



PUBLIC SAFETY PROTECTION PLAN

A Supplement to the City of Whitehorse

Emergency Management Plan

(Revised March 2025)

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Introduction

Background

Emergencies and disasters can strike any jurisdiction, sometimes without warning, often disrupting normal operations and channels of communication, and stretching available resources for response and recovery.

The City of Whitehorse is committed to providing the leadership to meet the challenges associated with emergency management, including preparation and planning to safeguard the health, safety and welfare of the citizens it serves, and to provide effective coordination for response and recovery as much as possible.

Purpose

The Public Safety Protection Plan is designed to provide guidance to the Mayor, Council, and Emergency Operations Centre (EOC) Management Team where circumstances indicate that public safety protection actions (such as evacuation or shelter-in-place) may be required to protect the life and health of the residents of the City of Whitehorse.

Authority

The City's *Emergency Measures Bylaw No. 2013-36* provides the authority for senior City officials to expend money and to take required action to respond to any major emergency or disaster that may impact the City. This authority is conferred onto the City through the Yukon *Civil Emergency Measures Act*.

Situation

Most emergencies can be addressed by local responders without the necessity of evacuating a particular area or requiring residents to shelter-in-place. However, some situations where public safety is at risk may require the protective actions of small or large areas. These situations may include, but are not limited to:

- Fire – urban or interface
- Release of hazardous materials
- Flooding

Each emergency situation will be assessed to determine the extent of the risk, the impact on local residents and the necessity to action to protect lives and health.

An Evacuation Planning Worksheet is provided at [Appendix A](#)

EVACUATION, Authority and Legislation

Assumption

The following assumptions will be considered and recognized when developing site specific evacuations plans during an emergency:

- Spontaneous evacuation will occur when there is sufficient warning of the threat. Between 5 and 20% of the people at risk will self-evacuate.
- 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% of the population impacted will require some form of assistance from local Emergency Social Services (ESS) teams in reception centres or group lodging facilities.
- Many evacuees will seek shelter with relatives, friends or hotels rather than use government-provided facilities.
- For some hazards, designated emergency evacuation routes must be used to safely evacuate people.
- The day of the week and the time of day will determine if individuals/families will be at their homes or separated at work and/or school.
- Many hazards provide a warning period which allows for a planned evacuation and re-entry.

Financial Reimbursement: Evacuated persons may be eligible for financial compensation for realized expenses occurred. The process for this support will be managed by Partner Agencies at designated facilities such as Reception and Registration Centers.

Roles and Responsibilities

The following roles and responsibilities relate specifically to evacuation planning. Additional responsibilities in the event of an emergency are located in the position checklists in the City Emergency Plan

Mayor and Council

- Declare a Municipal State of Emergency by bylaw, resolution or order, where required;
- Renew, extend or cancel a Municipal State of Emergency as required;
- Authorize the delegation of extraordinary measures;
- Meet with local media and represent City during press conference

Policy Committee

- Declare a Municipal State of Emergency by bylaw, resolution or order, where required;
- Renew, extend or cancel a Municipal State of Emergency as required;
- Authorize the delegation of extraordinary measures;
- Meet with local media and represent City during press conferences

Incident Commander

- Evaluate hazards and assess situation to determine if an Evacuation Alert or Evacuation Order is required;
- Discuss and decide upon appropriate alternate strategies such as Shelter-in-Place;
- Coordinate with the EOC where an Evacuation Alert or Evacuation Order is required;
- Identify structures, facilities, neighborhoods or areas subject to Evacuation Alerts or orders;
- Determine need for transportation;
- Establish readily identifiable perimeters and provide security within evacuated area in conjunction with the RCMP;
- Coordinate with local volunteer groups providing on-the- ground support to the evacuation (eg. Search and Rescue).
- The emergency situation shows an immediate threat to health or safety of people, the incident commander, or and first responder, can initiate tactical evacuation
- Agencies, organization and partners at site level should have representatives in the EOC in order to provide information and coordinate communications

Operations Branch – RCMP

- Coordinate movement and evacuation operations with Operations Section branches (i.e. fire, Public Works, SAR);
- Coordinate law enforcement and traffic control operations, including evacuation, during a major emergency;
- Coordinate all ground search and rescue operations and resources for the jurisdiction;
- Alert or notify the public of impending or existing emergency situations, public safety orders, requests and information within the jurisdiction, as required.

Operations Branch – Public Works

- Ensure City roads are open and passable based on the priorities established by the EOC by clearing the roads of debris, snow and other types of blockages;
- Provide support for traffic control purposes, in coordination with the RCMP and/or Fire Department, including the provision of barricades, signs and other traffic control devices, and/or personnel.

EOC Director

- Ensure the Policy Group is kept informed, briefed regularly and provided with recommendations for action;
- In concert with the EOC Management Team, identify and set priorities to support the response efforts in affected areas
- Direct, in consultation with the Information officer, appropriate emergency public information actions using the best methods of dissemination;
- Approve the issuance of press releases and other public information materials as required;
- Schedule a debriefing with all parties to evaluate the Evacuation Plan and identify required changes.

Information Officer

- Serve as the coordination point for all public information, media relations and internal information sources for the EOC;
- Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information;
- Ensure a hot line or call center is established for public to access information and advice;
- Provide call takers with timely and accurate messaging sheets so that they offer only confirmed and approved information;
- At the request of the EOC Director, prepare media briefings for elected officials and/or Policy Group members and provide other assistance as necessary to facilitate their participation in media briefings and press conferences;
- Ensure that announcements, emergency information and materials are translated and prepared for special populations.

ESS Director (If assigned directly to the City's EOC)

- Identify appropriate reception center(s) outside evacuation zone
- Coordinate staffing for the reception center(s)
- Implement the ESS Plan
- Maintain communication with the EOC Director on a variety of topics, such as number of registrants, approximate value of referrals distributed, additional support required and current status of operations

Other Parties

- Additional stakeholders may be impacted by the City of Whitehorse Evacuation Plan and be required to implement their own emergency response plans. The parties include, but are not limited to:
 - Northern Health Authority
 - Territorial Government Agencies

➤ School District

- The Liaison will maintain contact with these agencies as required during an emergency to ensure that they remain apprised of changing conditions where there is the possibility that evacuation may be necessary.
- The incident commander provides information and recommendations to the EOC/CC for when Evacuation Alerts, order or rescind needs to be issued

