



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**EMERGENCY PROGRAM COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON WEDNESDAY, APRIL 21, 2021 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

Join the meeting with the following link:

<https://us02web.zoom.us/j/81133389085>

You can also dial 778 907 2071 and enter Meeting ID: 811 3338 9085

AGENDA

- 1. Call to Order**
- 2. Appointment of Recorder**
- 3. Approval of the Agenda**
- 4. Public Questions & Comments**
- 5. Unfinished Business**
 - A. EOC grant update (verbal)
 - B. ESS grant update (verbal)
 - C. Review CWPP re-ordered and re-prioritized recommendations (Page 2)
- 6. New Business**
 - A. Discuss Draft Evacuation Annex and Proposed Evacuation Planning Methodology from March 23, 2021 Council report. (Page 5)
- 7. Public Questions & Comments**
- 8. Adjournment**
- 9. Next Meeting: TBD**

Immediate (On-going or should be completed annually)

Rec 1	Periodically review the CWPP as a living document. An update is recommended every 5 years.	Annual review, revision every 5 years or as needed due to hazard change
Rec 9	Develop and distribute a list of ecologically suitable fire-resistant landscape plants (Appendix 4) to residents by mail. Apply for funding for this initiative through the UBCM Community Resiliency Investment Program (CRI Activity #1 Education).	Also post on the website
Rec 10	Establish community chipping days in the spring to encourage residents to reduce vegetation fuel loads on private land. Provide a location where woody debris can be dropped off for chipping and request tree companies volunteer as a promotional event, similar to Christmas tree chipping events. Apply for funding for this initiative through the UBCM Community Resiliency Investment Program (CRI Activity #8 FireSmart Activities for Residential Areas).	Part of the 2021 CRI application. Explore a regular, more permanent event (as per discussion during the meeting)
Rec 13	During significant public events have Village and/or Fire Department staff on hand to provide educational material.	Part of the 2021 CRI application
Rec 15	Conduct visits by Village and/or Fire Rescue staff into the local elementary school to discuss wildfire prevention and preparedness.	Roll into existing visits by the LBFR
Rec 19	Develop an annual fire season social media campaign to raise awareness of individual responsibility to prevent ignitions and of the enforcement of fire bans	
Rec 25	Conduct annual training exercises with Metro Vancouver to enhance response in the event of wildland urban interface fire. Apply for funding for this initiative through the UBCM Community Resiliency Investment Program (CRI Activity #6 Cross training).	Metro and/or NSEM annual wildfire ex
Rec 24	Train all Village firefighters in S100 Basic Fire Suppression and Safety training and S185 Fire Entrapment Avoidance and Safety training. Funding is available for this initiative through the UBCM Community Resiliency Investment Program (CRI Activity #6 Cross-training) (Already trained to this standard – annual review to ensure standard is maintained)	

High Priority (To be completed in 1-3 years)

Rec 2 and Rec 3	Assess the condition of fuels immediately surrounding critical facilities and treat fuels to establish a 30m defensible spaces around them. (CRI Activity #9 Fuel and Vegetation Management). Develop fuel treatment prescriptions going forward.	Part of the 2021 CRI application
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Rec 8	Develop and distribute FireSmart brochures to all houses within the Village. Apply for funding for this initiative through the UBCM Community Resiliency Investment Program (CRI Activity #1 Education).	
Rec 11	Review the Fire Bylaw to determine if building materials can be required by the Building Inspector under the justification of wildfire risk reduction. Update the bylaw so that new construction must use materials meeting NFPA 1144 standards. Funding for this review may be accessible through the UBCM Community Resiliency Investment Program (CRI #3 Development Considerations).	
Rec 16	Update the Village's digital media, including video and web content, to reflect this CWPP update. Explore new digital methods of engagement, including interactive content and geospatial content.	
Rec 18	Post wildfire danger signage along Highway 99 (with MoTI consent) and at high use trail heads. Signage should address current fire danger, how to report a wildfire and, when relevant, emphasize the need to fully extinguish campfires, properly dispose cigarettes, and avoid parking on grass or other low vegetation.	
Rec 21	Water operators working within the community watersheds of Harvey Creek and Magnesia Creek should receive ICS-100 (Incident Command System) training.	January 2021 EMBC training
Rec 22	Lions Bay water operators and Metro Vancouver wildfire suppression units should be included as emergency contacts in the event of wildfire.	Call out lists (i.e. Evacuation Annex)
Rec 23	Incorporate wildfire and potential road closures into the evacuation plan.	

