CVRD

EMERGENCY PREPAREDNESS COMMITTEE MEETING

TUESDAY, MARCH 26, 2013
BOARD ROOM
175 INGRAM STREET, DUNCAN, BC

3:00 PM

AGENDA

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1.	**APPROVAL OF AGENDA:**	1 - 2

2.   ADOPTION OF MINUTES:

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3.   BUSINESS ARISING FROM THE MINUTES:

4.   DELEGATIONS:

5.   CORRESPONDENCE:

6.   REPORTS:

R1	Earthquake Presentation from Rob Hutchins, Chair	
R2	Report from Sybille Sanderson Manager, Public Safety Division Re: Emergency Operations Centre Overview	5 - 27
R3	Report from Sybille Sanderson Manager, Public Safety Division Re: Draft Schedule of Topics	28

7.   INFORMATION:

8.   NEW BUSINESS:

9.   QUESTION PERIOD:

10.   CLOSED SESSION:

11.   ADJOURNMENT:

The next Emergency Preparedness Committee Meeting will be held Tuesday, April 23, 2013 at 3:00 PM, in the Board Room, 175 Ingram Street, Duncan, BC.

Committee Members

Director M. Marcotte, Chair	Director P. Kent
Director G. Giles, Vice Chair	Director J. Lefebure
Director R. Hartmann	Director T. McGonigle
Director R. Hutchins	Director I. Morrison
Director L. Iannidinardo	Director P. Weaver

Minutes of the Emergency Preparedness Committee Meeting held in the Regional District Board Room, 175 Ingram Street, Duncan BC on Tuesday, February 26, 2013 at 3:00 pm.

PRESENT: Chair M. Marcotte
Vice Chair Director G. Giles
Alternate Director B. Drysdale
Director L. Iannidinardo
Director P. Kent
Director T. McGonigle
Director I. Morrison
Director P. Weaver

ALSO PRESENT: Jacob Ellis, Manager, Corporate Planning
Sybille Sanderson, A/General Manager, Public Safety
Gail Erickson, Recording Secretary

ABSENT: Director R. Hartmann
Director J. Lefebure

APPROVAL OF AGENDA:

It was moved and seconded that the agenda be approved as read.

MOTION CARRIED

NEW BUSINESS:

NB1   Alternate Bill Drysdale was introduced to the committee as Director Hutchins alternate.

ADOPTION OF MINUTES:

It was moved and seconded that the minutes be adopted as read.

MOTION CARRIED

CORRESPONDENCE:

C1   University of the Fraser Valley Re: What the Marihuana for Medical Purposes Regulations Overlook

It was moved and seconded that the CVRD write to the Federal Government and Health Canada expressing support for the proposed revisions contained in the Marihuana for Medical Purposes Regulations Report; and further emphasize that the Federal Government and Health Canada strengthen the regulations and legislation surrounding the disclosure and safety aspects of the current and proposed legislation.

MOTION CARRIED

It was moved and seconded that the CVRD contact the Real Estate Board and request that Marihuana grow-op use be added as a required disclosure item on their disclosure form.

MOTION CARRIED

It was moved and seconded that staff be directed to forward this correspondence to all agencies and first responders for information.

MOTION CARRIED

REPORTS:

R1   Report from Sybille Sanderson A/General Manager, Public Safety
Re: Responsibilities During Flood Incidents

It was moved and seconded that the issue of Responsibilities During Flood Incidents be referred to Sybille Sanderson A/General Manager, Public Safety Department and Kate Miller Manager, Regional Environmental Policy for comments and recommendations.

MOTION CARRIED

ADJOURNMENT:

4:10 pm   **It was moved and seconded that the meeting be adjourned.**

MOTION CARRIED

The meeting was adjourned at 4:10 pm.

_____   _____
Chair   Recording Secretary

Dated:_____

LOCAL AUTHORITY EMERGENCY PLAN

SECTION 1 EOC OVERVIEW

EMERGENCY OPERATIONS CENTRE RESPONSE

An Emergency Operations Centre (EOC) is a pre-designated facility established by a local authority jurisdiction or agency to coordinate the site response and support in an emergency.