EOC

- Supports the site level operations with resources and information required
- Initiates /authorizes early evacuation for vulnerable people and live stock
- Manages all aspects of the evacuation cycle including providing support to evacuees through emergency support services
- Ensures evacuees have essential supplies such as food, water, beds, sanitation services clothing medical equipment and supplies
- Prepares for coordinates Evacuation Alerts, orders, and rescinds including the mapping of the evacuation area, and the identification of evacuation routes and reception center locations
- Identifies and notices potential host communities; maintains communication between identified host communities through full evacuation cycle
- Tracks and records information on evacuation details, such as areas and number of impacted individuals
- Ensures elected officials have been alerted and kept informed
- Tracks costs and resources

Yukon Government

- Coordinates any national and international supports required for impacted communities
- Hosts daily coordination calls for local authorities, First Nations, and all responding agencies
- Provides connection and coordination between all responding parties
- Reviews and provides feedback on evacuation plans for the impacted community
- Provides assistance with evacuation route planning and re-entry planning, upon request
- Provides assistance in executing evacuations by way of resource requests or expenditure authorization for critical resources (e.g. transportation services, security, physical blockades, Search and Rescue)
- Provides assistance with communications to evacuees and the general public
- Accesses provincial volunteer resources (Search and Rescue, ESS, Emergency Radio Communications Service, Road Rescue) as required

Yukon Wildfire Services

- leads the response of all operations to wildfire hazard
- Provides recommendations to First Nations and local Authorities on Evacuation Alerts, Orders, and Rescinds

- Assists with delineation and mapping for boundaries of recommended Evacuation Alerts and Orders
- Provides recommendation on safety of temporary access
- Provides public information regarding Evacuations, in support of and in close conjunction with EOC/CC
- Maintains consistent and effective communication platforms and structures with EOC/CC and RCMP
- Provides technical expertise where requested

Environment Canada

- For flood hazard event, as requested by EMO:
- Provides resources, communications and logistical support
- Monitors, augments, or takes over the response to hazmat incidents related to evacuations
- Provides technical advice to EOC/CCs, EMO, First Nations or Local Authority fire departments, public works, or other agencies or parties to support a timely effective response to hazmat incidents or consequences related to evacuation
- In regards to hazardous spills, identify and evaluate the immediate risks to and Impact on the environment, human health or infrastructure and as necessary advises agencies or parties to take protective action in relation to the spill, which would include evacuations
- Declares a State of Environmental Emergency when required
- Orders response or recovery actions to protect the environment and human health

Emergency Health and Social Services

- Provides leadership and support to health sector
- Responsible for providing health services and care to existing patients and clients
- Evaluates the risk to affected communities and moves patients to health care facilities in other communities, as appropriate, usually during the Evacuation Alert stage
- Tracks outpatients during evacuations (those receiving home care, outpatient treatments, etc.) and makes certain outpatients are continuing to receive specialized care in host communities
- Provides psychosocial support to evacuees through the Disaster Psychosocial Services (DPS) program
- Prior to an Evacuation Rescind being issued by the EOC/CC, health authorities work to re-establish key health services
- During re-entry, health authorities utilize appropriate health programs to provide public health advice and guidance (e.g. how to address houses contaminated by mold or freezers filled with rotten food)

RCMP (Royal Canadian Mounted Police)

- Works closely with First Nations and Local Authorities during the pre-planning of an evacuation with regard to the selection, capacity, and conditions of proposed evacuation routes, and ensuring that all detours are viable for all types of traffic
- Assists with traffic control and posts signage at key decision points along the evacuation route
- Responsible for staffing all checkpoints on highways
- Prior to Evacuation Rescind, works closely with EOC/CC to establish timing of repatriation, and ensuring transportation infrastructure is in a condition to support evacuees returning home
- Operating on behalf of the Local Authority or First Nation:
- Supports the notification of an Evacuation Order to the community
- Requests capacity support from Ground Search and Rescue (GSAR) for community evacuation notifications
- Staffs security checkpoints for evacuation area to support public safety
- Facilitates temporary access as directed by Local Authority or First Nation, and/or responding agency
- Supports repatriation upon Evacuation Rescind

GSAR (Ground Search and Rescue)

- Upon request by the RCMP or the EOC/CC:
- Provides support to RCMP for community notifications of Evacuation Alerts/Orders
- Provides short-term temporary checkpoint support until appropriate contracted resources arrive

Evacuation Authority

Not every agency can order an evacuation in Yukon. Evacuation may vary depending on the hazard faced by a community. The legislation in Yukon where Evacuation Orders may legally be authorized:

- Yukon Civil Emergency Measures Act,

Local Evacuation Orders

Should evacuation be needed, public warning will be issued in a timely and accurate manner wherever possible. While life-saving must be the primary objective, every effort will be made to help the affected or potentially affected families and businesses, to reduce the anxiety, suffering, inconvenience and fear of those being displaced.

Territorial Orders

The Territory may exercise its authority to declare a Territory State of Emergency to close areas, order an evacuation or exercise any of the extraordinary powers associated with such declaration

DECLARATIONS OF STATE OF LOCAL EMERGENCIES

Municipal State of Emergency

A Municipal State of Emergency is a temporary emergency authority measure authorized by the *Mayor and Council* and initiated by the City, resolution or order that is valid for forty-eight (48) hours. A local authority would declare a Municipal State of Emergency when an emergency or disaster requires access to the extraordinary emergency powers of the *Yukon Civil Emergency Measures Act*.

A Municipal State of Emergency is **not** required to:

- To implement part of all of a local emergency response plan;
- To gain liability protection under the *Yukon Civil Emergency Measures Act*;
- To issue Evacuation Alerts,
- To recover eligible response costs, and/or
- To qualify for eligible disaster financial assistance under the *Act*.

A Municipal State of Emergency should not be declared lightly. If it is determined by response organizations that emergency conditions warrant an enforced evacuation, the EOC director should brief the Mayor and Council, providing information on the nature, extent, probability of loss, resources at risk and geographic area, as well as a recommendation that a Municipal State of Emergency be declared.

Extraordinary Powers

The Municipal State of Emergency allows a local government to exercise extraordinary powers such as:

- (a) the council may hold its meetings at any convenient location in or outside the municipality;
- (b) the council is empowered to do all things it considers necessary for the purpose of dealing with the emergency including, without limiting the generality of the foregoing, those acts it considers necessary for
 - (i) protecting property in the municipality,
 - (ii) maintaining, clearing and controlling the use of roads and streets in the municipality,
 - (iii) requisitioning in the municipality or otherwise obtaining and distributing accommodation, food and clothing,
 - (iv) providing other welfare services in addition to those referred to in clause (iii),
 - (v) providing and maintaining water supplies, electrical power, sewage disposal and other utility services,
 - (vi) assisting in the enforcement of the law, and
 - (vii) generally, protecting the health and safety of persons in the municipality; and
- (c) the council may make any bylaws it considers necessary to put into effect the civil emergency plan of the municipality.

