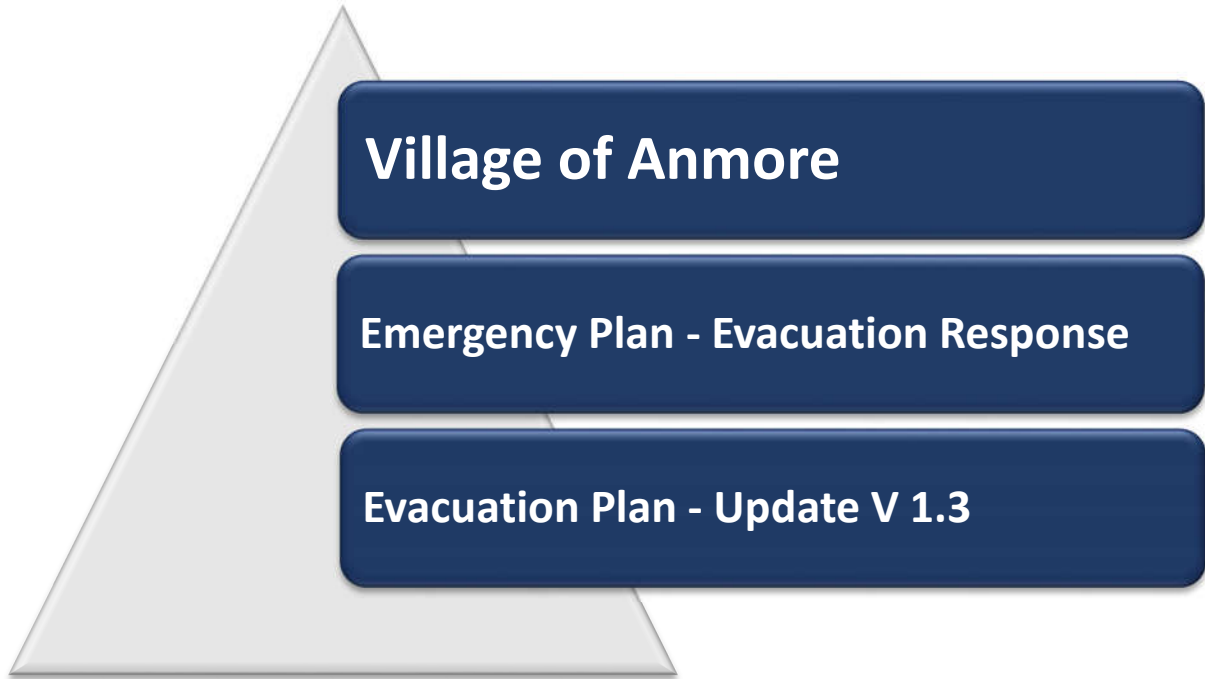




<b>SENSITIVE INFORMATION</b>	<b>Emergency Management Plan</b>
<b>Village of Anmore – Evacuation Plan</b>	



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**Village of Anmore – Evacuation Plan**

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## Principles and Intent of an Evacuation Plan

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The Village of Anmore Evacuation Response Policy and Guidelines apply to any evacuation event, regardless of size, scope and impact severity. This is linked as a lower level plan to the *Village of Anmore Emergency Response Disaster Plan*. This set of plans fulfills legal obligations surrounding duty of care under the *Emergency Program Act*. No evacuation takes place without a Risk Assessment being conducted which identifies how that risk can be mitigated through evacuation. A declaration of local emergency must be declared for an evacuation order to be valid.

**This evacuation policy has two components:**

1. Village of Anmore Evacuation Response Policy and Guidelines
  - Defines and denotes policies and procedures
  - References legal, legislative, and operational conditions
  - Broadly covers issues associated with evacuation
2. Village of Anmore Evacuation Plan
  - Provides a deployable plan to evacuate the Village of Anmore
  - Links higher level emergency plans to an operational deployment
  - Forms the basis for early EOC activity for an evacuation scenario

1. Only imperative or necessary information should be included to enhance plan deployment;
2. Every situation will be different but what happens in the first hours is critical to plan success;
3. The priority is to preserve life. The intent is to evacuate everyone without harm;
4. Panic and loss of control are the biggest threat during an evacuation. The maintenance of order and control is essential;

Communication and Warning are the foundation of a successful evacuation.