The **Local Authority Emergency Plan** is a collaboration of the expertise of the *Mid-Island Emergency Coordinators and Managers* (MIECM) and follows the Guiding Principles of the BC Inter-Agency Emergency Management Committee.

In 1992 the Province of BC endorsed an emergency management response system and mandated its application for all ministries. This response standard is based on the *Incident Command System* (ICS). ICS was originally developed as a fire response management system by various US states dealing with wildfire and interface wildfire situations.

It is understood that an effective Emergency Plan is a "living" document and as such there will be the need for revision and updating on a continuing basis. This document is intended to be the basis from which to build an effective and coordinated response.

The **Local Authority Emergency Plan** is a generic document that may be adapted to each community, or area, it serves with respect to those potential emergencies that may affect that community or area.

With the advent of the electronic medium it is not necessary to provide costly hard copies of an emergency plan to each agency and individual involved in emergency planning. In this respect a minimum number of hard copies are provided for those directly involved in the day-to-day management of the Emergency Plan. The working Plan is available to agencies on CD, upon request, and available to Local Authority Departments via internal computer access.

INTRODUCTION

The Local Authority subscribes to a generic approach to large emergency or disaster response. Disasters are calamities that threaten or effect extraordinary loss of life and /or property.

This Plan is not intended to deal with day-to-day emergency situations (see Section 3 Activation – Page 23) handled by emergency response agencies. Most disasters will create demands that exceed the normal capacity of any one organization. The intent of this plan is to facilitate and coordinate response to, and recovery from, disaster by implementing common management strategies for both public service and private sector agencies. The tactics and strategies outlined are to be considered as guidelines.

To meet unusual situations, the use of unconventional methods, tempered by sound judgment and past experience can be invaluable.

It is imperative that each agency and department responding have its own response plan that outlines their particular tasks within the framework of the Local Authority Emergency Plan and dovetails with the response activities of all. Separate plans have been developed by the participating agencies and are available by contacting the Emergency Program Office.

The Plan may serve regional electoral areas and/or the municipalities within a region as outlined in the Local Authority ages.. Standardization, coordination and familiarization with planning strategies by all participants will ensure an effective response (See Section 3 Activation – Page 23).

BC EMERGENCY RESPONSE MANAGEMENT SYSTEM (BCERMS)

Introduction

In the year 2000 the provincial standard for emergency management, known as the British Columbia Emergency Response Management System (BCERMS) was completed and has been implemented by a majority of emergency response agencies throughout the province. The Local Authority Emergency Plan has been developed using the BCERMS Standard and follows this standard throughout.

PRIORITY RESPONSE GOALS
- Provide for the safety and health of all responders
- Save lives
- Reduce suffering
- Protect public health
- Protect critical infrastructure
- Protect property
- Protect the environment
- Reduce economic and social losses

BCERMS is used:

➢ At the Local Authority Emergency Operations Centre
➢ Within each Department Operations Centre
➢ On-scene by fire, police, Ambulance, ESS and Recovery services

In an emergency within the region BCERMS will be used by all organizations involved in emergency operations.

BCERMS Provisions

Under the BC Emergency Response Management System, the site support level uses the principles of the Incident Command System (ICS) and provides for:

1. Common terminology for titles, organization functions, resources, and facilities with ICS.

2. Modular organization that expands or contracts based on the type and size of an incident. The staff is built from the top down with responsibility and performance placed initially with the Incident Commander. As the need exists, operations, planning, logistics, and finance/administration sections may be organized with separate branches, each with several units.

3. Incident Action Plans identify objectives and strategies made by the Incident Commander based on the requirements of the jurisdiction. In the case of unified command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The Incident Action Plan covers the tactical and support activities required for a given operational period.