Authority to Declare

Only the Mayor or the Council has the power to declare a Municipal State of Emergency for a Local Authority. The Mayor may order a Declaration or the Council may make a Declaration either by resolution or by bylaw. Because a bylaw requires three readings, an order is more commonly used in an emergency where there are time constraints. An order can only be issued by the Mayor or the Mayor's designate and after all best efforts have been made to obtain the consent of the other members of Council.

Declaration

In consultation with the EOC Director and City Manager or designate, the Mayor or designate will exercise a conscientious effort to obtain consent from the other Council members before declaring a Municipal State of Emergency.

Time permitting, Mayor and Council should consult with Yukon EMO and any neighboring communities that may be impacted prior to issuing the declaration.

The Declaration will be made in writing and signed by the Mayor or designate. The Declaration **must** include

- Nature of the emergency or disaster
- Geographic boundaries within which the declaration will apply
- Date of the declaration
- Signature of the Mayor
- It is also recommended that the Declaration include:
 - Map showing geographic area
 - Delegation of extraordinary powers

A draft Declaration is available at [Appendix B](#).

A template for the division of Emergency Powers is available at [Appendix C](#)

Immediately after proclaiming a Declaration, the EOC Information Officer will:

- Send a copy of the Declaration to the Minister responsible for Yukon EMO through the regional EMO office;
- verbally confirm receipt of the Declaration at the EMO office; and
- publish and release to the public the details of the Declaration by any communication means possible.
- As soon as possible after issuing a Declaration order, the Mayor must convene a meeting of Council to assist in directing response to the emergency.

Extension

The City may extend or renew a Declaration for Periods of not more than 48 hours with the approval of the Minister. A request for extension form is submitted to the Minister through the Regional EMO office. The Minister will issue and approval of the extension as deemed appropriate. If the emergency is expected to be prolonged in nature, a Declaration of a State of Emergency may be issued by the Yukon Government and remain in effect for ninety (90) days.

A template is available for this request at [Appendix D.](#)

Cancellation

A Declaration of a Municipal State of Emergency will expire after a maximum of 48 hours from the date it is made.

A Declaration may also be cancelled if:

- the Minister or Lieutenant Governor in Council cancels the Municipal State of Emergency;
- the Local authority declares the Municipal State of Emergency to be cancelled; or
- it is superseded by a state of emergency issued by the Minister or Lieutenant Governor in Council.

A declared Municipal State of Emergency will be cancelled when an emergency or disaster is considered to no longer exist. The Mayor may issue a cancellation order or the Council may execute the cancellation by resolution or bylaw. How a Declaration is cancelled is not dependent on how it was initialized.

Cancellation may apply to part or all of the affected areas covered by the previously made Declaration.

For the same reason cited above, either a Mayor order or Council resolution is recommended to expedite the process

Once declared, the cancellation must be submitted to the Minister through the regional EMO office, then published and released to the public

A draft Cancellation Order is attached at [Appendix E.](#)

Evacuation Stages

Evacuation Alert

The Evacuation Alert is a warning issued about a potential or an impending threat to life and property and people are asked to begin preparation to leave the affected area on short notice. Specific time frames should be included if possible in the Alert as the situation may require immediate action with very short notice. When people choose to leave an area before or during the issuing of an alert, this is referred to as a voluntary evacuation.

Evacuation Alerts do not require a declaration of a Municipal State of Emergency.

Information that should be included in the Evacuation Alert includes, but is not limited to

- Brief description of the situation or specific hazard
- Areas affected by the hazard and to whom the Alert applies
- Potential evacuation routes
- Any other relevant information

At this point, the movement of at-risk populations, transient populations and in some cases, school populations should become a consideration and potentially a priority. A community may choose to issue an evacuation notice or fire notice for public information purposes only in advance of an Evacuation Alert.

A template for this issuance is located at [Appendix F](#).

Issuing an Evacuation Alert

- The EOC/CC in consultation with the IC and available hazard- specific subject matter experts, technical experts, makes a determination that an Evacuation Alert is required
- Notify policy group, council and first responder agencies
- Request assistance to perform Evacuation Alert notification first responder agencies or other identified groups
- Map the geographic boundaries for the alert.
- Identify the area using civic addresses, street names or any combination that works
- Complete an Evacuation Alert template including:
 - Issuing authority
 - Reason for alert with description of hazard
 - The area under alert with as much detail as possible, including map of alert area, the use of street names with geographic references and or provide a listing of all address points
 - General listing of important personal supplies that should be prepared for a potential evacuation (i.e. medication, etc)
 - Where to get additional information
- Notify impacted area of alert using Whitehorse Alert and / or Yukon Alert Ready
- Once alert is in place consider evacuating vulnerable populations

- Consider how to best support evacuees using ESS either within the effected community or a host community

Evacuation Order

The order to evacuate all or part of an area should only be given after careful consideration of all the factors involved, and with life safety being paramount. The hazard and 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.

Some of the considerations that need to be addressed when determining whether or not to evacuate include but not limited to

- Areas/facilities that are at risk
- Population size and demographics
- Where the impacted population can be evacuated to
- Evacuation route availability and capacity
- Availability of transportation resources
- Time required to mobilize evacuation resources and physically conduct evacuation
- Time of year, day of week, time of day
- Current and forecasted weather
- Advice received from the IC and or available hazard specific subject matter experts including traditional indigenous knowledge Keepers and technical experts

Evacuation Planning Worksheet is included at [Appendix G](#) to assist when planning for an evacuation.

Formula for Determining Evacuation

Ordering an evacuation too far in advance in cases when the hazard recedes can expose the evacuees to unnecessary risk. Waiting too long to make the decision may force the community to evacuate under high risk conditions.

- Formula for determining evacuation timeline:
 - Time required to process the paper work (drafting and sign off) +
 - Time required to mobilize notification personnel +
 - Time required to notify impacted personnel +
 - Time required to notify impacted population +
 - Time required to physically conduct the evacuation +
 - Minute contingency = Trigger point for evacuation

Issuing an Evacuation Order

- The EOC/CC in consultation with the IC and available hazard- specific subject matter experts, technical experts, makes a determination that an Evacuation Order is required
- Notify policy group, council and first responder agencies
- Request assistance to perform evacuation notification first responder agencies or other identified groups
- Map the geographic boundaries for the order
- Identify the area using civic addresses, street names, or any combination that works
- Declares Municipal State of Emergency – publish to notify the public
- Complete an Evacuation Order template.
- The order should provide the following information:
 - The issuing authority
 - Reason for the Order with as much detail as possible
 - Area under order with geographic references and maps
 - Designated evacuation routes as identification of closed routes
 - Location of reception Centres with hours of operations
 - What personal belongings to take
 - How to receive additional information regarding emergency event
- Notify the impacted area of the order using Whitehorse Alert and / or Yukon Alert Ready
- Publish the Order
- Consider how to best support evacuees using ESS either within the effected community or a host community

Depending on the hazard the reality of the situation may require immediate action with very short or no notice. **In some instances, an Evacuation Order is immediate and no Evacuation Alert is given.**

Tactical Evacuation

A tactical evacuation resulting from a hazard impact that requires immediate action allows for little warning or preparations the hazard incident commander or any other authorized first responder at the scene of the event can order a tactical evacuation of persons with no formal documentation. Hazardous material accidents/ incidents, fire, and flooding are all examples of events that may require a tactical evacuation.