## Risk Assessment

---

An evacuation is the response to a risk assessment. This is conducted by the Village leadership in concert with emergency services such as fire rescue and police and in conjunction with other relevant agencies such as PEP and EMBC. Once a threat has been risk-evaluated, Village leadership can launch a State of Emergency and an Evacuation Order where indicated.

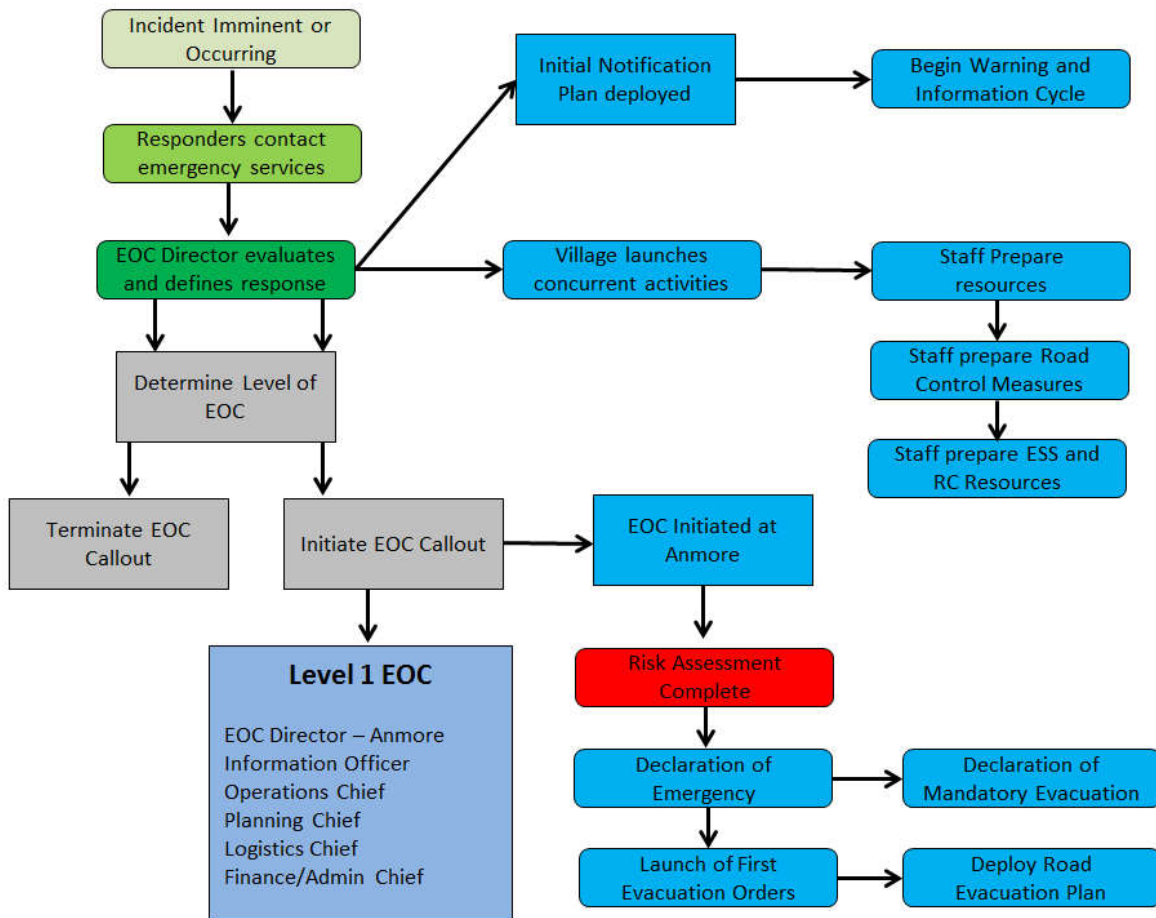
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**Village of Anmore – Evacuation Plan**

# 1. Critical First Steps

The critical element in an emergency scenario is time. To avoid delays in deploying an Evacuation Plan, it is necessary to begin concurrent activity as soon as possible. However, no evacuation can take place until the Risk Assessment is complete and an evacuation is indicated. The issuance of an Evacuation Alert is key.