4. Manageable span-of-control within ICS provides a limitation on the number of emergency response personnel who can effectively be supervised or directed by an individual supervisor. The kind of incident, the nature of the response, distance and safety will influence the span of control range. The ordinary span-of-control range is between three and seven personnel.

5. Pre-designated emergency facilities are identified within ICS. The determination of the kinds and locations of facilities is based on the requirements of the incident.

6. Comprehensive resource management is the identification, grouping, assignment and tracking of resources.

7. Integrated communications are managed through the use of a common communications plan and an incident-based communications centre.

FUNCTIONS

There are five essential functions:

Management Section
Direct, order, and/or control resources through legal agency or delegated authority. Management shall assess problems, determine priorities, develop an action plan, and assign tasks.

Operations Section
Coordinate tactical response of all field operations in accordance with the Incident Action Plan.

Planning Section
Collect, evaluate, document, and use information about the incident and the status of resources. Provide status information to the Management, Operations and Logistics and forecast resource needs during the emergency.

Logistics Section
Provide facilities, services, personnel, equipment, and materials in support of the emergency.

Finance/Administration Section
Manage all financial and cost analysis aspects of the emergency. Document costs and assist in the management of cost reimbursement applications.

ROLES AND RESPONSIBILITIES BY AGENCY (See SECTION 14)

During the Planning, Mitigation, Response and Recovery phases of disaster, numerous departments and agencies will participate. Several departments and agencies have been pre identified as an important participant in all phases.

Additional ministries and resources will be called upon should the local authority require assistance beyond our own capabilities. They are responsible for the following:

ADMINISTRATION (GOVERNING JURISDICTION)

Preplanning for mitigation, response, recovery at a local level
Pre-designation of EOC Director and staffing
Developing the Local Authority operations centre and operational guidelines

EMERGENCY COMMUNICATIONS

Agency providing specialized communications planning, support and leadership in the event of an emergency or disaster
Deployment shall be at the request of the EOC Director through the Emergency Communications Team (ECT) Unit in Logistics
Deployment and set-up, shall be pre-determined through exercise planning for the designated facility

BRITISH COLUMBIA AMBULANCE SERVICE - BCAS

Development and implementation of Agency Emergency Plan
Responsible for providing mass casualty and health care services
The Provincial Ambulance Service (BCAS) is controlled and directed by the Minister of Health
Responsible for triage, treatment and transport of casualties
Coordinating emergency medical activities with EOC designates

BRITISH COLUMBIA CORONERS SERVICE

Development and implementation of Agency Emergency Plan
Provide personnel to attend the scene and assume responsibility for the removal of human remains
Tag bodies and fragment remains
Stake locations where body is removed
Provide body bag or disaster pouch
Provide transportation of remains to designated loading area, then to hospital morgue or temporary morgue
Coordinate forensic pathology to determine cause and manner of death
Coordinate deontology service to determine identification through dental comparison
Complete Coroner's Medical Certificate of Death

BUILDING INSPECTION

Development and implementation of Agency Emergency Plan
Provide input and assessment re: key facilities seismic stability studies, policy development, long range planning
Development of a training program for rapid damage assessment to be used by employees and volunteers
Develop strategies and processes for compiling damage assessment information and recommendation during response
Development of a 'fast track' system for Building Permit/Inspection during recovery

EMERGENCY SOCIAL SERVICES

Development and implementation of Agency Emergency Plan
Provide for the basic needs of persons impacted by disaster (i.e. information, family reunification, emotional support and coordination of services)
Provide support to all Emergency Response units and EOC personnel
Coordinate the response of volunteer organizations directly involved in providing social services
Provide services and support for Neighbourhood Programs

ENGINEERING AND PUBLIC WORKS

Development and implementation of Department Emergency Plan
Lead agency for dam breach, water main breaks
Provision and distribution of potable water
Maintenance and repair of sewage collection systems, major watercourses and storm drainage systems, public roads/walks, public buildings
Refuse collection and disposal
Assist Ministry of Transportation with maintenance of traffic lights and provisions and deployment of traffic signs, barricades, etc.
Liaison with utility companies (Telephone, Hydro, Gas, etc.)
Assist with inspection of damaged buildings and structures and the signing or demolition of those considered unsafe, through Building Inspection Department