- Once safe to do so it is important to report the tactical evacuation and if necessary follow up with formal documentation.
- A formal Evacuation Order for the area involved should be issued if residents need to remain out of the area for a prolonged period.
- It is important to provide as much basic information as possible.
- Vital whether or not residents are able to evacuate themselves and provide the necessary transportation should they not be able to do so
- Decision made at site level to evacuate properties in order to protect life and safety, due to immediate hazard
- Tell evacuees why they are being evacuated, where to go, how they can receive updates

- Make sure every person is able to evacuate themselves; provide assistance to vulnerable individuals
- If the population is going to be evacuated for an extended or undetermined length of time and Evacuation Order are required to maintain the evacuation.

Evacuation Rescind

- If only a portion of Evacuation Order is able to rescinded, an evacuation rescind can be issues for the entire Evacuation Order area, with a new Evacuation Order and or alert issued immediately afterward identifying the new geographic boundaries.
- Alternative is to issue an amendment to the existing Evacuation Order, clearly identifying the changes
- Important to issue clear and consistent maps

Issuing A Rescind

- The EOC/CC, in consultation Incident Commander and available hazard- specific subject matter experts and technical specialists, makes the determination that an Evacuation Rescind (Rescind) is required
- Notify the policy group (e.g.council/board/band council) and first responder agencies.
- Coordinate early re-entry for community support agencies (e.g.health agencies, school districts, critical infrastructure agencies, etc.) prior to Rescind in preparation for returning evacuees
- Consider allowing residents who may have lost homes or property early access into the evacuated area
- Complete an Evacuation Rescind template
- Notify evacuated residents of Rescind (e.g. through social and traditional media, automatic notification systems, announcements at ESS Reception Centres and Group Lodging facilities)
- Publish Rescind Order

A draft Evacuation Rescind is located at [Appendix H.](#)

Extraordinary Evacuee Authorization

There may be times when individuals believe it is in their best interest to evacuate from their community even though there is no formal Evacuation Alert or Order in effect. There are various reasons why an individual may seek evacuation, including:

- The hazard is directly affecting their perceived safety and/or livelihood
- Traditional Indigenous Knowledge demonstrates a risk to their safety and/or livelihood
- They wish to accompany and care for a vulnerable person who is being evacuated during an Evacuation Alert

In such situations, the individual should contact their local EOC/CC and request authorization to evacuate. Without authorization, these individuals will be considered to be an unauthorized evacuee and will not receive ESS. Unauthorized evacuees take space from evacuees who have been *ordered* to evacuate because it is unsafe for them to remain in their primary residences. Unauthorized evacuees seeking support at a designated Reception Centre will encounter significant delays while ESS volunteers determine eligibility. It is the responsibility of the First Nation or Local Authority in which the individual resides to authorize evacuation, and to determine the length of time the individual will be eligible for ESS. The Local Authority or First Nation must determine the best process for managing the authorization of evacuees in the absence of an Evacuation Order.

A tracking tool for this function is located at [Appendix J.](#)

Shelter in Place

Shelter-in-place may be used in conjunction with or in lieu of an Evacuation Order, primarily where there has been a release of hazardous materials that may pose a threat to the health and safety of persons out of doors. Residents of a building or an area may be asked to shelter-in-place where:

- A release of hazardous materials that may affect the building or area;
- There is not enough time or warning to safely evacuate the building or area;
- The release is expected to pass over the area quickly;
- The source and nature of the hazardous materials release has not yet been identified;
- A safe evacuation route has yet to be verified; and/or
- Assistance is required by a resident to safely evacuate.

The requirement to shelter-in-place will be determined by the Incident Commander in consultation with the EOC. Residents will be advised of the requirement using all appropriate methods of communication, pursuant to the City of Whitehorse Emergency Communications Plan.

Some limitations and considerations that may influence a decision to shelter-in-place as the best protective action include:

- Offers a limited level of protection
- Not suitable for all hazards (e.g. fires) or long-term responses
- Assumes that individual's "shelter" is stable and provides protection from the hazard
- Assumes that critical infrastructure is not impacted (e.g. life-supporting utilities)
- Relies on personal preparedness and sufficient emergency supplies being available in the 'shelter'
- Regular communications and information to the public is extremely important
- Highly stressful for those relatives and friends that are outside the impacted area

Instructions for shelter-in-place are attached as [Appendix I.](#)

Notification to Public

The City will use all available means to notify residents of an Evacuation Alert, Order, Rescind, or a requirement to Shelter-In-Place, including, but not limited to:

- local media
- social media
- electronic message boards (where able and appropriate)
- mobile public address system (where able)
- door-to-door notification (where able)
- mass notification services (Whitehorse Alert and/or Yukon Alert Ready)

The Information Officer will draft the Alert, Order, Rescind or Shelter-in-Place release in consultation with Operations.

EVACUATION ROUTES, ASSEMBLY AREA(s) and Transportation

Evacuation Zones

The City has identified specific evacuation zones based on identified hazards, impacts and existing zoning. Assembly points have been identified within these zones and will be communicated out during an event. The evacuation zones are:

Downtown	Takhini	Porter Creek
Marwell	Valleyview	Kulan Industrial
Granger	Arkell & Ingram	MacPherson & Forestview
Riverdale	Logan	Hidden Valley
Wickstrom Road & Hospital	Copper Ridge (N)	Canyon Crescent
Hillcrest & Airport	Copper Ridge (S)	Mt. Sima Subdivision
McIntyre	Raven's Ridge	Whitehorse Copper
McIntyre Creek Area	Eagle Eye (Icy Waters)	MacRea & Fox Haven
Wolf Creek	Fox Haven	Mary Lake
Alaska Highway (N)	Cowley Creek	Spruce Hill
McKenzie Trailer Park	Baranov Trailer Park	Lobird Trailer Park
Kopper King Trailer Park	Range Point	Northlands Trailer Park
Takhini Trailer Court	Robert Service Way	McLean Lake Area
Crestview	Pine Ridge	Airport
Whistlebend		

Evacuation Routes

During an event, the on-site Incident Commander, in consultation with the EOC, will review the existing evacuation plan and select the best routes for evacuation from the hazardous area.

