

# EVACUATION PLAN

Approved by Council – April 29, 2022

The primary purpose of the Evacuation Plan is to protect the citizens of the Summer Village of Silver Sands in an emergency situation. The plan outlines a process to provide a prompt and coordinated response/recovery to emergencies within the geographical boundaries of the Summer Village and make arrangements for extraordinary measures to protect its people, property, environment and economy.

Disasters or large scale emergencies can happen suddenly, causing normal functioning of a community to become overwhelmed. To prepare for such a potential event the Summer Village of Silver Sands has established emergency response procedures to provide guidelines for an effective response.

Comprehensive and integrated emergency management is a shared responsibility between all levels of government (municipal, provincial and federal), the private sector, non-governmental organizations and individual citizens.

## EVACUATION STAGES:

**STAGE 1 - EVACUATION ALERT:** The purpose of the Evacuation Alert is to inform the community of a potential or current threat which could lead to an Evacuation Order. An Evacuation Alert allows for the affected population to begin preparations to evacuate (fueling vehicles, gathering documents, preparing food and water, gathering pets/supplies) whilst providing them with information regarding the evacuation. This may be an appropriate time to consider implementing the evacuation process of vulnerable populations.

The alert should be structured to provide timely and accurate information; an Evacuation Alert should contain the following as a minimum:

- The issuing authority (Director of Emergency Manager/Regional Director of Emergency Management in consultation with the Incident Commander and Mayor/Council.
- The reason for the Alert, including a description of the hazard
- Anticipated duration of the Evacuation
- The areas under Alert, with as much detail as possible (the use of street and highway names with geographic references can provide clarity EG: All residences located in East SS north of Golf Course Road)
- Recommended evacuation routes and identification of all closed routes
- Location of reception centres
- What personal belongings to prepare and take (identification (with street address - not just mailing address, medication, etc.) and limitation on luggage, etc.
- Where to get additional information (websites, radio, etc.)

**STAGE 2 - EVACUATION ORDER:** When an Evacuation Order is issued, the impacted population must leave the specified area immediately. An Evacuation Order will provide the same information as the Evacuation Alert and will include the fact that this is a mandatory

Evacuation Order. The Evacuation Order should be structured to provide timely and accurate information and consist of the same minimum items as an Alert as well as:

Plan in place to conduct a sweep of the evacuation area to ensure that all those at risk are aware of the need to evacuate. (door to door campaign)

**STAGE 3 - EVACUATION RESCIND:** The decision to rescind an Evacuation Alert or Order should occur when the Director of Emergency Management, in consultation with the Incident Commander and member of Council, determines it is safe to return (emergency no longer exists, public services are all operating and in place). Conflict may occur between the evacuees' desire to return to their homes as soon as possible and the emergency management agency's need to delay the return until the evacuated area is declared safe and can adequately support the returning population.

The rescind message will provide the similar level of detail as the Evacuation Alert and Order, but as a minimum will include:

- The issuing authority
- The areas under Rescind with as much detail as possible (the use of street and highway names with geographic references can provide clarity)
- Specific timings for return
- Details of a phased return, if applicable
- Recommended return routes and identification of closed routes
- Where to get additional information (websites, radio, etc)
- Information Officer communicates Evacuation Order Rescind to residents (by same methods of issuing order)

## **DECISION TO EVACUATE:**

The order to evacuate a community is recognised as one of the most difficult decisions a local authority is likely to face. It occurs when the Director of Emergency Management or the Regional Director of Emergency Management, in consultation with the Incident Commander and local council, decides that the risk to the community is high or the community can no longer provide the necessities of life. (food, water, shelter) The decision should be based on an assessment of the threat to life and the impact (or anticipated impact) of an event. Determining whether an evacuation is both necessary and possible involves a comprehensive effort to identify and consider both the hazard and community circumstances. It may require officials to balance potentially costly, hazardous, or unnecessary evacuation against possibility of loss of life due to delayed order.

An important planning consideration when making the decision to evacuate, is the early identification of indicators and triggers. Indicators are information based on intelligence and predictions (predicted rainfall or snow melt). Triggers are predetermined decision points that may be related to the hazard, or other measurable indicators (such as water levels during a flood). Some of the considerations that need to be addressed when determining whether or not an evacuation is necessary reflect the main planning considerations and include, but are not limited to:

Areas/facilities are at risk and require evacuation ❖ Where will the communities be evacuated to  
Population size and demographics  
Evacuation route(s) availability and capacity

The availability of transportation resources  
The time of year, day of the week, and time of day (night?)

Time to physically evacuate.  
A simple formula can help to identify pre-determined triggers:

***Time required to notify the community (drafting, confirmation)***

***PLUS Time required to mobilize the community (prep/vulnerable population)***

***PLUS Time required to physically conduct the evacuation (phased/routes)***

***PLUS 120 MINUTES***

***EQUALS Trigger point for evacuation***

## **COMMUNICATION PROCESS:**

Director of Emergency Management receives information of an emergency event (this may be from First Responders, residents, social media, etc)  
DEM assesses the level of the event and if it is felt that the risk to the community is high or the community can no longer provide the necessities of life, discusses with the Incident Commander and Council the need for an Evacuation Alert or Order.

