



DISTRICT OF KITIMAT

EVACUATION PLAN

Public Version

District of Kitimat Emergency Response and Recovery

Section 1: Introduction, Purpose and Scope

1.1 Introduction

An evacuation plan is to allow for a safe, effective, and coordinated evacuation of persons and animals from an area that is either threatened or potentially threatened by a natural or human caused event. Depending on the nature and scope of the event, evacuations may be limited to a single building or group of buildings, affect a large area such as a whole community or portions thereof. This is achieved by detailing evacuation considerations, hosting arrangements, transportation management, and return planning.

The District of Kitimat Evacuation Plan establishes the framework that ensures the district is prepared to deal with an evacuation. It is the methodology through which the district will mobilize its resources in the event of an emergency event or disaster, thereby restoring the municipality to a state of normalcy. It is designed to ensure that all agencies which may become involved in an emergency are aware of their respective roles and responsibilities during the evacuation and participate in the emergency management program.

Additionally, the Evacuation Plan makes provisions for the earliest possible coordinated response to an emergency, an understanding of the personnel and resources available to the district, and recognition that additional expertise and resources can be called upon if required.

The Evacuation Plan in itself cannot guarantee an efficient, effective response to an event. It must be utilized as a tool to assist emergency and municipal services and officials in their emergency response activities. The plan must be flexible enough to adapt to a broad spectrum of disasters and must be supported with:

- Adequate personnel, equipment and expertise from the response agencies;
- Familiarity with contents of the plan by participating agencies;
- Training and exercises;
- Awareness of resources available from neighboring municipalities and the private sector, supplemented by prearranged agreements;
- Testing of the plan on a regular basis; and
- Review of the plan following any incidents or exercises where it is implemented.

1.2 Purpose

The intent of the District of Kitimat Evacuation Plan is to provide the framework within which extraordinary arrangements and measures can be taken to protect the health, safety, and welfare of the inhabitants of the District of Kitimat when faced with an emergency event or disaster.

The plan unifies the efforts of district organizations for a comprehensive and effective approach for responding to and reducing the impacts of an emergency event or disaster. It is intended to increase the emergency response capability of the District of Kitimat by establishing a plan of action to efficiently and effectively deploy emergency services for the purpose of partial or full evacuation of person and animals.

1.3 Scope

The District of Kitimat Evacuation Plan will be used in conjunction with the Emergency Management Plan, department emergency plans, and the emergency plans of external partners. The scope of the evacuation plan must be defined in the terms of its interaction with these plans.

Emergency Management Plan: The all-hazard Emergency Plan describes how the district will find out about potential emergencies, evaluate these emergencies, and activate emergency operations centres to coordinate the response. This can occur centrally, via the District of Kitimat Emergency Management Program, or on-site, via first responders on the scene of an emergency. The plan also assigns department/agency responsibilities for specific emergency functions, all of which are respected by the Evacuation Plan.

The Evacuation Plan describes who will coordinate an evacuation or shelter-in-place initiative, how the decision to evacuate, shelter-in-place, or maintain the status quo is determined, how the area(s) to be evacuated is identified, and how the following functions will be coordinated:

- ✓ perimeter and access control,
- ✓ evacuation routes and traffic control
- ✓ on-site notification
- ✓ liaison with corporate communications and mass notification
- ✓ liaison with Emergency Support Services (ESS)
- ✓ mass transportation
- ✓ medical transportation
- ✓ assistance to self-evacuating citizens
- ✓ liaison with requiring partners
- ✓ zone clearance



- ✓ zone hazard mitigation
- ✓ re-entry planning
- ✓ scribe duties
- ✓ zone security

The Evacuation Plan will discuss, but not describe in detail:

- plans for opening and managing Emergency Support Services Reception Center (this is contained in the Emergency Support Services (ESS) emergency plan)
- plans for sheltering outside of the District of Kitimat

1.4 Objectives

The objectives of this plan are to:

- ✓ Describe how the District of Kitimat would organize itself to plan and coordinate the evacuation or shelter-in-place of part or the entire District.
- ✓ Provide the specific tools such that will be used during the planning and coordination of an evacuation or sheltering-in-place incident.

1.5 Assumptions

The following assumptions are considered and recognized when developing evacuation plans.