**Village of Anmore – Evacuation Plan**

## 2. Village Staff Initial Response in the event of a disaster

---

- Are you physically hurt? Can you perform self-aid? Do you need help?
- Are other in your immediate vicinity hurt? Can you assist?
- Is your current location safe? Do you have to evacuate yourself and others?
- Where is the nearest Assembly Area? Can you make your way there on foot?
- If in the office, who’s in charge?
- Once the immediate danger has passed, it is time to secure your dependent network; ensure your family and dependents are safe and that you can remain on duty for an extended period of time;
- Ensure you have your ‘go-bag’ at work: extra change of clothes (robust enough for physical tasks and inclement weather), full water bottle, snacks, misc. personal items as required;
- Contact numbers and locations of dependents confirmed – if your household is to be evacuated, ensure you have a plan or have your dependents report to a RC;
- Ensure you have a copy of this EP alongside the *Disaster Response Plan* and the other contingency plans as required (or at least the key red points);
- Collect yourself and move to the: EOC / AA / RC for further action.



### 3. Initial Notification Plan Deployment

Once it has been determined that a significant event or a disaster has occurred, the first step is the release of the **Initial Notification Plan**. This is a **Holding Statement** that can be issued by the leadership at the earliest opportunity. It starts the messaging cycle and uses the time between the event and EOC activation to best effect.

The highest level authority or interim EOC Director should release a pre-prepared message. While it is not appropriate to issue an evacuation warning at this point, it is prudent to include in the message that *Voluntary Evacuation* may be appropriate, if possible. This message should be broadcast on every available means and direct media contact is essential as well as the use of digital media:

- the issuing authority;
- the date and time of issue;
- an accurate description of the hazard (what has happened or is likely to happen);
- the area that is likely to be affected immediately by the hazard and any areas that may be affected in the longer term;
- advice to those receiving the warning may include:
  - evacuating (including anticipated duration of absence, if known) or staying indoors;
  - risk minimization measures (if staying);
  - what to bring or what not to bring, unless advised otherwise;
  - listening to a nominated radio station or watching a nominated TV channel for further advice;
  - securing of premises and personal effects;
  - evacuation routes;
  - assembly areas;
  - assistance available (transport, medical, relief centres);
  - not to use telephone unless absolutely necessary;
  - safeguarding domestic pets and other animals; and
  - translation services available;
  - what is being done to control the hazard; and
  - the time the next warning will be issued, or advice that no further warning will be issued.

**This format will be used throughout the emergency for all notifications.**

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Village of Anmore – Evacuation Plan

## 4. Concurrent Activity Plan for Village Staff

---

### Operations Field Staff

- Ensure vehicles are fueled
- In winter have warm clothing and wet weather gear
- In summer have clothing to cover up and sun screen as well as extra water
- Grab tow ropes and chains if available
- Ensure your radio has a full battery
- Carry an alternate communications method such as cell phone
- Have a chainsaw and necessary safety gear if qualified to use a saw
- Ensure you have work gloves
- Load road control barricades and signs
- Ensure you have a copy of the **Evacuation Zone Map** and **Traffic Control Point Map**
- Ensure others know where you are going and how long you will be gone
- Check in regularly with co-workers and check in with the EOC once established
- Don't leave the emergency zone without checking out with the EOC
- You are responsible for managing your capacity to work safely. Stop work if you feel you are not able to operate safely.

### Office Staff

- Ensure all radio batteries are accounted for and charged
- Set up tables and power cords for possible EOC
- Get maps ready including **Evacuation Zone Map** and **Traffic Control Point Map**
- Collect food and water and be ready to stay at the EOC for 24 hours
- Check-In all staff on the register
- Do a communications check with all radios and telephones
- Break out copies of the *Village of Anmore Emergency Plan*
- Break out copies *Village of Anmore Emergency Plan Evacuation Response Policy and Guidelines* and the *Village of Anmore Evacuation Plan*
- Prepare a rest station for field workers where they can warm-up/cool-down and access food and beverages
- You are responsible for managing your capacity to work safely. Stop work if you feel you are not able to operate safely.



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## 5. Declaration of Emergency

---

### Declaration of State of Local Emergency

#### ORDER

WHEREAS *[type of hazard]* in *[name of local authority]*;

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

AND WHEREAS this *[type of hazard]* 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 12 (1) of the *Emergency Program Act* (RS, 1996, Chap 111) that a state of local emergency exists in *[specific geographic boundaries of designated area]* due to *[short hazard description]* and *[short consequence statement]*;

IT IS FURTHER ORDERED THAT the *[name of local authority]*, its employees, servants and agents are empowered pursuant to Section 13 (1) of the *Emergency Program 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 seven days until *[date]* at midnight unless cancelled by order of *[name of local authority]* or the Minister responsible.