If Evacuation process is required, DEM will contact the Regional Director of Emergency Management to advise and update situation

DEM/R-DEM contacts AEMA Field Officers **Mark Pickford 780-999-3812 John Swist 780-289-3874**

**EVACUATION ALERT:** DEM/R-DEM will work with Information Officer to issue Evacuation Alert, the Information Officer in conjunction with DEM/R-DEM prepares the following:

Submit messaging to Alberta Emergency Alert

**Alberta.emergency.Alert@gov.ab.ca mark.pickford@gov.ab.ca**  
[john.swist@gov.ab.ca](mailto:john.swist@gov.ab.ca)

Submit messaging thru Allnet  
Submit messaging thru Facebook  
Submit messaging thru Website  
DEM-R-DEM communicates to Command Staff and Mutual Aid Partners to be on standby

Mayor Bernie Poulin 780 938-1197, CAO 780 819-3681 Wendy/Heather, Dennis 780-975-8489, Rick 780 695-8366, Janice 780 924-3195, Marlene 780 668-3182

### **EVACUATION ORDER:**

DEM/R-DEM contacts Mayor (or 2 council members in their absence) to Declare a State of Local Emergency

Information Officer works with DEM to complete SOLE/have appropriately signed/submit to AEMA [mark.pickford@gov.ab.ca](mailto:mark.pickford@gov.ab.ca) [john.swist@gov.ab.ca](mailto:john.swist@gov.ab.ca)

Information Officer in conjunction with DEM-R-DEM prepares the following: Submit messaging to Alberta Emergency Alert and field officers

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Submit messaging thru Allnet Submit messaging thru Facebook Submit messaging thru Website

**[Alberta.emergency.Alert@gov.ab.ca](mailto:Alberta.emergency.Alert@gov.ab.ca) [mark.pickford@gov.ab.ca](mailto:mark.pickford@gov.ab.ca)  
[john.swist@gov.ab.ca](mailto:john.swist@gov.ab.ca)**

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**NOTE: IF MEDIA CONTACTS THE SUMMER VILLAGE ALL COMMUNICATIONS ARE GIVEN BY THE MAYOR (IN CONSULTATION WITH THE INFORMATION OFFICER)**

DEM/R-DEM activates public works/volunteers to report to stations DEM/R-DEM activates applicable Command Staff

DEM/R-DEM activates Operations Chief to contact Emergency Social Services and Reception Centre Staff to inform public works/volunteers to report to designated stations DEM/R-DEM contacts Mutual Aid Partners to update, and discuss potential of standby support for mutual aid

**MUSTER POINTS:**

Assembly points are short-term locations where people can assemble for registration, family reunifications and/or transportation to another location. This can also be a point to ensure that people do not return to the evacuated area.

Pandemic precautions (if applicable) must be maintained whenever possible. Alberta Health Service and Alberta Government mandates and protocols must be followed (Mask, Sanitizer, Family Bubbles, Physical Distancing, Vaccinated vs unvaccinated)

**LOCATIONS:**

**Silver Sands Public Works Quonset (local)**

**Dustin Uhlman 780 989-9761**

**Fallis Hall (Off-site)**

**ON-SITE COORDINATOR:**

Volunteers who will stay at the designated Muster Point to offer assistance, keep people calm and informed and manage transportation. If possible start the registration process for evacuees and pets to speed up the process at the Reception Centre.

\_\_\_\_\_ NAME

\_\_\_\_\_ NAME

**RECEPTION CENTRES:**

**LOCAL SITE:**

**Silver Sands Public Works Quonset**

**5012 49 Av, Silver Sands,**

**Email:**

**OFF-SITE**

**Fallis Hall**

\_\_\_\_\_ EMERGENCY PHONE NUMBER

\_\_\_\_\_ EMERGENCY PHONE NUMBER

**Plan for details/requirements once evacuees reach the Reception Centre.**

**EVACUATION ROUTES:**

The majority of evacuee movements will take place on roadways and highways, in both personal vehicles and transit vehicles; however consideration should also be given to alternative methods (boat/snowmobile), especially in locations with a single or limited exit route.

**Silver Sands Quonset**

**Silver Sands East** – Each street/avenue to Silver Sands Drive, south to Quonset

**Silver Sands West** - Each street/avenue to Silver Sands Drive, east to Twp Rd 540, continue east to Silver Sands(SS) Road, North on SS Road to Silver Sands Drive, West to Quonset.

**Fallis Hall**

Silver Sands East - Each street/avenue to Silver Sands Drive– South on Silver Sands Drive to Silver Sands Road, South on Silver Sands Road to Twp Rd 540, Est to Range Road 52, South on Range Road 52 to Fallis Hall.