Medium Priority (To be completed in 3-5 years)

Rec 7	Apply FireSmart design principles to any changes to municipal buildings or properties. Showcase FireSmart building and landscape design through a "FireSmart Day" with neighbourhood FireSmart committees. Apply for funding for this initiative through the UBCM Community Resiliency Investment Program (CRI Activity #1 Education & #7 FireSmart Projects for Critical Infrastructure).	Make Firesmart changes as upgrades and repairs/replacements are made
Rec 12	Engage the community and explore options for regulating landscaping through zoning or potential Development Permit Areas as part of the next Official Community Plan renewal. (CRI #3 Development Considerations).	
Rec 6	Develop neighbourhood level FireSmart plans for the neighbourhoods. This should include neighbourhood level FireSmart committees with the Village, Fire Rescue, BCWS, and resident representatives. Participating communities should apply for FireSmart Community Recognition status and funding for mitigation projects through FireSmart Canada. Apply for funding for this initiative through the UBCM Community Resiliency Investment Program (CRI Activity #1 Education and #8 FireSmart Activities for Residential Areas).	
Rec 14	Include open house components to FireSmart treatments on public property to encourage outreach and education	
Rec 20	Work with BC Hydro to ensure that distribution lines, transmission corridors and substations are assessed regularly for tree risk and that the associated fuel hazards are abated, including removal of slash.	

Rec 17	Ensure all road edges are clear of vegetation and debris during the summer months.	
Rec 5	Train a staff member from the Village of Lions Bay as a Local FireSmart Representative through the Local FireSmart Representative workshop. Apply for funding for this initiative through the UBCM Community Resiliency Investment Program (CRI Activity #6 FireSmart Training & Cross Training)	
Rec 4	Develop a partnership with Metro Vancouver to pursue treatment of provincial crown lands adjacent to the Village of Lions Bay (CRI Activity #9 Fuel Management)	



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Type	Information Report		
Title	Evacuation Planning Update		
Author	Robert Whitney	Reviewed By:	Peter DeJong
Date	March 18, 2021	Version	
Issued for	March 23, 2021		

Recommendation:

THAT the Information Report, "Evacuation Planning Update" be received.

Attachments: None

Key Information:

One of the large outstanding projects for the Emergency Program has been the expansion of the existing evacuation planning. To streamline the Emergency Plan, the evacuation information was removed to be placed in a draft Evacuation Annex (alongside the other Annexes for the EOC, ESS, etc). In an effort to help facilitate this project an application was made to the 2020 UBCM Evacuation Routes funding stream under the Community Emergency Preparedness Fund (CEPF). Unfortunately, this funding stream was significantly delayed due to COVID and was also heavily oversubscribed and ultimately, we were not successful with this grant application.

While the grant funding would've assisted greatly with traffic and other data analysis, we still need to proceed with more detailed evacuation planning and staff have been working to identify key elements required. As part of our application process, the following tasks were identified as being needed to expand the existing evacuation planning:

1. Divide the Village into evacuation zones – Tentatively, zones have been demarcated as Upper Kelvin Grove, Lower Kelvin Grove, Upper Central Lions Bay, Lower Central Lions Bay, Upper Brunswick, and Lower Brunswick neighbourhoods each of which will funnel through the three highway interchanges.
2. Generate census data for each neighbourhood. Emergency planners will need to know how many people are to be evacuated from each neighbourhood, and an assessment of census data will be invaluable. Attention will need to be paid to numbers at home during



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the day vs. night, as well as seasonal census numbers around those who travel out of the Village during different parts of the year, how many school aged kids, etc.