\_\_\_\_\_  
*(Head of local authority)*

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## 6. Evacuation Alert

---

### **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



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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)*



## 7. Evacuation Order

---

**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.



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**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)

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## 8. Notification of Groups and Agencies

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### Operational Agencies

- BC Ambulance Service
- BC Hydro
- Buntzen Lake
- City of Port Moody
- Coquitlam Search and Rescue
- Emergency Amateur Radio Group
- Emergency Social Services
- Fortis
- Fraser Health
- RCMP (Coquitlam)
- Sasamat Volunteer Fire Department
- School District No. 43 (Coquitlam)

### Recognized Stakeholders

- Neighbouring Local Governments
- Community groups
- Volunteer organizations
- Neighbouring First Nations
- Business and industry

**Media:** to be directed only by the Information Officer and EOC Director

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## 9. Evacuation Routes - Traffic Control Points

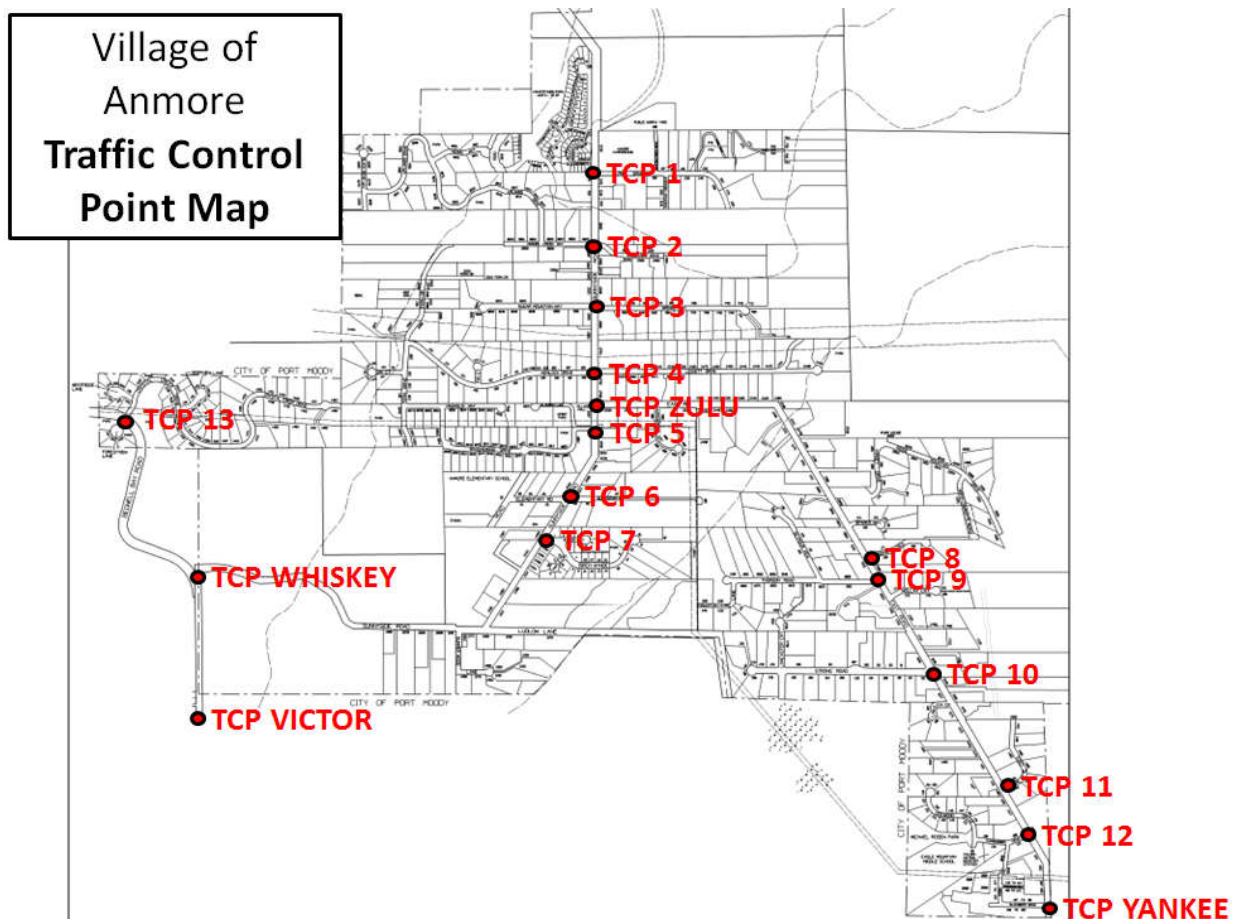
There are four critical Traffic Control Points in the Village of Anmore:

TCP Zulu – First to be occupied – direct all traffic out through East Road

TCP Whiskey – Stop ingress and facilitate exit from both routes

TCP Yankee - Stop ingress and facilitate movement of volume

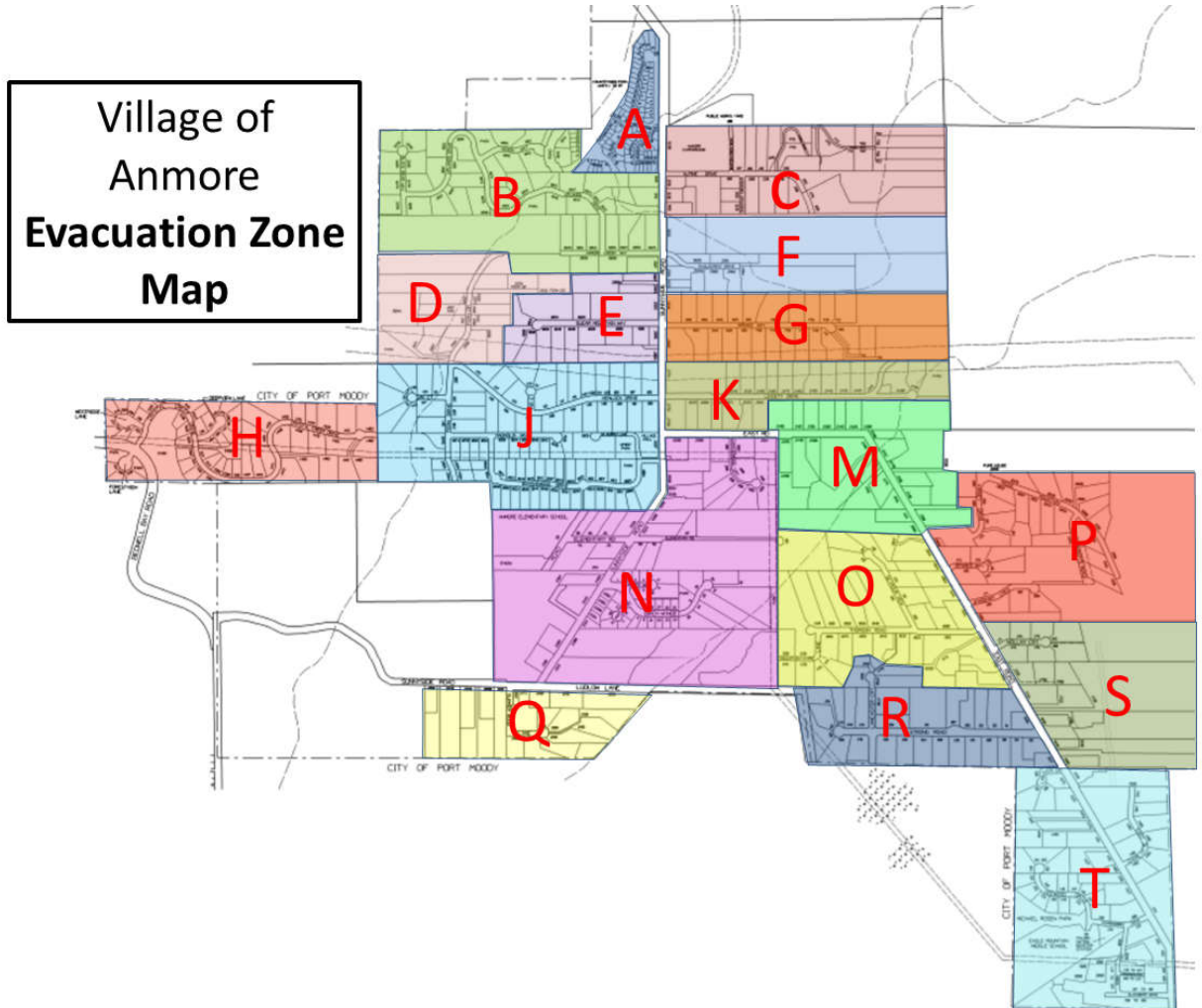
TCP Victor – Stop ingress



**TCP's 1-13:** These are to be staffed and controlled based on which areas are to be evacuated. They are also to be closed control points to impede ingress and protect property. Once the area beyond the TCP is cleared, the TCP is to be blocked and closed but passable to anyone left in the zone and for emergency access.

## 10. Evacuation and RP Zones

The Village has been broken into 18 zones based on the Traffic Control Points. In the event of an emergency, these zones can be used for a Remain-in-Place (RP) order or an Evacuation Order.





## 19. Designated Assembly Areas within Village of Anmore

---

These are usually a temporary stopping point prior to moving evacuees to evacuation centres or removal from community. They may provide minimal service (registration, light refreshment, personal support and destination check). Designated assembly areas in the Village of Anmore and neighboring Belcarra municipality include the following:

- Anmore Elementary School and adjacent community park – Elementary Road
- Eagle Mountain Middle School – Dogwood Drive
- Buntzen Lake Main Beach and Park at south end of lake
- Buntzen Lake Beach at north end of lake
- IOCO Elementary School Site – 101 – 1<sup>st</sup> Avenue





## 20. Emergency Social Services Plan

---

FROM: EOC – ESS BRANCH COORDINATOR  EMBC Task #:   
 TO: PREOC – ESS BRANCH COORDINATOR

<b>Community Name:</b>	<b>Date:</b>	<b>Time:</b>
<b>Community Contact:</b>	<b>Position:</b>	
<b>Phone Number:</b> ( ) -	<b>Fax Number:</b> ( ) -	

Response Outlook:  Improving  Unchanged  Deteriorating

Reporting Period: From: To:  
 Current ESS Reception Centre &

Group Lodging Status:

Reception Centre / Group Lodging Name	Address or Location

<b>Total number of evacuees registered to date</b>	
<b>Number of Evacuees in group lodging</b> (current number)	
<b>Number of Evacuees in commercial accommodation</b> (current number)	

<b>Number of ESS workers activated this reporting period (total):</b>	
<input type="checkbox"/> <b>Volunteers</b>	
<input type="checkbox"/> <b>Community Staff</b>	
<input type="checkbox"/> <b>Local Authority Staff</b>	

<b>Estimated cost of referrals</b> (food, clothing, lodging) this reporting period	\$
--	----



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<b>Estimated cost of on-site ESS operations this reporting period</b>	\$
