



Evacuation Plan
for
Paradise Valley Centre for Change

Table of Contents

Introduction

Objective
Purpose
Governing Considerations
Maintenance

Description of Site and Facility

Emergency Situation Contacts

Authorities

Evacuation or Shelter In Place

Persons Responsible for Managing the Evacuation Plan

Evacuation Preparedness

Site Details

Transportation Arrangements

Alternate Location Arrangements

Vacant Site Security

Appendix "A" Evacuation Checklist

Appendix "B" Shelter In Place Checklist

Appendix "C" Potential Hazards

Appendix "D" Quality Assurance Probe

Appendix "E" Mutual Aid Agreements

Appendix "F" Memorandums of Understanding

Introduction

Objective

The objective of evacuation planning is to provide instructions and information towards ensuring the orderly, timely, and safe emergent movement of evacuees

Evacuation plans have to accommodate and satisfy two distinct groups:

- the “population at risk”

which in this case, are the clients and staff from the Paradise Valley Centre for Change (PVCFC) and

- the “host population”

which in this case, or those persons or locations that will shelter the evacuees.

Purpose

The Facility Evacuation Plan (*title can be amended*) is intended to outline and inform employees and clients of procedures and systems designed to lessen injury or save lives in an emergency evacuation situation.

The FEP provides a system for protection of life and property during any situation which will require an evacuation, whether partial or total. All facility occupants should become familiar with the contents of this plan and become aware of the procedures for an orderly evacuation in the event of a life-threatening situation.

The decision to evacuate could be made as a result of internal facility problems or the menace of an external threat.

Types of Evacuations

Voluntary – *definition and outline*

Precautionary – *definition and outline*

Mandatory – *definition and outline*

Levels of Evacuations

Total – *definition and explain*

Partial- *definition and explain*

Governing Considerations

The following points are guiding principles for potential PVCFC evacuation:

- A) The orderly safe transport of clients and staff to a pre-designated site, whether nearby, another area of the community, or outside the region.
- B) Client movement and dispersal will be controlled and tracked by a facility evacuation officer.
- C) Protection of clients and staff, during and after their movement, against any threatening environment must be provided.
- D) Implementation of pre-determined staffing action plans – which staff move ahead of the clients and which staff accompany the clients.
- E) The coordinated movement of required equipment, supplies, records, etc to accompany clients and staff to the new predetermined location.
- F) Structured shut down, closing, and securing of the facility if applicable.

Maintenance

To afford a maximum ability and capacity towards ensuring the best success with any potential evacuation, there should be ongoing staff emergency preparedness and response training combined with evacuation drills on *(insert determined schedule)*

Memorandums of Understanding with those identified organizations, agencies, and companies which will assist or support an evacuation need to be monitored, reviewed and maintained on a *(insert determined schedule)*

The FEP should be reviewed on annual basis to make certain it continues to meet and/or integrate with current provincial and local emergency management programs and updated as required to reflect any changes in content detail such as staff names and roles, telephone numbers, email addresses, websites, etc.

Description of Site and Facility:

(Awaiting details, but intent is to insert Paragraph describing the structure, grounds, and surrounding area)

(Attempting to obtain GIS or ORTHO mapping of the site and area to include here as well)

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Emergency Situation Contacts:

(To be Outlined in an easily understood and readable Table Format)

| | |
|-------------------------------------|-----------------------------|
| Fire | 9-1-1 |
| Non-Emergency 604.898.9696 | |
| Ambulance | 9-1-1 |
| Non-Emergency 604.872.5151 | |
| Police | 9-1-1 |
| Non-Emergency 604.892.6100 | |
| Taxi Company A | 604.XXX.XXXX |
| Taxi Company B | 604.XXX.XXXX |
| Bus Company A | 604.XXX.XXXX |
| Bus Company B | 604.XXX.XXXX |
| Tow Truck Company A | 604.XXX.XXXX |
| Tow Truck Company B | 604.XXX.XXXX |
| BC Hydro ? | Telus ? |
| Terasen Gas (or Propane ??) | CN Rail ? |
| Ministry of Transportation? | Environment Canada ? |
| Squamish Emergency Program | 604.815.XXXX |
| District of Squamish | 604.892.5217 |