Should the primary or secondary route be deemed hazardous or inadequate, alternate routes will be identified. Notification of changes will be made to the Information Officer, EOC Director and field personnel. Residents will be advised of alternate routes through local media, such as radio and internet, through social media, and by field personnel.

With respect to Riverdale, (2) alternate evacuation routes exist in addition to the Robert Campbell Bridge. The Rotary Pedestrian Bridge and the travelway traversing Yukon Energy's Control Structure (Dam).

- Robert Campbell Bridge has the potential to move up to 1000 vehicles per hour through each lane. Both lanes could be used under control to permit the egress of up to 2000 vehicles per hour. Active traffic management would be required to ensure an orderly flow of traffic across this structure in addition to being able to partially halt the exodus in one lane to permit emergency vehicle access into the area.
- The Rotary Pedestrian Bridge located near YEC Hydro has a clear deck width of 3m and can support up to a GVWR of 10,000lbs. Work would need to occur to permit a better turning radius on the west end if used for light-duty vehicles only. This option could be used for additional movement OUT of the Riverdale area for light-duty vehicles under a slow controlled speed.
- The travelway traversing the Control Structure on YEC's Dam could be used for heavier vehicles requiring access / egress from the Riverdale area. This route could be restricted to Fire, EMS and bus traffic.

Traffic Control

Traffic controls may be established by the RCMP at key intersections and at the access control points to primary and secondary evacuation routes as needed and where it is necessary to control traffic on other routes to minimize the impact on the evacuating traffic. Traffic control points will be determined by the Incident Commander in consultation with the EOC and in consideration of the following points:

- Departure scheduling
- Flow control
- Entry control
- Perimeter control

Effective departure scheduling can minimize congestion and maximize traffic route efficiency. Areas deemed to be at greatest risk will be evacuated first with other areas evacuated in order of risk.

Flow controls ensure a constant flow of traffic from the evacuation area. An evacuation route that is not being used to capacity or is congested is not being used efficiently. There are three main considerations for flow control:

- Monitoring
- Rest areas
- Destination controls

All evacuation routes must be continually monitored. Entry points and bottlenecks should receive prompt attention. Sufficient tow trucks must be available for prompt removal of disabled vehicles.

Any evacuation distance greater than 150 km must include sufficient rest stations. Rest areas may include existing service stations and highway rest areas. Rest areas should be well signed and monitored for over-crowding.

Adequate traffic control measures must also be present in the last area destination. Line-ups backing onto a highway should be avoided. Adequate signage will be necessary.

Entry controls assist in the control of traffic flow and may include:

- Existing traffic lights and stop signs
- Traffic control officers or persons directing traffic
- Traffic barriers and signage

The best combination of controls requires the least amount of human resources to maintain. They must, however, be periodically assessed for effectiveness.

Operations road and grounds crews, traffic control contractors and other persons may be requested to assist the RCMP to ensure effective traffic control.

Perimeter controls will be established at all entry routes into an evacuation area. Those points will be controlled by RCMP personnel who will control the flow of inbound traffic. Please see the section on Security for further information.

Assembly Areas

Assembly areas are pre-determined areas that have been identified within the community, which may be used in the case of emergency situation. These are safe areas that individuals will be directed to by the EOC through our public messaging to receive transport to reception centres, group lodging facilities, or updated information and/or direction from a City representative.

Host Communities

When it is not possible to keep evacuees in the impacted community, it is common to ask neighboring communities to help by providing shelter and care to the evacuees as needed.

It is important for First Nations and Local Authorities to reach out to potential host communities in advance of an evacuation to pre-establish relationships and communication channels. There is no obligation for another community to act as a host community; fostering proactive, strong relationships with other communities will encourage mutual assistance in times of need.

If possible, evacuees should be hosted in a community that is similar to the one they are evacuating from. For example, if evacuating a First Nations community, consider sending evacuees to another First Nations community of similar size where evacuees may feel more comfortable.

Note: do not send evacuees to another community without first confirming the host community is able, willing, and ready to receive and support your evacuees. Include EOC/CC directors in these discussions, wherever possible.

- Confirm with the host community that they are able to receive evacuees, and provide

details on how many evacuees are being sent and any special considerations they should be aware of (e.g. number of vulnerable people)

- When possible, evacuate vulnerable people with a support person (e.g. health care worker or care giver) able to assist with their safety, reducing the burden on the host community
- Provide a regular information-briefing schedule for the host community and evacuees
- Maintain consistent, planned contact between the evacuating community's officials and the host community's officials
- Evacuate local community staff with their residents so they can provide support to the host community in matters concerning their residents
- Where possible, designate a Community Navigator to act as a liaison for the evacuees and provide a point of contact for the host community emergency support structures. See "Community Navigators" info box above
- Further support for the host community's ESS team can be provided via a request through EOC

Transportation

Automobiles are the most valuable and versatile resource for evacuation as they are self-service and provide comfort, convenience, privacy and security of possessions. Evacuees with access to personal vehicles will be instructed to use the **single**, best vehicle available to their family.

Transportation will be arranged for those persons without means to self-evacuate. Evacuees will be directed to a designated assembly area for pick-up.

A list of transportation services is available on the Resource Contact List attached to the City Emergency Plan and through the Logistics Chief.

Security

Any area that is evacuated is left virtually unprotected and susceptible to crime, though looting does not occur as often as people think. All access routes into the evacuated area will be secured and check points established.

Authorization to enter an evacuation area should be obtained from the Incident Commander or the EOC Director. Any person authorized to enter an evacuation area will be directed to a specific access control point where the person in charge will record:

- Name of person
- Address (if a resident)
- Business or service name if applicable
- Time entering the zone
- Purpose of entry and estimated time within the evacuation zone
- Time exiting the zone

All non-essential personnel authorized to enter an area will be escorted by a police officer. Regular patrols of the evacuated area should be carried out as long as it is safe to do so.

Police officers should be made aware of any persons who have remained behind during the evacuation.

House Marking

Houses in the evacuation zone will be marked with color-coded tape to indicate the status of the residence as follows:

Green	Evacuated
Yellow	Notified; Refused to Evacuate
Red	Legal Resistance
Blue	Assistance Required
Hot Pink	Shelter-in-Place

Legal resistance is indicated where the residents refuse to evacuate and there are minors or persons with impaired capacity to make the decision in the home. The RCMP will attend at those residences to address the matter.