---	----

**Current ESS Priority Needs**

(Personnel / Supplies / Information)

**Resource Request Attached:**  **Yes** or  **No**

**Future Outlook / Planned Actions:**

**Comments:**

**Signed off by:**

\_\_\_\_\_

\_\_\_\_\_

Name

Position

**PREOC Use Only**

**Check One: This Report was**

**Received by fax or email from community**

**Created at PREOC via phone call to community contact**

**Completed at PREOC by:**

\_\_\_\_\_

\_\_\_\_\_

Name

Position



## 21. Initial Briefing to Operational Commanders

- **Briefing to commanders of involved organizations** – the evacuation plan provides arrangements for the person responsible for the evacuation to brief the commanders of all organizations involved in the withdrawal. This will be done through the EOC command centre established as part of the Emergency Response Disaster Plan.
- **The briefing should include the following:**
  - Details of the decision and reasons for the evacuation, including:
    - the hazard, impact and effects;
    - areas to be evacuated;
    - current conditions; and
    - predicted conditions.
    - allocation of tasks and priorities.
  - Arrangements for special groups to be evacuated (for example, segregation of incompatible religious groups).
  - Access/egress routes – route markings, include radio frequencies/stations to listen to, traffic control and vehicle recovery.
  - Location of assembly areas.
  - Authority to evacuate and any limitations (for example, claims of pecuniary interest), including ability/desirability of forcible removal.
  - Special instructions to evacuees relating to:
    - reason for evacuation;
    - anticipated duration;
    - method of evacuation (own transport, bus, on foot, etc);
    - where to go to and how to get there (assembly areas and evacuation routes);
    - requirement to report to designated assembly areas;
    - personal effects to be or not to be taken, (for example, clothing, medications);
    - securing of premises (may include instructions to switch off power, water and extinguish naked flames);
    - enquiring regarding occupation of neighboring premises;
    - what arrangements apply to domestic animals (pets)? A record of animals left behind is required to allow for arrangements to be made for their care or later removal; and
    - what to do if residents choose not to evacuate, including closing up the premises and remaining indoors, not using telephone, and listening to TV/ radio for further instructions or advise.



