# Appendix I: Hosting Plan

The following chart outlines actions that may be taken to facilitate the reception of evacuees.

| **Item** | **Local EMO Activities / Assessment** | **Completed** |
| --- | --- | --- |
| **Has an evacuation centre been identified for the community?**  Where will evacuees be hosted?  How many evacuees can be hosted there?  Has the floor plan and occupancy been approved by the Office of the Fire Marshall?  Does the chosen hosting facility have back up power? Are washrooms available? |  |  |
| **Are all necessary resources/agreements in place to facilitate hosting of evacuees?**  How much bedding is available (cots, blankets, etc)? Any pre-positioned to be quickly set up?  Are feeding services in place?  Are social/medical services able to support?  Is there a storage area to keep all evacuation centre supplies safe and easily accessible? |  |  |
| **How will the evacuation centre be managed?**  Who is the lead Local EMO member who will be coordinating hosting efforts?  Who will set up the evacuation centre?  Who will be registering evacuees upon arrival?  Are cleaning services or security required and if necessary, in place? |  |  |
| **What are the gaps?**  *Eg. Are there resources required for the evacuation centre that cannot be procured locally?*  **If no, have the gaps been identified to Regional EMO?**  *It is critical for the Local EMO to identify any gaps and potential resource requests to the Regional EMO via the MACA Regional Superintendent as early as possible to allow for planning to take place.* |  |  |
| **Are Local EMO members aware of the plan and prepared to manage hosting evacuees?**  Where will Local EMO meetings take place?  *This should be outside of the risk area, in a secure location. A backup location may be required.*  Is there a meeting schedule for Local EMO members should an event take place?  Having a known daily meeting schedule can be very helpful to maintain smooth operations during an event. Daily meetings can include:   1. Morning meeting to obtain a status update from each section and confirm the plan for the day 2. Briefing meeting where politicians can be brief as to current activities 3. Media opportunity with spokesperson 4. Communications to the public: this doesn’t have to be a meeting but could be in the form of a regular update post to a website/social media, radio announcements, etc. 5. Afternoon/evening planning meeting where activities of the day are reviewed and a plan for the following day is developed   Is there a regular check-in established to touch base with the Regional EMO? |  |  |
| **Does the Local EMO have an established communications plan?**  Who will be the community government spokesperson?  How will the Local EMO deliver messaging to evacuees?  *Eg. How often will updates be provided, using what public communications tools? Are residents aware?*  Are residents aware of the hosting plans?  Should evacuees require assistance what is the established process to reach Local EMO for assistance? |  |  |