Assistance required is indicated where residents have mobility or other issues that require assistance evacuating the home.

Access Control Points

Access to the evacuation zone may be required for emergency personnel, engineering services to determine the safety of buildings impacted, utilities to address hazards, media tours and investigation or inspection of the site. Specific access points will be determined by the Incident Commander in consultation with the EOC. No persons will be allowed to enter the evacuation zone without prior authorization of the Incident Commander or the EOC Director.

All persons entering the evacuation zone at the access control points must provide photo identification to the person in charge of that location. The person in charge will record:

- Name of person entering
- Business or service name if applicable
- Time entering the zone
- Purpose of entry and estimated time within the evacuation zone

All persons entering the zone must exit by the same access control point and “sign out” with the person in charge

Special Needs Populations

The Liaison will coordinate with representatives from the following agencies to ensure that the special needs of the agency clients are addressed during the evacuation.

- Women’s Transition Home
- Salvation Army
- Yukon Child Development Centre
- Ministry of Children and Family Services

- Yukon Health and Social Services
- Yukon Department of Education
- Yukon Department of Justice

Most day cares will require transportation assistance.

Yukon Department of Education has its own evacuation plan with alternate locations for local schools. Coordination with the School Division is necessary in a large scale event to ensure accurate information is provided to the public and the parents.

Re-entry

In order to ensure the health and safety of residents, a detailed assessment of the impacted area will be conducted prior to considering re-entry into the evacuation zone. The Evacuation Order remains in effect during this period to allow agencies to work on the safest and most efficient way possible to restore services

The assessment will ensure:

- The structural integrity of damaged buildings – unsafe buildings must be secured
- The restoration of utilities
- The elimination of any secondary hazards
- Yukon Department of Education will need to determine if schools can be opened within a reasonable time-period
- Establishment of an Information Center for evacuees to obtain information and resources once the Evacuation Order has been lifted

Re-entry by residents into the evacuation zone will only occur once the area has been assessed, hazards have been eliminated and the area is deemed safe for occupancy.

Re-entry into the evacuation zone will be conducted in a staged manner to prevent congestion and ensure a smooth transition

Public Information

General

During an emergency, the local population will have a great need of information. The speed, relevance, concision and accuracy of that information will assist to lessen some of the effects the emergency has on those impacted. In particular, those impacted will want to know:

- What is happening?
- What is their level of exposure to danger?
- What actions have the responding agencies taken?
- What actions should they take?
- How can they communicate with friends and family?

The designated Information Officer will manage the release of information during an emergency event in consultation with the EOC Director and in accordance with the Community Consultation and Communication Plan.

A copy of all information released via media and social media will be posted at all reception centres and group lodging facilities.

Emergency Social Services

Concept of Operations

Emergency Social Services (ESS) provides short term (72 hour) services to preserve the emotional and physical well-being of evacuees and response workers in emergency situations. Physical needs are supported with the provision of food, clothing, lodging or first aid. ESS workers provide emotional support for evacuees by actively listening to their concerns or needs, assisting people to contact their loved ones, and providing accurate and timely information about the emergency situation.

Reception Centres

Receptions centres are pre-determined locations where persons displaced from their homes as a result of a local emergency or disaster are received, registered and referred elsewhere, depending on their needs. Individuals can register for Emergency Social Services, obtain first aid assistance, obtain further information about the emergency or disaster, and connect with family members.

The primary reception center for all zones is:



Canada Games Centre
200 Hamilton Blvd

The activation of an alternate reception center will be determined by the EOC based on the location and nature of the emergency or disaster and in consultation with the Incident Commander. Certain assembly areas may be used as reception centers where an agreement is in place.

Group Lodging (Congregate Shelter)

Group Lodging facilities are sites set up to provide basic housing needs for people affected by a disaster or emergency where commercial lodging is either unavailable or inappropriate. Group lodging would provide dormitory style sleeping arrangements, meals, first aid, and other specialized services where required.

Possible facilities include indoor sport facilities, school gymnasiums, church halls or tents, and will be dependent on the needs of the particular situation.

Group lodging may be co-located with the Reception Centre.

Animal Care

The ultimate responsibility for animal care during an evacuation lies with the owner of that animal. Owners should plan for their pets during an emergency by:

- Ensuring vaccinations are up to date
- Ensuring each animal has a collar with identification tags
- Having special kit that includes leash, muzzle (if necessary) carrying case, portable kennel, bowls, food, and necessary medications and feeding instructions
- Identifying friends, family or local kennels that could care for the pet in an emergency.

For health and safety reasons, pets will not be allowed to enter or remain in a reception centre or group lodging facility. The City may arrange for a location for animals to be secured during an evacuation while displaced citizens register at the Reception Centre or where group lodging is required.

Service animals to assist persons with disabilities are the only animals that will be allowed in Reception Centres or Group Lodging.

Livestock

Arrangements will be made in consultation with the Ministry of Agriculture to move and accommodate livestock and large animals that are impacted during an evacuation.

Plan Administration

Exercises

The EOC Management Team will test elements of the Evacuation Plan during regularly scheduled exercises of the City Emergency Plan.

Where practical, residents and stakeholders will be invited to participate in exercises that test the response of the EOC team, Emergency Social Services, or emergency responders.

An exercise that includes the activation of the Evacuation Plan will occur at least once every five years.

Plan Maintenance and Review

The Evacuation Plan will be reviewed on an annual basis and updated as required. Any recommended changes to the Plan should be made directly to the Emergency Program Coordinator for consideration and implementation.

Required changes to the Plan identified through an exercise or incident will be completed by the Emergency Program Coordinator and distributed to all affected parties within one month of the exercise/incident debrief.