Authorities

(Summary of responsibilities and roles and how they integrate with a facility EVAC Plan)

Provincial Emergency Program

Squamish Emergency Program – *make the arrangements for PV CFC to be recognized as a separate zone for the Cheakamus River Flood Fanout System and provide contact details and #'s and provide copy of the PV CFC Evacuation Plan to SEP for their info.*

Emergency Social Services

Evacuation or Shelter in Place

Evacuation

This plan outlines potential risks which if occurring or imminent, may precipitate a decision by PVCFC to evacuate our staff and clients

Studies indicate that in many situations where there is an apprehension of imminent threat of danger to persons, up to 20% of the population will voluntarily evacuate before an evacuation is mandated by government or other authority.

With some events, a clearly obvious risk signifies an evacuation need. In other cases, a precautionary evacuation may be justified to avoid an expected risk. In still other circumstances, such as where evacuees would have to drive through a plume of hazardous gases, it might have been better for those persons to have taken shelter where they were.

Shelter in Place

An accident may cause a hazardous material to enter the air. If the hazardous material is not flammable, emergency response professionals recommend that you stay indoors until you receive instructions to leave.

This link outlines several steps to be undertaken during a shelter in place.

http://www.pep.gov.bc.ca/hazard_preparedness/Shelter-In-Place.pdf

(printed hardcopies of EVAC Plan manual would have Shelter In Place details typed in)

Persons Responsible for Managing the Evacuation Plan

(One Possible Model, details and structure once staff and shifting are determined)

(To be modeled after Incident Command System to be consistent with authorities and BCERMS)

(To be formatted in a table for clarity)

Evacuation Leader – overall responsibility and control of evacuation

Authority Liaison – communication conduit, contact with authorities

Public Information – communicate information about clients to families

Site Evacuation Planner – ensures all aspects of FEP are followed

Transportation Operations – People – responsible for all evacuees arriving

Drivers ? – taxis, others, etc

Transportation Logistics - Supplies, Records, Personal Effects

Drivers ? Assistants ?

Facility Administration – appropriate shutdown of facility, computers, etc.

Evacuation Preparedness

It shall be the responsibility of the management and senior supervisory staff to ensure a copy of this plan is located in well known locations and available to all staff to review on a quarterly basis, to be governed by Standard Operating Procedures.

All staff will receive an orientation to the evacuation plan when first hired and shall thereafter be periodically instructed as part of the facilities emergency preparedness educational program.

It is critical that all staff be cognizant and practiced in their duties and responsibilities under the plan.

Evacuation drills are required semi-annually where clients are actually evacuated to the assembly point as specified in this plan and the evacuation checklist used.

The evacuation plan shall be reviewed and updated on an annual basis.

Management will appoint an Emergency Preparedness Committee or Representative.

The Emergency Preparedness Committee or Representative shall have the responsibility for overall disaster planning and emergency preparedness with the PV CFC and shall continue to model the plan based on the Incident Command System in coordination with local emergency response organizations.

Ensure an up to date staff "recall to duty" process is maintained to notify and have staff if necessary report to the PV CFC to assist with the evacuation.

Ensure MOU's for transportation vehicles are in place, maintained, and current.

Ensure MOU's for relocation sites are in place, maintained, and current.

Ensure an adequate evacuation site to relocation site communication system is established with the transportation mobiles, whether it is cellular, RF, or satellite.

Site Details

(Insertion of detailed floorplans indicating emergency exits, fire alarms, interior evacuation routes to the emergency exits, safe gathering point on site, etc),

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Transportation Arrangements

(Details about how evacuees will be moved to be inserted as information is obtained from PV CFC –

Do the clients have their own cars on site?