3. Develop evacuation protocols and procedures. This will need to cover everything from a small-scale tactical evacuation called by fire or police, all the way up to a Village-wide evacuation.
 - a. We will need to establish trigger points where possible. This will generally be based on the types of hazards and distances from the Village which will trigger considerations for evacuation procedures being implemented.
 - b. Evacuation declaration procedures as laid out by legislation – these are already included in a draft Evacuation Annex.
 - c. EOC activation and lists of agencies/stakeholders to notify in the event of an evacuation. This will include the notification of neighbouring communities in the event of an evacuation.
 - d. Identify stakeholders who may have their own evacuation procedures in place to ensure the compatibility of planning. Potential stakeholders include:
 - i. Children in school – we are going to need to reach out to the School District to get some numbers here (how many kids are enrolled, how many teachers/staff are at the school on an average day). We are also going to want to work with them to ensure that their evacuation plans are accounted for when we do evacuation planning for that area.
 - ii. Daycare facilities – We are going to need to find out how many daycare facilities are in the community and how many kids they have registered. Again, we are going to want to make sure that we account for their evacuation planning (hopefully they have something in place).



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- iii. People with disabilities and limited mobility. We are going to need to generate some numbers here and develop a list of who is where while respecting privacy considerations.
 - iv. People without transportation – we need to try and generate a list around this as well to provide an understanding of who these are and where these people are located, perhaps through a registry people can sign up for on the website. When developing our evacuation literature, we are going to want to encourage people to look around at their neighbours and make connections; if someone has an empty seat in their ride, we'll want to encourage them to connect with any neighbours who don't have transportation.
 - e. Evacuation notification procedures (posted and in person notification) – a rough process for the notification of residents is included in the draft Evacuation Annex, however it needs to be refined and expanded to provide more comprehensive preplanning.
 - f. Procedure for rescinding the evacuation – this process is guided by legislation and is included in the draft Evacuation Annex.
 - g. Return to community procedures. Complete Return to Community procedures may not be possible to preplan since they will be largely dependant upon what the emergency was that caused the evacuation, the state of the Village post-emergency and how long people have been evacuated for. This section will aim to develop the process by which the return to community decisions can be made and will be largely theoretical due to the large number of unknowns around the decisions to be made.
4. Develop community literature to provide some guidance on what to do and expect during evacuations. This will by necessity be broad in terms, but it will be common across all evacuations and useful to people for any situation. The goal here will be to provide maps of potential evacuation routes, marshalling points for people who need to meet up with others as they are evacuating, checklists of what to do to prepare before an evacuation is ordered, what to take in the event of an evacuation, and what to expect during an evacuation. This literature should incorporate information about the new ESS online registration system so that people who choose to can self-register.



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5. Procedures need to be developed in the event of evacuation by rail, air or water. This will involve creating lists of possible providers of specialized transportation and contact information followed by in-depth discussions about the development and potential implementation of such procedures.

Follow Up Action:

1. Develop a workflow action plan around the identified tasks to be completed to achieve the goal of expanding the evacuation planning. (To be completed by end of March).
2. Hold a Zoom meeting with the Emergency Program Committee to validate the tasks outlined in the workflow action plan. This will be the opportunity for the Committee to evaluate the tasks to determine if any need to be modified or replaced. (early April).
3. Reach out to stakeholders to discuss Lions Bay evacuation planning, how it may impact their own planning and vice-versa. It will be important to ensure that all evacuation planning works together. If possible, it may be useful to have a meeting with various stakeholders via Zoom. (To be completed by late-May).
4. Zoom Town Halls with each neighbourhood evacuation zone as identified above in order to help gather more detailed information that may not show up in Census data and to seek feedback from residents as to their neighbourhood specific concerns, issues that we may not be aware of and other potentially valuable and helpful information. A questionnaire or survey in advance of each digital town hall may help to identify issues and information worthy of further discussion. (May-June)
5. Work on compiling and analyzing all information gathered in order to update the draft Evacuation Annex. (June)
6. Meet with the Emergency Program Committee to evaluate the revised evacuation planning. (September)
7. Report back to Council October 2021*.