General Assumptions

- Emergency management is a dynamic process. This means that the current plan is a snapshot of preparedness activities and not the final result of these activities. The Evacuation Plan should be regularly tested, reviewed and adapted to reflect lessons learned from tests and actual experiences.
- Emergency response requires room for flexibility and improvisation. The nature of emergencies and disasters is such that not all aspects of a response can be planned ahead of time. The structures and systems described in the Evacuation Plan should therefore be seen as guidelines that can be adjusted and adapted by those responsible for evacuation.



Specific Assumptions

- Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20 per cent of the people at risk will self-evacuate before being directed to do so.
- Some people will refuse to evacuate, regardless of the threat.
- Some individuals will require transportation support to evacuate.
- Some owners of animals will refuse to evacuate unless arrangements have been made to care for their animals.
- Approximately 10-20 per cent of the population impacted will require some form of assistance from local ESS teams in Reception Centres or Group.
- Lodging facilities. This figure could vary depending on the composition of the community.
- Many evacuees will seek shelter with relatives, friends or motels rather than use government-provided facilities.
- For some hazards, such as flooding and tsunami, designated evacuation routes must be used to safely evacuate people.
- The day of the week and time of day will determine if individuals/families will be at their homes or separated at work and/or school.

Section 2: Authority

<p>Emergency Program Act, Section 12(1) and 9(1)</p>	<p>- Permits the head of a Local Authority to declare a state of local emergency, and that allows the local authority to order an evacuation should it be necessary.</p> <p>- Permits the Solicitor General to order an evacuation if a state of emergency is declared.</p>
<p>Fire Services Act, Section 25</p>	<p>- 25 (1) If an emergency arising from a fire hazard or from a risk of explosion causes the fire commissioner to be apprehensive of imminent and serious danger to life or property, or of a panic, the fire commissioner may immediately take the steps he or she thinks advisable to remove the hazard or risk.</p> <p>- (2) For the purposes of subsection (1), the fire commissioner may evacuate a building or area, and may call on the police and fire prevention authorities who have jurisdiction to provide assistance.</p>
<p>Public Health Act , Section 28 (1), 29 (2) (a), 31 (1), 31 (2) (b) (ii)</p>	<p>- 28 (1) If the circumstances described in section 27 [when orders respecting infectious agents and hazardous agents may be made] apply, a medical health officer may order a person to do anything that the medical health officer</p>



	<p><i>reasonably believes is necessary for either or both of the following purposes:</i></p> <ul style="list-style-type: none"> <i>(a) to determine whether an infectious agent or a hazardous agent exists, or likely exists;</i> <i>(b) to prevent the transmission of an infectious agent or a hazardous agent.</i> <p><i>- 29(2a) A medical health officer may order a person to remain in a specified place, or not enter a place.</i></p> <p><i>- 31(1) [If the circumstances described in section 30 when orders respecting health hazards and contraventions may be made] apply, a health officer may order a person to do anything that the health officer reasonably believes is necessary for any of the following purposes:</i></p> <ul style="list-style-type: none"> <i>(a) to determine whether a health hazard exists;</i> <i>(b) to prevent or stop a health hazard, or mitigate the harm or prevent further harm from a health hazard;</i> <i>(c) to bring the person into compliance with the Act or a regulation made under it;</i> <i>(d) to bring the person into compliance with a term or condition of a licence or permit held by that person under this Act.</i> <p><i>- 32(2) (b) (ii) A health officer may issue an order under subsection a person who has custody or control of a thing, or control of a condition, that is not in compliance with the Act or a regulation made under it, or a term or condition of the person's licence or permit.</i></p>
<p>Environmental Management Act, Section 91.4, 91.2 (2)(c)</p>	<p><i>- 91.4 (1) The government may carry out actions described in section 91.2 (2) [responsible persons — spill response] if an officer considers that</i></p> <ul style="list-style-type: none"> <i>(a) a spill has occurred or there is an imminent risk of a spill occurring,</i> <i>(b) action is necessary to address a spill or the risk of a spill or to resolve or mitigate long term effects of a spill, and</i> <i>(c) one or more of the following apply:</i> <ul style="list-style-type: none"> <i>(i) there is no responsible person in relation to the spill;</i> <i>(ii) an officer has reasonable grounds to believe that government action is required to safeguard the environment, human health or infrastructure;</i> <i>(iii) the responsible person in relation to the spill requests that the government assist with spill response and recovery actions.</i> <p><i>- 91.2 (2) (c) identify and evaluate the immediate risks to and impacts on the environment, human health or infrastructure and, as necessary,</i></p> <ul style="list-style-type: none"> <i>(i) advise persons to take protective action in relation to the spill,</i> <i>(ii) protect infrastructure, and</i>