Silver Sands East – Each street/avenue to Silver Sands Drive – 2 ways out of subdivision - may go West on SS Drive to Range Road 54, or East to Twp Rd 540. If west to Range Road 54 , south from Range Road 54 Twp Road 543, each to Range Road 52, South on Range Road 52 to Fallis Hall.

It is imperative to keep designated routes free and clear for both Emergency vehicles and evacuee evacuation.

CONSTRUCTION ASSISTANCE (road clearing/chainsaws/roadblock supplies/etc)

COMPANY

Carl Schnell 780 797-3873

COMPANY

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**DOOR TO DOOR CAMPAIGN/SECURITY:  
COORDINATOR: \_\_\_\_\_ PH: \_\_\_\_\_**

\_\_\_\_\_

When a Mandatory Evacuation Order is issued, the impacted residents should leave the area immediately. For most emergency events the first responders (Fire/RCMP/local police) will be involved with managing the incident, therefore will **NOT** be available to assist in a door to door campaign to ensure that those at risk are aware of the need to evacuate and assist as required and to ensure that residents are evacuating their premises.

Pandemic precautions (when applicable) must be maintained whenever possible. Alberta Health Service and Alberta Government mandates and protocols must be followed (Mask, Sanitizer, Family Bubbles, Physical Distancing, Vaccinated vs unvaccinated)

Green painters tape should be placed across the door of each residence that has been confirmed as being evacuated to prevent duplication of services.

Yellow painters tape will be put on each door with instructions to contact the Coordinator at the phone number above for assistance when the residence has been inspected during the sweep and **NO ONE was found at home at the time.**

*HINT: when recruiting volunteers to assist in this process, keep in mind service groups such as Cadets, Church Groups, Lions Club, etc.*

\_\_\_\_\_ NAME

\_\_\_\_\_ NAME

\_\_\_\_\_ NAME

\_\_\_\_\_ NAME

\_\_\_\_\_ NAME

\_\_\_\_\_ NAME

\_\_\_\_\_ PHONE NUMBER

\_\_\_\_\_ GROUP

\_\_\_\_\_ GROUP

## **TRANSPORTATION:**

Transportation considerations may be required to transport residents from Muster Points to Reception Centres. There may also be a requirement for transportation from the Reception Centre to Hotel accommodations in the event of a longer evacuation period. Once the Evacuation Order has been rescinded, residents will need to be returned to their homes.

Pandemic precautions (if applicable) must be maintained whenever possible. Alberta Health Service and Alberta Government mandates and protocols must be followed (Mask, Sanitizer, Family Bubbles, Physical Distancing, Vaccinated vs unvaccinated)

### **Transportation Services**

School Buses

Winter/Summer – Boats/Snowmobiles

### **Muster Point Traffic Management:**

\_\_\_\_\_ NAME

\_\_\_\_\_ NAME

### **Volunteers (cars/boats/etc)**

\_\_\_\_\_ NAME

\_\_\_\_\_ NAME

780-905-3934

780-714-9473

\_\_\_\_\_ PHONE NUMBER

\_\_\_\_\_ PHONE NUMBER

\_\_\_\_\_ PHONE NUMBER

\_\_\_\_\_ PHONE NUMBER

\_\_\_\_\_ NAME

**EMERGENCY CONTACT INFORMATION**

\_\_\_\_\_ PHONE NUMBER

**SERVICE**

DEM  
Deputy DEM R-DEM  
R-Deputy DEM AEMA Field Officer AEMA Field Officer Mayor  
Deputy Mayor Councillor  
CAO

**Utilities:**

Alberta Energy Regulator Alberta First  
Electric  
Energy & Environmental Gas

Internet  
National Energy Board Porta Potties  
Propane  
Public Works  
Sewer  
Solid Waste Removal Sour Gas  
Waste Water  
Well Services

**PROVIDER**

SV-REMP SV-REMP AEMA AEMA

**CONTACT NAME**

JANICE CHRISTENSEN MARLENE WALSH MARK PICKFORD JOHN SWIST

**PHONE NUMBER**

Underground Utilities

HSE Integrated Service

**EMERGENCY EVACUATION PAYMENT GUIDELINES:** (Effective the beginning of the 2021 Disaster Season)

1. Payments will be issued only when a mandatory evacuation is issued and the emergency is uninsurable:
  1. Payment amount would be \$625/adult
  2. Dependents under the age of 18 would be eligible for \$300.00
  3. Alberta has no conditions on how the money is spent or require receipts
2. Mandatory Evacuation exceeds seven (7) days
3. Event is uninsurable, such as overland flooding  
Insurable events include sewer backup, fire, wind, earthquakes, snow/hail/ice storms
4. Notwithstanding criteria above, consideration on a case-by-case basis when:
  1. Environmental circumstances create a greater urgency and public safety risks
  2. Affected community is unable to provide necessities of life for evacuees