**Timeline estimates are based on 16 hours per week and availability of Emergency Program Committee members and necessary stakeholders. Additional changes and information gathering may be identified by the Committee, which would necessitate additional time to complete the project.*

2019

Village of Lions Bay Evacuation Annex



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Distribution List

Internal

<i>Annex Holder</i>	<i>Method</i>	<i>No. Printed Copies</i>
Mayor and Council of Lions Bay	Email	
Lions Bay CAO	Email	
Lions Bay Emergency Program Coordinator	Email	
Lions Bay Deputy Emergency Program Coordinator	Email	0
Lions Bay EOC	USB	
Lions Bay Office Administrator	Email	
Lions Bay Fire Rescue	Email	
Lions Bay Search & Rescue	Email	
Lions Bay Public Works Manager	Email	
Lions Bay ESS Director	Email	
Lions Bay Elementary School Principal	Email	

External

<i>Agency</i>	<i>Method</i>	<i>No. Printed Copies</i>
BCAS		
North Shore Emergency Management		
EMBC SW Region - Surrey		
EMBC Provincial Headquarters - Victoria		
RCMP – North Vancouver and Squamish		
Vancouver Coastal Health		
DWV CAO		
DWV ESS Director		
West Vancouver Police Department		
West Vancouver Fire Rescue		
DWVSD 45		
Squamish Emergency Program Coordinator		
Metro Vancouver		



Revision History

Date of Revision	Revision Description	Author	Review By
8/2019	Removal of Evacuation section from Emergency Plan and creation of Evacuation Annex	Robert Whitney Deputy Emergency Program Coordinator Village of Lions Bay	8/2020



1. Introduction and Background

A. Purpose and Scope

The Lions Bay Evacuation Annex has been developed to provide guidance in the execution of an organized community response for a complete or partial evacuation of Lions Bay in the event of a community disaster. This document is intended to be used at a community level and is not intended to take the place of personal or family evacuation plans. This Annex is designed to supplement and support the Lions Bay Emergency Plan.

B. Hazard Identification

The Lions Bay Emergency Program has completed a Hazard/Risk Vulnerability Analysis (HVRA) and has determined that the circumstances which most likely would require a whole or partial evacuation of the community are as follows:

- Earthquake
- Landslide/debris flow
- Interface fire
- Multiple building structure fire
- Hazardous Materials Spill / Explosion / Fire
- Extreme Weather / Tidal Surge

The HVRA has identified certain areas within the community that may face a higher level of risk in certain types of disasters.

- **Urban Interface Wildfires** – those areas contiguous to forested lands.
- **Hazardous Materials Spill** – greatest concern is the commercial traffic on Highway 99 through the middle of the Village and CN rail traffic.
- **Landslides/Debris Torrent/Rockfalls** – greatest concern would be in those areas identified in the Cordilleran report
- **Tidal Surge** – all waterfront properties, especially at times of extreme high tide.

C. Population at Risk

The HVRA has also identified certain population groups which may require a higher level of assistance in the event of an evacuation:

- Children in school
- Daycare facilities
- People with disabilities and limited mobility
- People without transportation.



D. Assumptions

For planning purposes, the following assumptions are presumed valid:

- When there is sufficient warning of an impending emergency or disaster, a significant portion of the population will spontaneously evacuate before being specifically directed to leave.
- Some people will refuse to evacuate, regardless of the threat.
- Some pet owners will refuse to evacuate unless arrangements have been made to care for their animals.
- While many of those who evacuate will find shelter with friends and relatives or simply arrange their own accommodation, a significant percentage of the population will require assistance in a reception centre or group lodging facility.

2. Concept of Operations

There are two considerations for implementing the Lions Bay Evacuation Annex:

1. Lions Bay residents as EVACUEES;
2. Lions Bay as a HOST/RECEIVER of evacuees from another neighbouring community.

Evacuation is the process of removing persons 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 property or neighbourhood or widespread, affecting the entire community.