<p>Oil and Gas Activities Act (OGAA), Section 51</p>	<p><i>(iii) protect, recover and restore the environment;</i></p> <ul style="list-style-type: none"> - Access restricted or prohibited - 51 (1) An official, by order, may restrict or prohibit, in a manner prescribed by regulation, access to a public area, including a highway, road, resource road, and railway, if the official is of the opinion that the restriction or prohibition is necessary because of hazardous conditions resulting from an oil and gas activity. - (2) If an official issues an order under subsection (1), the commission must confirm the order in writing within 24 hours or the order ceases to be effective.
<p>Wildfire Act, Section 11, 13 and 14</p>	<ul style="list-style-type: none"> - <i>(11) If the minister considers it necessary or desirable to limit the risk of a fire, to address a public safety concern or to avoid interference with fire control, the minister by order may designate a specified area as a restricted area for a specified period.</i> - <i>Requirement to leave specified area</i> - 13 (1) <i>If the government is engaged in fire control, an official by order may require all persons in an area specified by the official to leave the area.</i> - <i>(2) Each of the persons that is the subject of an order under subsection (1) must comply with the order.</i> - <i>(3) An order under subsection (1) may be different for different categories of persons.</i> - <i>Notice of orders under sections 10 to 13</i> - 14 (1) <i>Despite section 63, notice must be given in accordance with this section of an order made under any of sections 10 to 13.</i> - <i>(2) The notice required under subsection (1) is sufficiently given to all persons in or near the applicable specified area under sections 10 to 13 if the notice includes a copy of the order or contains particulars or a summary of the order and is</i> <ul style="list-style-type: none"> <i>(a) posted in or near the specified area,</i> <i>(b) published in or near the area in a manner that the official giving the notice considers will come to the attention of persons in or near the specified area, or</i> <i>(c) broadcast in a manner that the official giving the notice considers will come to the attention of persons in or near the specified area.</i> - <i>(3) Without limiting subsection (2), a notice under any of sections 10 to 13 is sufficiently given to any person if the notice includes a copy of the order or contains particulars or a summary of the order and is delivered to the person.</i>

Section 3: Communications

The notification of an evacuation in a timely and effective manner is one of the most important targets the EOC must do during an emergency event. For Local Authorities, we are required under the *Local Authority Emergency Management Regulation* to “establish procedures by which those persons who may be harmed or who may suffer loss are notified of an emergency or impending disaster”.

3.1 Notification

Developing mechanisms for notifying the public is one of the most important aspects the EOC can do to ensure the public is aware of the evacuation and has all the information they require to feel informed and evacuate safely.

The evacuation plan describes the means by which the district will notify individuals of Shelter-in-Place, evacuation alerts and orders and keep evacuees informed of evacuation activities and the specific actions they should take. There are a number of methods for notifying the public that can be explored, tested and formalized in the planning stage.

These include:

- Broadcast media - local radio and television
- Public address systems (Voyent Alert)
- Telephone (landline) network
- Telephone (cellular) network
- Social media platforms
- Door-to-door visits
- Notice Boards
- Print Media
- Internet website

During the planning process it is important to identify and test the resources required to conduct the notification as well as the length of time required to activate and execute the notification procedure identified.

In the case of an evacuation alert or order, the information provided includes:

- The issuing authority;
- The date and time of issue;
- Time of subsequent communications (if an evacuation alert may give a timeline for acceleration to order);
- The geographic area of the Alert/Order (most often in the form of a map);

- Whether notice is an Alert, Order, or Rescind.
- Details of the hazard and reasoning behind the Alert/Order;
- Evacuation routes, including conditions of roads;
- Assembly points/locations.
- The location and name of Reception Centres;
- Transportation assistance availability.
- Re-entry process; and
- Where to find further information.