APPENDIX A

EVACUATION PLANNING WORKSHEET

Threat Information					
Type	Details				
Fire					
Natural Disaster					
Hazardous Materials					
Civil Disturbance					
Impact	Details				
Life Safety					
Environment					
Other					
Comments					
Population/Location					
Population size – numbers of	Persons			Animals	
Density	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low		
Type	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial		
Special Considerations					
Type	Yes	No	Type	Yes	No
Jails			Transportation Available		
Schools			Different languages spoken		
Hospitals			Hearing/sight/ mobility impaired		
Population indoors (shut-ins)			Transients		
Shelters available			Familiar with the area		
Location/Distance (Plot on Map)					
Distance from incident to population	km				
Direction of threat from population	<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West	
Terrain is	<input type="checkbox"/> Flat	<input type="checkbox"/> slightly sloped	<input type="checkbox"/> Steep	<input type="checkbox"/> Very steep	
Available evacuation routes:					
Comments:					
Hazardous Materials Conditions					
Condition	<input type="checkbox"/> Contained	<input type="checkbox"/> Not contained	<input type="checkbox"/> Controlled	<input type="checkbox"/> Uncontrolled	
	<input type="checkbox"/> Continuous	<input type="checkbox"/> Not continuous	<input type="checkbox"/> Stable	<input type="checkbox"/> Unstable	
Description	<input type="checkbox"/> Puff	<input type="checkbox"/> Pool	<input type="checkbox"/> Plume	<input type="checkbox"/> Other	
Location	<input type="checkbox"/> Ground level	<input type="checkbox"/> Elevated	<input type="checkbox"/> Accessible	<input type="checkbox"/> Inaccessible	
Temperature	Ambient Temp:	On Fire:	Heated:	Cooled:	
Refer to Hazardous Materials Data Sheet for more information					

Time					
When threat is likely to occur	Time:		Date:		
Time threat will last	Hours:		Days:	Weeks:	
Rate					
Rate of threat/release	<input type="checkbox"/> Rapid	<input type="checkbox"/> Moderate	<input type="checkbox"/> Slow	<input type="checkbox"/> Stopped	<input type="checkbox"/> Unknown
Rate of threat movement	<input type="checkbox"/> Rapid	<input type="checkbox"/> Moderate	<input type="checkbox"/> Slow	<input type="checkbox"/> Stopped	<input type="checkbox"/> Unknown
Will contact population in	Minutes:		Hours:		Days:
Greatest threat will occur in	Minutes:		Hours:		Days:
Time Needed for Implementing Protective Actions					
Action	Minutes		Hours		
Deploy Response Personnel					
Develop Message					
Give Public Warning and Instructions					
Public Mobilization and Travel Time					
Special Needs for Mobilization and Travel Time					
Time Needed for Environmental Testing					
Comments:					
Communications					
Communicate with public	Yes	No	Communicate with responders	Yes	No
Able to warn public?			Able to communicate with all agencies?		
Able to warn institutions?			Able to communicate with media?		
Able to warn transients?			Able to communicate with mutual aid?		
Able to warn hearing impaired?			Able to use phone system?		
Able to instruct and update?			Able to use outdoor alerting?		
Comments					
Resources and Responder Capabilities					
Mobilize Needed Specialized Resources	Yes	No	Communicate with Responders	Yes	No
Able to mobilize existing resources?			Able to stop threat?		
Able to mobilize additional resources?			Able to direct/control threat?		
Able to obtain specialized resources?			Able to neutralize the threat?		
			Able to identify the material?		
Comments:					

APPENDIX B

DECLARATION OF MUNICIPAL STATE OF EMERGENCY

ORDER

WHEREAS *Landslide* in *City of Whitehorse*;

AND WHEREAS *[explanation of ongoing or imminent threat to life or property]*;

AND WHEREAS this *Landslide* emergency requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

NOW THEREFORE:

IT IS HEREBY ORDERED pursuant to Section 7(1) of the *Civil Emergency Measures Act* (RSY, 2002, C.34) that a Municipal State of Emergency exists in *[specific geographic boundaries of designated area]* due to *[short hazard description]* and *[short consequence statement]*;

IT IS FURTHER ORDERED THAT the *City of Whitehorse*, its employees, servants and agents are empowered pursuant to Section 9 (2) of the *Civil Emergency Measures Act* to do all acts and implement all procedures that are considered necessary to prevent or to alleviate the effects of the emergency.

ORDERED by the *[head of local authority]* this date *[date]* to remain in force for forty-eight (48) hours until *[date]* at *[time]* unless cancelled by order of *[name of local authority]* or the Minister responsible.

(Head of local authority)

APPENDIX C

DELEGATION OF EMERGENCY POWERS MATRIX

Emergency Powers	Delegated To			
	[functional position]	[functional position]	[functional position]	[functional position]
Acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster.				
Authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster.				
Control or prohibit travel to or from any area of Whitehorse.				
Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of Whitehorse.				
Cause the evacuation of persons and the removal of livestock, animals and personal property from any area of Whitehorse that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property.				
Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the minister to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster.				
Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the City to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster.				
Construct works considered by the City to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster.				
Procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of Whitehorse for the duration of the Municipal State of Emergency.				

NOTE: Other individuals/agencies may be included in the matrix at the discretion of the head of a local authority.

APPENDIX D

EXTENSION REQUEST FOR MUNICIPAL STATE OF EMERGENCY

WHEREAS life and property remain at risk due to *[short hazard description]* in *[name of local authority]*;

AND WHEREAS the *Mayor/Chair* of *[name of local authority]* has implemented and exhausted the Declaration of Municipal State of Emergency ending at *[date]* at *[time]*;

IT IS HEREBY REQUESTED pursuant to Section 7(3) of the *Civil Emergency Measures Act* (RSY, 2002, C.34) that the Yukon Commissioner in Executive Council make a Declaration of a State of Emergency pursuant to Section 6 (1) of the *Civil Emergency Measures Act* (RSY, 2002, C.34).

(Mayor or Representative)

Date Signed

APPENDIX E

MUNICIPAL STATE OF EMERGENCY

CANCELLATION ORDER

Date: *[date]*

WHEREAS *[description of hazard and emergency]* in *[name of local authority]*;

AND WHEREAS this *[hazard type]* emergency no longer requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

IT IS HEREBY ORDERED pursuant to Section 7 (4) of the *Civil Emergency Measures Act* (RSY, 2002, C.34) that a Municipal State of Emergency no longer exists in *[specific geographic boundaries of designated area]* and is therefore cancelled effective this date at *[time]*.

Printed Name

[Head of the Local Authority]

Signature

APPENDIX F

EVACUATION ALERT

An Evacuation Alert has been issued by [City of Whitehorse](#) at the Emergency Operations Centre (EOC).

(Briefly describe event and potential risk) Because of the potential danger to life and health, the [City of Whitehorse](#) 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.
- 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 https://www.engagewhitehorse.ca/escarpment-2023](#)

For more information contact: [\(Local Authority Contact- Potentially Call Centre\)](#).

[\(Name of Local Authority\)](#).

[\(Signature of Board/Chair or Designate, Mayor or Designate\)](#).