The Village of Lions Bay subscribes to the BCEMS model for all emergency response and, as such, follows the BCEMS Response Priorities of:

- Provide for the safety and health of all responders
- Save lives
- Reduce suffering
- Protect public health
- Protect government infrastructure
- Protect property
- Protect the environment
- Reduce economic and social losses

A. Mandatory Evacuation

To order a mandatory evacuation, the local authority **must** declare a State of Local Emergency as enabled under the Emergency Program Act and the Lions Bay Emergency Plan Bylaw. The local authority for a declaration is the Mayor and Council (**Note: this authority cannot be delegated**).

- Upon declaration of a State of Local 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 make the contents of the declaration known to



the population of the affected area? (e.g. by commercial radio or television announcement)

B. Tactical (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 EOC as needed. *These types of evacuations are normally encountered through "routine" police and fire operations and do not require the full implementation of the Lions Bay Emergency Plan.*

C. Stages of Evacuation

There are three 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 zone. The reality of the situation may necessitate immediate action with very short notice.

An Evacuation Order can only be issued after a State of Local Emergency has been declared under 5.12 of the Emergency Program Act.

Stage 1 – Evacuation Alert

Alert the population at risk of the impending danger at this point, the movement of handicapped persons and others classed as vulnerable should become a priority.

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

- 2-person teams, going door to door, under the direction of the RCMP. Ideally, they will have copies of the Evacuation Alert for each residence
- Radio and/or television broadcasts
- Audible signal, mobile public address or phone tree
- Use of the LBAAlert Emergency Notification System
- Use of the Village Update Newsletter

The Evacuation Alert should;

- Identify the hazard/emergency zone and travel routes
- Identify Reception Centre locations and addresses
- Advise the method of declaring the "rescind" and the procedures for the issue of controlled re-entry passes.

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



Stage 2 – The Evacuation Order

The population at risk is ordered to evacuate the area specified in a formal written order. This is an order and as such does not allow for any discretionary decision on the part of the population at risk. They must leave the area immediately.

Police will coordinate the Evacuation Order.

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

Stage 3 – Evacuation Order 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 reinstated. **All Evacuation Orders require a formal Rescind.**

A copy of a Rescind Declaration is included as Appendix C.

D. Organization and responsibilities

- Recommendation for an evacuation will come from the Incident Commander on the scene.
- The Emergency Program Coordinator shall be notified when an Evacuation Order is implemented or anticipated.
- The decision to order an evacuation will be made by the mayor and council under the authority of the Village of Lions Bay Emergency Program Bylaw.
- The lead agency responsible for implementing an evacuation order is the RCMP.
- Implementing the community response is the responsibility of the Emergency Program Coordinator.
- Opening Reception Centre's and/or Group Lodging(s) will be the responsibility of the Director of Emergency Support Services (ESSD).
- Making the necessary notifications and coordinating with the Provincial Emergency Program will be the responsibility of the Emergency Program Coordinator or the EOC Director.

E. Communications

Responsibility: Mayor and Council, Emergency Program Coordinator.

1. Alerting the Public

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

Options:

- Municipal Website
- LBAAlert Emergency Notification System



- Provincial Emergency Notification System?
- Village Update Newsletter
- Posters on Village Office Notice Board and at Post Office and Store/Café complex
- Personal contact – going door-to-door
- Local TV and commercial radio
- Police, Fire/Rescue and other vehicles using public address systems.
- School alert system.
- Telephone contact

The Evacuation notification information to the public must include:

- Whether residents should evacuate or “shelter in place”.
- Why they are being advised to evacuate or shelter.
- Whether this is an Alert or an Order.
- The evacuation route(s), including condition of roads.
- What to do if their vehicle breaks down.
- The location of reception centers.
- 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 a community 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 the priority.

2. Alerting Neighbouring Communities

If it becomes necessary to evacuate large numbers of people from Lions Bay, it is imperative that the receiving neighbouring communities (Squamish and/or West Vancouver) to which people will be sent are fully aware of the situation. An evacuation from Lions Bay to neighbouring communities will affect their response plans and, if possible, advance notice must be given. Receiving communities would likely activate their own community emergency programs to react to the situation.