3.1.1 Door to Door Notification

Door-to-door notification is still one of the best practices for notifying residents of an Evacuation Order. Generally, upon notification of the Order and through request, the following agencies will coordinate the door-to-door notification process for the impacted area(s) on behalf of the District:

- ✓ Local police
- ✓ First Responders
- ✓ Local Authority staff
- ✓ Ground Search and Rescue (GSAR)
- ✓ Other volunteer groups

If the capacity to provide door-to-door notifications is beyond what our capacity, requests can be submitted to the province (PREOC) to source additional support.

3.1.2 Public Notification/Media Statements

During an emergency event, effective communication and public information are essential to ensure public safety. During the planning stage local authorities identify the methods, procedures and develop templates for public information and messaging to go out on.

It is important that messages and notices are clear, complete and concise.

Evacuation Planning Principles

The key principles of evacuation planning are:

- Determination of legal or other authority to evacuate;
- Establishment of a management structure (EOC).
- Clear definitions of roles and responsibilities of local agencies;



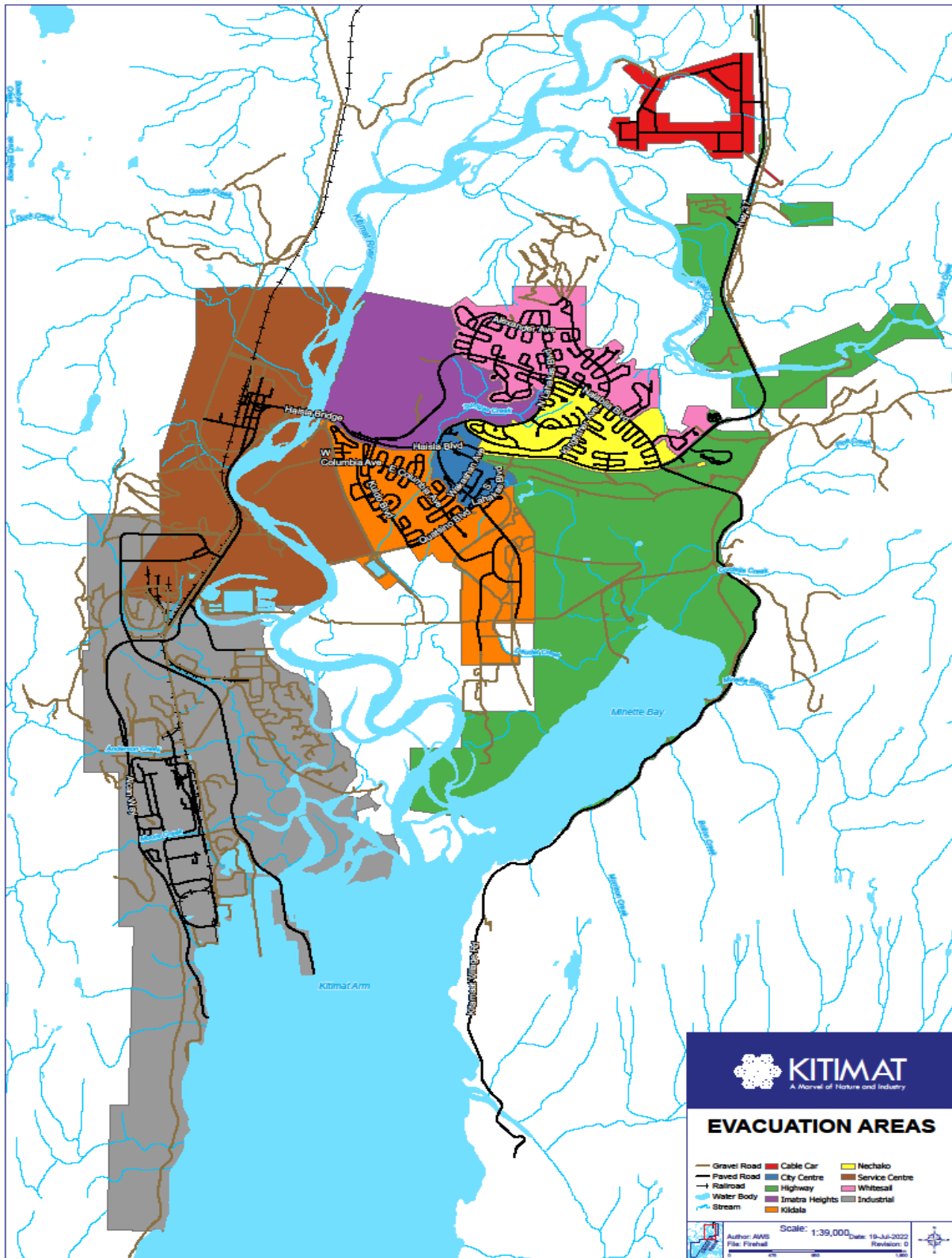
- Development of appropriate and flexible plans based on the Hazard Risk and Vulnerability Analysis, Population Analysis and response capabilities ;
- Effective warning and public information systems and strategies;
- Assurance of movement capability including the control of evacuation traffic and means to transport persons without access to vehicles;
- Assurance that evacuation does not inhibit response capabilities;
- Appropriate support and provision of shelter for evacuees;
- Appropriate support for any specific cultural, physical or religious needs;
- Appropriate security and property protection;
- Re-entry (permanent and temporary);
- Exercise and training of the evacuation plan; and
- Reviews and updates of the evacuation plan as required.

