

Evacuation Alert Template

EVACUATION ALERT (DATE AND TIME)

An Evacuation Alert has been issued by _____ *(local authority)* _____ at the Emergency Operations Centre (EOC).

_____ *(Briefly describe event and potential risk)* _____ Because of the potential danger to life and health, the _____ *(local authority)* _____ 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 WHEN AN ALERT IS IN EFFECT

Upon notification of an **ALERT**, you should be prepared for the evacuation order by:

- Locating all family members or co-workers and designate a Reception Centre outside the evacuation area, should an evacuation be called while separated.
- Gathering essential items such as medications, eyeglasses, valuable papers (i.e. insurance), immediate care needs for dependants and, if you choose, keepsakes (photographs, etc). Have these items readily available for quick departure.
- Preparing to move any disabled persons and/or children.
- Moving pets and livestock to a safe area.
- Arranging to transport your household members or co-workers in the event of an evacuation order. If you need transportation assistance from the area please call _____ *(contact number)* _____.
- Arranging accommodation for your family if possible. In the event of an evacuation, Reception Centres will be opened if required.
- Monitoring news sources for information on evacuation orders and locations of Reception Centres.

Further information will be issued at *(insert time or meeting location)* or should the situation change _____ *(or visit local authority website at)* _____.

For more information contact: _____ *(Local Authority Contact- Potentially Call Centre)* _____.

_____ *(Signature of Board/Chair or Designate, Mayor or Designate)* _____.

_____ *(Name of Local Authority)* _____.

Evacuation Order Template

EVACUATION ORDER ISSUED (DATE AND TIME)

Pursuant to (cite legal authority) an Evacuation Order has been issued by (local authority) due to immediate danger to **life safety** due to (briefly describe event). Members of the (local police department 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.

WHAT YOU SHOULD DO:

You must leave the area **immediately**

Follow the travel route provided and register at (ESS Reception Centre address and name of facility).

If you need transportation assistance from the area please advise the individual providing this notice or call (contact number).

Close all windows and doors

Shut off all gas and electrical appliances, other than refrigerators and freezers

Close gates (latch) but do not lock

Gather your family: take a neighbour or someone who needs help

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 more vehicles than you have to.

Do not use the telephone unless you need emergency service.

YOU MUST LEAVE THE AREA IMMEDIATELY

For more information contact: (Local Authority Contact- Potentially Call Centre).

(Signature of Board/Chair or Designate, Mayor or Designate).

(Name of Local Authority).

Evacuation Rescind Template

EVACUATION RESCIND (DATE AND TIME)

The Evacuation Order, pursuant to (cite authority and legislation) issued (date and time) to the area(s) (geographic locations(s)) is rescinded. (indicate if Evacuation Alert is in place) .

An Evacuation Order may need to be reissued: however if that is deemed necessary the process will re-commence.

For more information contact: (Local Authority Contact – Potentially Call Centre) .

(Signature of Board/Chair or Designate, Mayor or Designate) .

(Name of Local Authority) .