Notification responsibility: Mayor and Council, EOC Director, Emergency Program Coordinator

F. 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 EOC, ESS 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.
- If highway travel north or south is not possible (eg: earthquake), then marine (or air) may be the only means available and if all persons evacuating drove their cars to the water, to the extent that may be possible, there could be severe congestion preventing emergency vehicle access and egress – therefore, it may be better to promote walking to the marshalling points.

Possible Evacuation Routes

1. Road based evacuation routes

- Brunswick Beach Road, highway on ramps, north and south bound, east and west of Highway 99
- Soundview Gate, gravel road off Mountain Drive (locked, will require LBFR or Public Works to assess safety of route before unlocking gate)
- Isleview Place highway off ramp, south bound, west of Highway 99
- Centre Road highway on ramp, north bound, east of Highway 99
- Lions Bay Avenue highway on ramp, south bound, west of Highway 99
- Oceanview Road highway off ramp, north bound, east of Highway 99
- Kelvin Grove Way, highway on and off ramps, north bound, east of Highway 99
- Tidewater Way, highway on and off ramps, south bound, west of Highway 99

2. Pedestrian based evacuation routes

- Major feeder roads to the extent they are not blocked or unsafe for pedestrian travel to marshalling points
- Short sections of well-established trails on which pedestrians can walk safely
- Longer section of well-established trail on which pedestrians can walk safely
- Less established trails if there are no other options



3. Rail based evacuation routes

- Rail access points at Brunswick Beach Crossing, Lions Bay Beach Park Parking Lot Crossing, Kelvin Grove Beach Park Parking Lot Crossing.

4. Air based evacuation routes

- Potential Helicopter landing areas:
 - Lions Bay Community School, 250 Bayview Rd.
 - Brunswick Pit
 - Highway 99

5. Marine based evacuation routes

- Lions Bay Marina, 60 Lions Bay Avenue
- Brunswick Beach

Note: When reviewing evacuation routes consider *all* potential modes of transport including roads, trails, rail, sea and air.

G. Disaster Response Transportation (DRT's)

Do not confuse a disaster response transportation corridor with an evacuation route. The disaster response transportation system is intended to provide access to first (and other) responders for the movement of personnel, equipment and resources

Due to the fact that the Village of Lions Bay has limited access routes any of the above mentioned evacuation routes could act as disaster response routes/transportation, the actual emergency event shall dictate the designations of each available route.

H. Traffic Control Points

Responsibility: RCMP

Traffic control points will 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 of the evacuation route.

I. Notification System

Responsibility: Notification Teams

When notifying residents of an evacuation alert/order, notification teams will use a simple colour-coded system to indicate resident response/status.

- **Blue** – Resident not home, must be canvassed again
- **Pink** – Notified of the evacuation alert/order
- **Red** – Notified and requires assistance



- **Yellow** – Verified as being evacuated
- **Orange** – Notified and refusing to evacuate

An example of this system would be notification teams leaving appropriately coloured flagging tape in a spot visible from the road at each residence as they deliver notification. This would allow subsequent notification teams to know immediately what the status of that residence is at a glance.

J. Transportation

Responsibility: Emergency Program Coordinator

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

- Transit buses – West Vancouver Blue Bus, Coast Mountain Bus
- Chartered buses – commercial coach and shuttle bus operators
- BC Ambulance and HandyDART for special needs
- Chartered marine vessels – water taxis, etc.
- Chartered helicopters

K. Marshalling Points

For those being evacuated requiring transportation or extra assistance, marshalling and pickup points are as follows:

- Lions Bay Elementary School, 250 Bayview Road
- Broughton Hall, 400 Centre Road
- Brunswick Beach Road at Highway 99
- Kelvin Grove Way at Highway 99
- Community Shuttle at Lions Bay Avenue Underpass
- Lions Bay Marina, 60 Lions Bay Avenue [maybe this should be Lions Bay Beach Park Parking Lot (aka CN Lot), so that people might be evacuated either via rail or the marina a block away?]
- Park and Ride (hopefully with a new bus shelter soon!)



L. Access, Control and Security

Responsibility: 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 on 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 only. Media personnel may 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, designated volunteers and/or private security services.