Section 4: Evacuation Plan

Evacuation Plans are formulated to be specific to an event. Evacuations are often multi-jurisdictional activities, making extensive coordination amongst numerous internal departments, other local agencies and governments necessary. In most events, the evacuation plan will incorporate sectoring. This tactic subdivides the evacuation area(s) into sectors and zones. There are eight obvious “sectors” (see figure 1) within the District of Kitimat which include;

1. **Cable Car**
2. **City Centre**
3. **Imatra Heights**
4. **Industrial**
5. **Kildala/Strawberry Meadows**
6. **Nechako**
7. **Service Centre**
8. **Whitesail**

When implementing the evacuation order, tactical companies (police and/or fire) will be assigned to each sector nearest the incident most affected by the event. It may be necessary to subdivide each sector (or portion of) depending on the magnitude of the event.



4.1 Shelter-In-Place

At times, it may be safer to have the public remain inside, rather than to evacuate the area. This should only be considered if the incident allows for it or if the evacuation increases the risk of exposure.

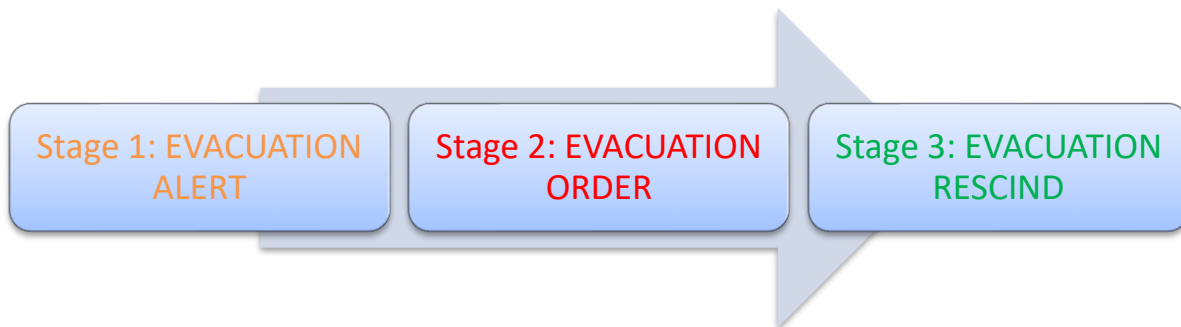
If the incident commander has deemed shelter-in-place is a viable option, depending on the reason, the public in the affected area will be instructed to:

- Close all exterior windows and doors.
- Shut off any appliances etc., air exchange such as: kitchen/bathroom fans, furnace, dryers, air conditioning units or central air, built-in vacuum systems.
- Gas stoves and fireplaces should be turned off.
- Fireplace damper should be closed.
- Shelter should be taken in an above ground-level room without windows if possible. This is because some hazardous materials are quite dense and will actually sink into low areas (ex: stairwells that lead into basement suites etc.).
- Seal any cracks or openings around doors and windows with duct tape, place a rolled-up damp towel at the base of the door and seal any windows in the room with a sheet of plastic if possible. Cracks around exterior windows, doors or vents can be sealed with duct tape.
- Those sheltering-in-place should take with them in the room they are sheltering in a means of receiving updates via social media and a handheld radio so they can receive further instructions.