APPENDIX G

EVACUATION ORDER ISSUED

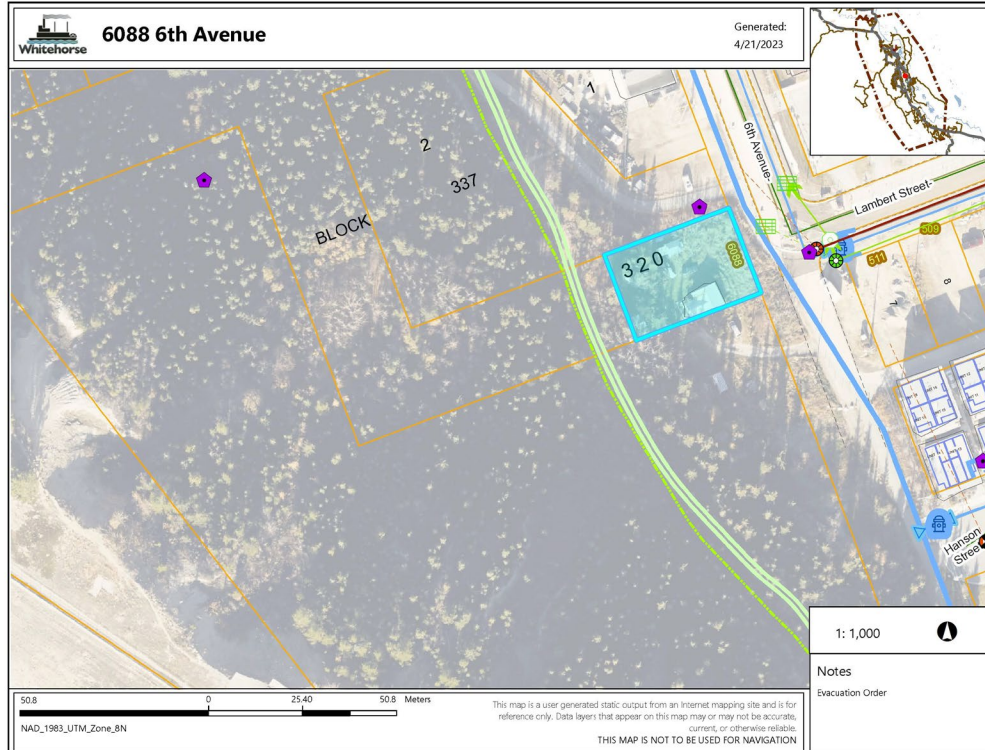
21st April 2023, 9:26am

Pursuant to Section 37 of the *Emergency Services Bylaw, 2000-01* an Evacuation Order has been issued by [City of Whitehorse](#) due to immediate danger to **life safety** due to the hazardous conditions and high risk of potential of slide of escarpment material in the vicinity of 6088 6th Avenue.

Members of the [local police department, fire department and other applicable agencies](#) will be expediting this action.

The Evacuation Order is in effect for the following areas:

- [Property located at 6088 6th Avenue](#)



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.
- 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

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

(Name of Local Authority).

APPENDIX H

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: [\(Local Authority Contact – Potentially Call Centre\)](#).

[\(Signature of Board/Chair or Designate, Mayor or Designate\)](#).

[\(Name of Local Authority\)](#).

APPENDIX I

INSTRUCTIONS FOR SHELTER IN PLACE

An accident may cause a hazardous material to enter the air. Unless the hazardous material is flammable, emergency response professionals may recommend that you stay indoors until you receive further instructions.

At Home or Work:

- Go indoors and stay there.
- Close all windows and exterior doors. Close all interior doors.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Turn off all fans, heating and air conditioning systems. Do not use kitchen or bathroom vents.
- Do not operate the clothes dryer.
- Extinguish any indoor fires and close the fireplace flue or damper. Do not use the fireplace or wood stove.
- Reduce or avoid smoking as it contaminates the air.
- Get your family disaster supplies kit and make sure the radio is working.
- Go to an interior room without windows or with the fewest windows that is above ground level. In the case of a chemical threat or release, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.
- Bring your pets with you, and be sure to bring additional food and water supplies for them.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Listen to your radio or television for information.
- Do not use the telephone or cell phone except in emergencies. Leave the lines open for emergency personnel.
- Do not leave the building until advised by the authorities that all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

In Your Vehicle:

If you are driving a vehicle and hear advice to “shelter-in-place” on the radio, take these steps:

- If you are very close to home, your office, or a public building, go there immediately and go inside. Follow the shelter-in-place recommendations described above.
- If you are unable to get to a home or building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot, to avoid being overheated.
- Turn off the engine. Close windows and vents.
- If possible, seal the heating/air conditioning vents with duct tape.
- Listen to the radio regularly for updated advice and instructions.
- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the directions of law enforcement officials.

Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

APPENDIX J

EXTRAORDINARY EVACUEE AUTHORIZATION FORM

APPROVAL RESTRICTION			
START DATE/TIME		EXPIRY DATE/ TIME	
RECEPTION CENTRE LOCATION			
REASON FOR EVACUATION			
ROUTE TO DESTINATION			
EVACUEE'S INFORMATION			
FULL LEAGAL NAME OF INDIVIDUAL(S)	FIRST	MIDDLE	LAST
CONTACT INFORMATION	PHONE	EMAIL (PRINT)	
HOME ADDRESS (PRINT)	HOUSE/APPARTMENT #	STREET	
CITY	POSTAL CODE	COUNTRY	
ESCORT/SUPPORT PERSON REQUIRED	<input type="checkbox"/> YES		<input type="checkbox"/> NO
ESCORT SUPPORT PERSONS NAME	FIRST	MIDDLE	LAST
ESCORT /SUPPORT PERSONS CONTACT INFORMATION	PHONE	EMAIL (PRINT)	
WHAT EVACUEE SHOULD DO			
INSTRUCTIONS FOR EVACUEE(S)	(E.G. ADD APPLICABLE CONTENT FROM EVACUTION ORDER TEMPLATE)		
TAKE CRITIAL ITEMS	<input type="checkbox"/> MEDICINE <input type="checkbox"/> PURSE /WALLET <input type="checkbox"/> ID/PASSPORT <input type="checkbox"/> KEYS	<input type="checkbox"/> IMPORTANT PAPERS (INSURANCE) <input type="checkbox"/> PHONE <input type="checkbox"/> PETS, PETS IN KENNEL OR ON LEASH <input type="checkbox"/> OTHER	
EVACUEE SIGNATURE (OR SIGNATURE OF LEGAL GUARDIAN)			
NAME: PRINT		SIGNATURE:	
RECOMMENDATIONS FOR APPROVALS OF EVACUATION			
RECOMMENDATION	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENYEED		
POSITION	SIGNATURE		
ON BEHALF OF [LOCAL AUTHORITY /FIRST NATION] AUTHORIZED BY			
POSITION (E.G. EOC DIRECTOR)		SIGNATURE	