3. Emergency Reception Centres

Responsibility: EOC and Director of ESS

Note: detailed instructions on Reception Centre's are not part of this Evacuation Annex. Reception Centre Planning is covered under the ESS Annex in Reception Centre Operational Guidelines.

- The designated Emergency Reception Centre in Lions Bay is the Village Hall, located at 400 Centre Street. A secondary Emergency Reception Centre can be opened at Lions Bay Elementary School, 250 Bayview Road, **with School District 45 approval.**

Lions Bay residents as EVACUEES:

- Small-scale evacuation – response coordinated with Lions Bay ESS.
- Large-scale evacuation – response coordinated with West Vancouver and/or Squamish ESS.

Lions Bay as HOST/RECEIVER of evacuees:

- Activate the ESS Reception Centre in accordance with established Emergency Reception Centre Operational Guidelines.

Returning to their homes:

Upon issuing the "Evacuation Rescind" that evacuees may return to their homes, the following must be notified:

- Reception centers
- Local media.



Provide transportation from the Reception Centre's for those who need it.

4. Administration and Logistics

Responsibility: Village CAO and Emergency Program Coordinator

A. Administration

Records will be required to track the status of the evacuation event. These records will include:

- EMBC task number
- Records of costs and charges
- Event log

B. 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 services
- 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, provincial ministries and/or chartered marine vessels.

C. Mutual Aid Agreements

The Village of Lions Bay has Mutual Aid Agreements for emergency assistance with the following communities:

- West Vancouver Fire Rescue
- Metro Vancouver

Other agencies may be considered for aid if required when no formal Mutual Aid Agreement is in place. For example, North Shore Emergency Management may be able to provide extra ESS personnel to assist with Reception Centres.



5. Plan Development and Maintenance

Responsibility: Emergency Program Coordinator

This Annex is a living document, and as such will undergo periodic review and updating as required and is the responsibility of the Emergency Program Coordinator. This review will include:

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



Appendices – Samples of Forms

- | | |
|--------------|---------------------------------|
| • Appendix A | Form – Evacuation Alert |
| • Appendix B | Form – Evacuation Order |
| • Appendix C | Form – Evacuation Rescind |
| • Appendix D | Form - Evacuation Instructions |
| • Appendix E | Emergency Evacuation Check List |



Appendix A: EVACUATION ALERT (Sample)

EVACUATION ALERT

For the Village of Lions Bay

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

An Evacuation Alert has been issued by the Village of Lions Bay at the Emergency Operations Centre (EOC).

[Briefly describe event and potential risk]

Because of the potential danger to life and health, the Village of Lions Bay 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 www.lionsbay.ca for more information.

[Signature of Mayor or Designate]
Village of Lions Bay



Appendix B: EVACUATION ORDER (Sample)

EVACUATION ORDER

For the Village of Lions Bay

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

Pursuant to **Section 12 (1) of the BC Emergency Program Act** an **Evacuation Order** has been issued by the Village of Lions Bay due to immediate danger to life safety caused by: [briefly describe event].

Members of the RCMP 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 affected 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 www.lionsbay.ca for more information.

[Signature of Mayor or Designate]

Village of Lions Bay



Appendix C: EVACUATION RESCIND (Sample)

EVACUATION RESCIND

For the Village of Lions Bay

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

The Evacuation Order, pursuant to [Section 12 (1) of the BC *Emergency Program Act*] 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 contact number]

[Signature of Mayor or Designate]

The Village of Lions Bay



This is _____

Rank/Title *Name*

A _____ *size / intensity* _____ *incident*

Because of the potential danger to life and health _____
the authority

of that area to _____ *evacuate/shelter in place* _____ *immediately / as soon as possible*

**This message will be repeated.
Specific instructions and locations will be given.**

_____ These areas are as follows:
immediately / as soon as possible

North / South / East / West Location: street, highway or other significant geographical point