Pre-evacuation notices (action to take now to prepare and what to do if instructed to evacuate) may be issued to those sheltering-in-in-place via local media, District's web site, social media, District's Emergency Alert system, and/or Door to Door distribution if Incident Command feels an evacuation may occur.

If shelter-in-place is not an option, the process of an Evacuation Alert or an Evacuation Order will be prepared under the legislative authority of the Emergency Program Act.

4.2 Evacuation Process



4.2.2.1 Stage 1 – Evacuation Alert

The purpose of the Evacuation Alert is to inform the population a threat of a potential or impending danger. An Evacuation Alert may allow for the affected population to begin an orderly preparation to leave the affected area while informing them of the hazard as well as identify hazard/emergency zone, evacuation route(s) and reception centres.

Vulnerable populations may be asked to evacuate during this stage due to the time and potential resource challenges that may be present.

4.2.2.2 Stage 2 – Evacuation Order

An order to evacuate all or part of a community is only considered after all the factors involved are evaluated. Life and community safety are paramount and all decisions factor this in.

The consequence of the hazard or situation is the primary indicator when making the decision to evacuate. In some cases, clear and obvious risks will indicate the need for evacuation; in other cases, a precautionary evacuation may be justified to avoid an anticipated impact or threat. Ordering an evacuation too far in advance in cases when the hazard recedes can expose the evacuees to unnecessary hardship and/or creates a risk of complacency for future evacuations. Waiting too long to make the decision may force the community to evacuate under high risk conditions.

Locating, rescuing, stabilizing and removing people and/or animal from hazardous and/or contaminated area(s) are done only by emergency services personnel with appropriate protective equipment, training. Persons who remain in an area in violation of an Evacuation Order will be advised that they cannot expect assistance if their lives are subsequently threatened by the hazard.

4.2.2.3 Evacuation Order 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. In some situations the population may be advised that although they are being allowed to return to their homes, the risk may reoccur and the potential for the reinstatement of the Evacuation Order remains. Should a second evacuation of the same area be required, the process recommences from Stage 1 or 2 depending on the situation.

4.3 Evacuation Procedure

4.3.1 Site Level

The Incident Commander will decide if an immediate evacuation alert or order is required or if shelter in place is sufficient. Where there is time to issue a formal evacuation alert or order the Incident Commander will consult with the emergency coordinator. Activation of the Emergency Operation Centre (EOC) will follow.

Responders at the site level are responsible for activating “on-the-ground” aspects of the evacuation plan; identifying structures, facilities, or neighbourhoods subject to evacuation alerts or orders; establishing readily identifiable perimeters and providing security within evacuated areas. Most often the local police department has on-scene responsibility for evacuation operations including traffic control, security and perimeter control.

4.3.2 EOC Staffing

The EOC will be activated at a level appropriate to the known or anticipated impacts of the event. This typically happens early in the event with the flexibility of either increasing or decreasing the capacity of the EOC.

4.3.2.1 Emergency Support Services (ESS)

ESS staff/agencies/organizations will be notified of evacuation and asked to set-up reception centre and lodging facilities as needed according to the ESS Plan. Several District sites have

been pre-designated as reception centre and potential lodging facilities. The location of each will depend on location and extent of incident.

Section 5 - Priority Evacuation Groups

5.1 Population Analysis

Determining the composition of the population base is an essential part of evacuation planning. It allows the local authority to determine the planning requirements and identify community members who could be at greater risk and may require additional assistance or guidance during the evacuation. It is also important to do an analysis for both daytime and night-time numbers particularly in large urban centres that have increased populations during the day. In areas that experience seasonal fluctuations it would be prudent to analyze population increases and decreases during different times of year as well.