Does the PV CFC have company vehicles – vans or mini buses ?

Can staff vehicles be used? Insurance coverage?

Are there sufficient vehicles on site to handle any evacuation?

Enough for personal effects as well?

If necessary, should PV CFC instituted MOU with personal transportation companies such as taxi companies, any bus lines in Squamish?

Suggest there be a MOU with a towing establishment to aid any vehicles requiring assistance

If roads are destroyed, MOU for alternate form of transportation out ? Railway ? Helicopter ?

Perhaps there is a need for traffic control?

Once relocation sites are established, include mapping and driving direction in the plan

Alternate Location Arrangments

(Details to be added as the operational process unfolds and potential sites for relocation can be determined and arranged?)

Long Term ? Another similar facility in the Lower Mainland?

Short Term? Local hotels? Local churches ?

Are the clients able to return to their personal homes, and return to complete treatment when the threat is over

Institute MOU's with any selcted potential relocation sites?

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Vacant Site Security

After an evacuation is complete, the Sea to Sky Regional Police Services must be formally made aware the site is vacant, all persons have been evacuated, and a request made for vacant property police patrols if possible. Given the nature of emergencies and the operational pressures upon the police detachment, such patrols may not be possible.

If the authorities will permit security companies into the evacuated zone, it is recommended a security company be contracted to perform security checks on the vacant site until the evacuation is rescinded.

Evacuation Checklist

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Shelter in Place Checklist

Appendix "B"

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(Intent to provide a listing of events that could precipitate an evacuation with a short explanation of each)

(List below to be confirmed through three sources –

Provincial Emergency Program

Provincial Glossary of 60 Potential Hazards in BC

Most recent Squamish Emergency Program Hazard, Risk, and Vulnerability Analysis)

Accidents – Motor Vehicle Crash, Plane Crash, Train Derailment
Civil Disobedience, Demonstrations, Riot
Dam Failure
Debris Avalanche, Flow, or Torrent
Disease – People or Animal
Earthquakes
Erosion – Soil
Explosion
Extreme Cold – Snow Storm - Blizzard – Freezing Rain
Fires – Wildfire, Brush, Urban
Floods – Flash, Ice Jam, Freshet
Hazardous Material Spill
Landslides
Pest Infestation
Power Outage
Volcanic Ash
Water Contamination

Sample Entry

Floods – Rain Storms

The basic cause of most river floods is excessive rainfall which causes significant elevations in river levels. The effect of elevated water levels is the inundation of low lying river floodplain areas.

Flood-producing rainfalls tend to cause quicker floods, either due to storms of intense rainfall or during rain-on-snow events, where a warming trend and rainfall follows a shallow snowfall. The major floods in our British Columbia climate are typically rain-on-snow floods which occur in the fall which is also a period of high tides. Damage caused by flooding is related to factors such as the depth of the water, the duration of elevated water levels, the velocity of flood waters over flooded land, rate of water rise, the frequency of floods, and the timing of high tides with the flooding.

Quality Assurance Probe

Review the Emergency Preparedness Plan(s).

- Does responsible staff know where the plans are located?
- Are the phone numbers and contact particulars up to date?
- Are all M.O.U.'s or Mutual Aid agreements current?
- Are drills being done on all shifts as outlined in the plan(s)?
- Is an annual review completed on all aspects of the plan?

Staff Questions

- When is the Facility Evacuation Plan located?
- If the fire alarm goes off, what do you do?
- If you discover a client is missing, what do you do?
- If you receive a telephone notification of flooding, what do you do?
- Where is the meeting area for an on-site evacuation?
- If you discover a fire in a clients room, what do you do?
- Where are the fire extinguishers and fire alarms located?
- Describe how you use a fire extinguisher.
- What are you required to do in event of a "flash wildfire"?
- **MORE TO BE ADDED**

Mutual Aid Agreements

Appendix "E"

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Memorandum of Understandings

Appendix "F"

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