Appendix E: EVACUATION CHECKLIST

Site Level

- ☐ Ensure all agencies that will be involved are consulted prior to evacuation.
- ☐ Determine evacuation area.
- ☐ Establish a perimeter to exclude people from entering the evacuation area—indicate perimeter on map.
- ☐ Establish a policy on whether persons will be advised or ordered to evacuate.
- ☐ Assemble, brief and deploy personnel.
- ☐ Announce evacuation plan decisions (boundaries and evacuation routes).
- ☐ Distribute evacuation alerts and/or orders.
- ☐ Door-to-door canvassing and house marking.
- ☐ Work with local volunteer groups who are providing on the ground support to evacuation such as Search and Rescue.
- ☐ Continue to monitor the situation and re-evaluate the need to evacuate, keeping all field units up to date regarding changes.
- ☐ Provide advice and information on any special precautions that should be taken during and after the event.
- ☐ Determine the number of people needing transportation.
- ☐ Determine actions required to establish access control.

Agency in charge _____

Resources assigned

- ☐ Police
- ☐ Fire
- ☐ Public Works
- ☐ Other

- ☐ Determine any specialized resources required.

Agency in charge _____

Resources assigned

- ☐ HazMat Teams (special equipment needed)
- ☐ Fire Department (level of Personal Protective Equipment (PPE) needed)
- ☐ Decontamination (set up area)
- ☐ Ambulance Service (triage and treatment area)
- ☐ Transportation
- ☐ Transit (level of PPE needed)
- ☐ Other



Hazardous Material Event – Potential Shelter in Place

- ☐ Discuss and decide on appropriate alternate strategies.
- ☐ Seal off the area.
- ☐ Selective or partial evacuation.
- ☐ Issue a recommendation to close windows and shut off heating and ventilating systems in the threat area. Inform EOC.
- ☐ Issue a recommendation for people to stay indoors. Inform EOC.
- ☐ Monitor the release and revise projected end of incident times.
- ☐ Consider changing tactics on consultation with all relevant parties.

Site Support Level – Emergency Operations Centre

- ☐ Activate Emergency Operation Centre.
- ☐ Determine appropriate sections to activate (ex. Logistics, Planning, Finance)
- ☐ Track numbers of evacuees and any reported injuries.
- ☐ Keep all field units updated regarding changes.
- ☐ Provide additional resources to site as required. (ex. transportation resources)
- ☐ Document the decision process.
- ☐ Notify local elected officials and EMBC (1-800-663-3456)
- ☐ Appoint an Information Officer, with support and back up.
- ☐ Track all costs related to the incident.
- ☐ Establish and announce a telephone number for persons to call for information on the incident.
- ☐ Establish and announce a telephone number for evacuees to call for progress reports and re-entry times.
- ☐ Prepare, print and distribute incident information for persons in the affected area.
- ☐ Assemble and brief a standby force of personnel to assist with evacuation and EOC operations if the need arises.
- ☐ Establish structure to announce public information to the community.
- ☐ Provide advice and information on any special precautions that should be taken during and after the event.
- ☐ Provide situational awareness information to Provincial Regional Emergency Operations Centre.



- ☐ Consider resources needed to conduct Emergency Evacuation Operations and advise potential mutual aid agencies.

Emergency Support Services Branch

- ☐ Consider Reception Centre locations, number of people who will need to be assisted and for what length of time.
- ☐ Establish appropriate facility for Reception Centre outside of any potential risk area
- ☐ Activate local ESS to set up needed Reception Centres and Group Lodging facilities
- ☐ Ensure Reception Centre locations are announced and provided to people impacted.
- ☐ Consider at-risk population evacuation needs.
- ☐ Consider potential for domestic animals to be evacuated with families and alert pet care providers.
- ☐ Dispatch transportation to special facilities and identified areas where assistance is required.
- ☐ Keep evacuees at the Reception Centres and Group Lodging facilities informed of incident progress and projected return times.
- ☐ Establish and announce a telephone number for persons to call for information regarding friends and family for family reunification.

Return to home and re-entry

- ☐ Decide on allowing return into evacuated area in consultation with all relevant parties.
- ☐ Schedule a debriefing with all parties to evaluate the evacuation plan.
- ☐ Make suggested changes in this procedure to the Emergency Program Coordinator and the Emergency Program Committee.