The following at-risk populations should be identified and considered when conducting evacuation planning:

- Children in school;
- Children in day care centres;
- Nursing home residents (long term);
- Women and children in transition homes;
- Persons with disabilities (ex. hearing impaired, sight impaired, mentally impaired, mobility impaired);
- Individuals with limited means;
- Non-English speaking people;
- Institutionalized individuals (in hospitals, mental health facilities, short-term nursing homes (short term), incarcerated residents (in jails, juvenile facilities, drug treatment centres, etc.);
- Seniors in their own homes;
- Individuals with special medical needs such as oxygen or dialysis; and
- Transient populations (homeless people, motel and hotel guests, seasonal workers, tourists).

Section 6: Routes, Access Control, Security and Deactivation Plan

6.3 Transportation

Decisions regarding transportation, evacuation zones and routes and reception centre site(s) should be made before public are notified of evacuation order to avoid confusion and overload of phone lines.

Transportation resources include local bus systems, airplanes, marine transportation and fuel. When planning the transportation of evacuees, also consider the capacity of the road network and the length of time required to arrange to mobilize the vehicles and leave the area. In some cases counter-flow can be used to increase the road capacity but it requires careful consideration and coordination.

If people are expected to self-evacuate, General Inquiry Lines may be set-up for those who don't have their own transportation to arrange for public transportation. Information Officer will be responsible for publicizing general inquiry lines.

In the event that phone service is disrupted- those without transportation should be notified of appropriate meeting places for public transportation and those who are unable to evacuate their home due to health/mobility issues should be instructed to leave a large sign on the front door or in front window. If power is out, transportation instructions may be given via door-to-door evacuation notice by clearly identified emergency responders.

Any decision regarding transportation will be made based on public transportation capacity, availability, availability of drivers and number of people to be evacuated. Every effort will be made to allow residents to use their own vehicles to evacuate-unless absolutely unavoidable as incident may dictate.

6.4 Evacuation Zones and Routes

The District has been divided into eight (8) sectors; **(1) Cable Car, (2) City Centre, (3) Imatra Heights, (4) Industrial (5) Kildala/Strawberry Meadows, (6) Nechako, (7) Service Centre, (8) Whitesail.**

The Incident Commander in consultation with the EOC will review the existing evacuation plan and select the best routes for evacuation from the hazardous area. It is important to note that the routes identified in pre-event planning may be deemed unsafe or inadequate and at the time

of an event a new route will be identified. During the planning process, the following factors are considered:

- Most evacuees utilize their own personal transportation during an evacuation;
- The time frame for evacuation i.e. how many vehicles can be accommodated on most roads;
- The average vehicle capacity is four persons however vehicle occupancy during an evacuation is generally lower. An average occupancy rate of two persons per vehicle would be a more realistic estimate for most neighbourhoods;
- Potential to encourage sharing vehicles to reduce congestion;
- Potential to use multi-capacity forms of transportation for evacuation; and
- The local law enforcement/traffic management authority assessment.

6.4.1 Traffic Control Points

Evacuation plans outline traffic control measures and potential traffic control points along the evacuation route. Traffic controls 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 traffic.

6.4.2 Evacuation Destinations

6.4.3 Assembly Points

Based on the circumstances, identified locations where people can assemble for registration, family reunification and/or transportation to another location is established. In some cases assembly points are established in multiple areas outside the District boundaries. The ESS group will pre-identify sufficient assembly points in relation to the situation and evacuation routes.

Assembly points are controlled to ensure that:

- People do not return to the emergency area;
- Transportation out of the area flows freely and effectively;
- Personnel can receive updates on the situation.



6.4.4 Control Access

Provisions are made to control access and provide security to an evacuated area. As an area is being evacuated, access controls will be established. Security will be obtained by establishing staffed 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;
- To prevent entry to the evacuation area by unauthorized persons;
- To protect lives by controlling entry into evacuated area; and
- To maintain security, law and order in the evacuation area.

No Access – Prohibits the public from entering the closed area. Authorized personnel (i.e., local/provincial workers) can enter as required. Media representatives may be allowed access on a controlled basis depending on the degree of risk.

Temporary Access – Allows persons into closed areas according to access criteria established by the EOC Director. Examples of criteria include retrieving essential documentation or medication from an evacuated home.

<p>Authorized by:</p> <p>_____</p> <p>Signature of Emergency Program Coordinator</p> <p>Date of Issue: May, 2018</p>	<p>Reviewed on: May, 2019</p> <p>Revised on: June, 2019 June 2020 April 2021 July 2022 March 2023</p>
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