FIRE DEPARTMENT

Development and implementation of Department Emergency Plan
May provide for Dangerous Goods / Hazardous Materials, Urban/Wild Fire
Provide direction and assistance in evacuation of people
May provide medical aid in cooperation with Ambulance
Provide fire suppression and fire control in an emergency
May provide rescue service in cooperation with other Local Authority departments and agencies
May provide assistance in determining availability of water supplies
May implement Mutual Aid Agreements as necessary

JOINT RESCUE COORDINATION CENTRE

Development and implementation of Agency Emergency Plan
Provide direction and assistance in evacuation of people
May provide rescue service in cooperation with other Local Authority departments and agencies
May implement Mutual Aid Agreements as necessary

MINISTRY OF HEALTH

Facilities:
Development and implementation of Agency Emergency Plan
When the number of patients received or to be received exceeds the capabilities of the existing staff the following actions are initiated:
- Triage of all patients receive
- Stabilization and preparation for transport multiple\trauma victims
- Treatment and admission or discharge
- Provide or receive mutual aid based on established Reciprocal Agreements

Public Health:
Water quality
Immunization
Epidemiology / disease control

NEIGHBOURHOOD PROGRAMS

Development and implementation of Neighbourhood Emergency Plan
Establish Neighbourhood Command Post(s) as a base of operation to serve as a neighbourhood information centre and communicate information to the EOC or Emergency Social Services (ESS) Reception Centres
Conduct initial sweep of neighbourhoods and complete damage assessment surveys
Provide hazard mitigation i.e. turning off damaged utilities, fire safety and debris clearing
May set up first aid station, identify available medical resources, and triage and treat injured to training level
Conduct search of damaged building, rescuing trapped persons, mark dangerous buildings
Provide temporary shelter for homeless and liaise with Emergency Social Services (ESS) to request services

PROVINCIAL EMERGENCY PROGRAM (EMBC PEP)

PEP is a branch of the Ministry of the Solicitor General and Public Safety who will coordinate the response of the Provincial Government to emergencies/disasters
Coordinate requests for provincial, federal or international aid via local Emergency Operations Centre
Supports the local authority volunteer services and provides Workers' Compensation Board coverage for training and response work (Search & Rescue, Emergency Social Services, Emergency Communications Team (ECT) etc.).
Provides Disaster Financial Assistance (DFA), and Response and Recovery expense reimbursement.

ROYAL CANADIAN MOUNTED POLICE (RCMP)

Development and implementation of Agency Emergency Plan
Lead agency for Motor Vehicle Incidents and Terrorism
Maintenance of law and order
Warning and alerting services
Enforcement of emergency restrictions and regulations
Traffic and route control
Provide direction and assistance in the evacuation of people
Search and Rescue Operations
Crowd control

Coordinate use of auxiliary and/or special police (COPS - Citizens on Patrol)
Liaise with Coroner's Office

GROUND SEARCH AND RESCUE

Assist the Police in ground and inland water search and rescue operations
Assist the Fire and Police Departments in evacuations
Assist Emergency Health Services personnel in treatment of injured as directed
May conduct Light Urban Search & Rescue
May assist with Traffic Control

CHECKLIST - FOR ALL POSITIONS

The Generic Checklist is to be used by all EOC Staff functions. Only Activation Phase and Demobilization Phase items are included as more specific Operational Phase items are listed in individual checklists.