## 22. Radio Communications Log

---

<b>Event:</b>	<b>EMBC Task #:</b>	<b>Date:</b>
<b>Operational Period:</b>	<b>From:</b> <b>To</b>	<b>Station ID:</b>
		<b>Operator:</b>

Time:	Station ID		Subject
	To:	From:	



Time:	Station ID		Subject
	To:	From:	



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Time:	Station ID		Subject
	To:	From:	



## 23. Delegation of Emergency Powers Matrix

---

Delegation of Emergency Powers may be necessary when key personnel are not available or when the EOC is moving location. It is critical that key powers be designated at all times.

**Reference: *Emergency Program Act Section 10***

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 British Columbia.				
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 British Columbia.				
Cause the evacuation of persons and the removal of livestock, animals and personal property from any area of British Columbia 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 minister 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 minister 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 British Columbia for the duration of the state of local emergency.				

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





## 24. Expenditure Authorization

---

<b>EOC EXPENDITURE AUTHORIZATION FORM</b>			
<b>Event:</b>	<b>Date:</b>		
<b>EMBC Task #:</b>	<b>Time:</b>		
<b>Requesting Organization/Community:</b>			
<b>Authorized Representative:</b>	<b>Name:</b>	<b>Location:</b>	
<b>Telephone:</b>	<b>Fax:</b>	<b>Email:</b>	
<b>Description of Expenditure:</b> (include nature of goods and/or services being acquired/provided, desired outcome, location, date/time planned...)			
<b>Amount Requested:</b>		<b>Expenditure Not to Exceed:</b>	
<b>EOC Approvals</b>	Approved for Processing by:	Expenditure Request Approved by:	
	Position:	Position: EOC Director (or designate)	
	Date/Time:	Date/Time:	
<b>PREOC Approvals</b>	Approved for Processing by: <input type="checkbox"/> Not Approved	Expenditure Authorized by:	
	Position: Operations Section Chief	Position: PREOC Director (or designate)	
	Date/Time:	Date/Time:	



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**Distribution:**

- |  |  |
|--|--|
| <input type="checkbox"/> EOC Director                | <input type="checkbox"/> PREOC Director                |
| <input type="checkbox"/> EOC Operations Section      | <input type="checkbox"/> PREOC Operations Section      |
| <input type="checkbox"/> EOC Planning Section        | <input type="checkbox"/> PREOC Planning Section        |
| <input type="checkbox"/> EOC Logistics Section       | <input type="checkbox"/> PREOC Logistics Section       |
| <input type="checkbox"/> EOC Finance & Admin Section | <input type="checkbox"/> PREOC Finance & Admin Section |
| <input type="checkbox"/> Other: _____                | <input type="checkbox"/> Other: _____                  |

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## 25. EOC Shift Schedule

---

**Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Operational Period:** **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**EMBC Task #**  
\_\_\_\_\_

**Prepared By:**  
\_\_\_\_\_

Name	Position	0800 – 1600	1600 – 2400	0000 - 0800

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_



## 26. EOC Check-In/Check-Out

---

EOC Check-In / Check-Out					
Event: █	EMBC Task #: █		Date: █		
Operational Period: █	From: █ █ To: █ █	Check-In Location: █			
Print Name	Agency / Organization	Check-In	EOC Assignment		Check-Out
			Section	Position	
█	█	█	█	█	█
█	█	█	█	█	█
█	█	█	█	█	█
█	█	█	█	█	█
█	█	█	█	█	█
█	█	█	█	█	█
█	█	█	█	█	█
█	█	█	█	█	█
█	█	█	█	█	█
█	█	█	█	█	█
█	█	█	█	█	█
█	█	█	█	█	█
█	█	█	█	█	█
█	█	█	█	█	█
█	█	█	█	█	█
Prepared by: █					