre Operational Guidelines.

2. Returning to their homes:

Upon receiving the “All Clear” from the Local Authority that evacuees may return to their homes notify:

- Reception Centres
- Local media – radio and television.

Provide transportation from the reception centres for those who need it.

PART V - ADMINISTRATION AND LOGISTICS

Responsibility: Chief Administrative Officer – Town of Port McNeill

Emergency Coordinator

Records will be required to track the status of the evacuation event.

These records will include:

- Task Number from the Provincial Emergency Program
- Records of Costs and Charges
- Event Log

Logistics

Records and details will be required for supply and procurement of essential equipment to meet operational and evacuee needs. These considerations include:

- Food
- Water and water trucks/trailers
- Beds and bedding
- Clothing
- Medical equipment and supplies
- Portable Generators and lighting supplies
- Gas and diesel fuel
- Sanitation devices
- Public works vehicles and equipment
- Police and Firefighting vehicles.

Moving equipment and supplies to and from the evacuation area will require coordination with Commercial trucking/freight firms, and/or forest industry vehicles, and chartered marine vessels.

Mutual Aid Agreements:

The Town of Port McNeill has Mutual Aid Agreements for emergency assistance with the following neighbouring communities:

- Port Hardy
- Port Alice

- Woss
- Hyde Creek
- Alert Bay
- Regional District of Mount Waddington

**PART VI - EMERGENCY PLAN AND EMERGENCY EVACUATION PLAN
DEVELOPMENT AND MAINTENANCE**

Responsibility: Emergency Coordinator – Town of Port McNeill
Deputy Emergency Coordinator – Town of Port McNeill

The Emergency Coordinator and Deputy Coordinator are required to review all emergency plans every six months. This review will include:

- Coordinating the necessary revisions to the plans.
- Keeping the Appendices current
- Ensuring that implementation instructions are developed.

APPENDICES

Appendix 1	Form – Evacuation Alert
Appendix 2	Form – Evacuation Order
Appendix 3	Form – Declaration of All Clear
Appendix 4	Evacuation Instructions
Appendix 5	Emergency Evacuation Check List