Activation Phase:

	Time	Init.
Check in with the Logistics Section (Personnel Unit) upon arrival at the EOC. Obtain any identification card and vest, if available.		
Sign In/Out on EOC Check-In/Check Out List (EOC 511) and/or PEP Task Registration Form (EOC 512).		
If you are a representative from an outside (non-jurisdictional) agency, register with the Liaison Officer.		
Report to EOC Director, Section Chief, or other assigned supervisor, to obtain current situation status and specific job responsibilities expected of you.		
Set up your workstation and review your position checklist, applicable contingency plan, current action plan forms and flowcharts.		
Determine your resource needs, such as a computer, phone, fax, stationary, plan copies, and other reference documents and obtain from the Logistics Section (EOC Support Unit).		
Reinforce the use of proper procedures for media contacts. This is particularly critical in situations where statistical information is requested by the media. Be prepared to speak when requested by the Information Officer or EOC Director.		
Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.		
Ensure staffing is available for your Section, Branch or Unit for 24-hour operations, for at least 3 days if required.		
Ensure alternates are identified for your position to allow for 24-hour extended operations, for at least 3 days if required.		
Participate in any facility/safety orientations as required.		
Establish and maintain an EOC Position Decision/Approval Log book or form (EOC 407) that chronologically describes the actions you take during your shift.		
Follow the Activation Phase tasks listed on your function-specific checklist.		
Date:	Time:	
Print Name:	Signature:	

LOCAL AUTHORITY EMERGENCY PLAN

Operational Phase:

	Time	Init.
This Generic EOC Checklist does not have an Operational Phase. The tasks listed under Operational Phase are specific to the function. After completing the above Activation Phase tasks, refer to the Activation Phase tasks for your specific function; complete any additional Activation Phase tasks before proceeding with the Operational Phase tasks.		
Document all decisions/approvals on EOC Position Decision/Approval Log or form (EOC 407).		
Ensure that all required forms or reports are completed prior to demobilization.		
Date:	Time:	
Print Name:	Signature:	

Demobilization Phase:

	Time	Init.
Deactivate your assigned position and close out logs when authorized by the EOC Director or designate.		
Complete all required logs, forms, reports, and other documentation. All forms and paperwork should be submitted through your supervisor to the Planning Section (Documentation Group), as appropriate, prior to your departure from the EOC.		
If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.		
Clean up your work area before you leave. Return any materials or communications equipment or specifically issued for your use.		
Forward any input towards the EOC "After Action" report to your Section Chief, assigned supervisor or the EOC Director.		
Leave a forwarding phone number where you can be reached.		
Follow EOC checkout procedures. Return to Logistics Section (Personnel Unit) to sign out.		
Be prepared to provide input to the after-action report.		
Upon request, participate in formal post-operational debriefs.		
Access critical incident stress debriefings, as needed.		
Date:	Time:	
Print Name:	Signature:	

OPERATIONAL PERIOD

Operational Periods are lengths of time, set by the Management Team, to achieve a given set of response\recovery objectives. The initial Operational Period would be set at one to two hours for life safety issues. Ongoing Operational Period lengths would eventually fit into EOC shifts but could also vary depending on priorities. Operational Periods can be of varying length although not usually over 24 hours and are sequentially numbered (year\month\day – OP#).

DUTY CYCLES

The EOC once activated will operate 24 hours / day. Using 8 and 9 hours shifts is recommended in order to provide for a minimum half-hour overlap at shift change. It is recommended that shift change times should take into consideration the start and stop times (i.e. not 4 a.m.) and therefore the 1st or 2nd shift may be longer than the recommended 8 and 9 in order to get on an appropriate schedule.   It is also recommended that shift changes be staggered across the various functions and sections to improve continuity and flow. For continuity and decision making the Director may be required to remain <u>available</u> at all times until the crisis is over.

STRESS MANAGEMENT

Emergencies are stressful. In reality, EOC personnel often work 20 – 30 hours in the initial stages without adequate rest. Functioning on adrenaline allows individuals to keep going at an exhilarating pace, amidst constant turmoil and endless secondary crises arising from the primary event.

Care of the caregiver is essential to the well being of each member of the EOC and the entire operation. Please be mindful of this and keep watch on your teammates for signs of fatigue or extreme stress. Group as well as personal debriefing is a necessary part of dealing with stress and participation should be mandatory.   If the need arises, counselling assistance is available through the Local Authority Human Resources Department or the Emergency Social Services (ESS) Director.

SECTION 2

GUIDELINES FOR DECLARING A STATE OF LOCAL EMERGENCY

<u>References</u>:

Emergency Program Act (RSBC 1996) Chapter 111
Local Emergency Act (RSBC 1996) Chapter 323

The declaration of a state of local emergency enables local authorities to exercise emergency powers such as ordering the evacuation of residents from their homes, prohibiting travel and accessing private property when an emergency threatens lives, property or the environment within their jurisdiction.

The guidelines for Declaring a State of Local Emergency can be found on the Provincial Emergency Program Website at http://www.pep.gov.bc.ca/Community/responsetk.html . Following the guidelines, the website also outlines what information is required to complete the different pro forma templates that are available. Print and fax versions of the templates are provided for offline use as well. (Form EOC 400)

The delegation of emergency powers matrix on the following page details under what circumstances a state of local emergency would be declared. Each power requested must be assigned to at least one position and the completed matrix must be sent with the declaration.

DELEGATION OF EMERGENCY POWERS MATRIX

Reference: *Emergency Program Act* Section 10

Emergency Powers	Delegated To			
	EOC Director	Deputy EOC Director	Operations Section Chief	Incident Commander
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 designated in the declaration within the local authority's jurisdiction.				
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 the local authority's jurisdiction.				
Cause the evacuation of persons and the removal of livestock, animals and personal property from any area designated in the declaration within the local authority's jurisdiction 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 local authority 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 local authority 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 local authority 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 area designated in the declaration within the local authority's jurisdiction 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.

SECTION 3
ACTIVATION

INITIAL INCIDENT INFORMATION

Person Taking Call:_____Date:_____Time of Call:_____(24hr)

Reporter's Name:_____Agency:_____ (911/Incident Commander/PEP/Public)

EPC required/notified? _____Deputy required/notified_____

INCIDENT DETAILS:

Incident:
Flood, hazmat, fire: residential, forest, interface, dam, marine, utilities, others_____

What happened_____

_____

Where? (Location of Incident)_____

Which Jurisdiction?_____

Is there a Site Command Post in operation ? Y / N Where ?_____

Who is the Incident Commander?_____Contact numbers:_____

The I/C requested site support?   YES   NO

What has been affected?

Key Infrastructure, private homes, apartment complex_____

How vast an area has been affected?_____

_____

How many people potentially affected?_____

How are they affected? Need evacuation, trapped, shelter in place, injured, dead, others_____

_____

Will a Media release be required? Utilize Emergency Public Information Plan **Section 5**

(SEE other side for EOC Activation Check list)

Thoughts to be Considering:

What level of Response is needed? 1   2   3   (see Emergency Plan Section 3)

Is a Task Number required?   Y / N   If yes, call **PEP ECC 1-800-663-3456**   Task # _____

 Does an EOC need to be activated?   **If yes go to "EOC Activation Check list" (next page)**

Do you need to inform CAO and/or get authorization to activate the Emergency Plan ?

LOCAL AUTHORITY EMERGENCY PLAN

EOC ACTIVATION CHECK LIST

	ACTION	Emergency Plan Section	TIME	INIT
☐	PERSON FILLING THIS FORM	PRINT NAME_____		
☐	CREATE POSITION LOG	**Position Log provided with Kit**		
☐	ASSESS SITUATION	See "*Initial Incident Info check list*" Previous page		
☐	GO TO RELATIVE CONTINGENCY PLAN	Section 11		
☐	DETERMINE EOC LEVEL	1 2 3 Section 3		
☐	OBTAIN PLAN ACTIVATION AUTHORITY	*See Local Authority p-ii*		
☐	TASK # OBTAINED _____	ECC 1-800-663-3456		
☐	CHOOSE EOC LOCATION	Section 3 Pg 33		
☐	NOTIFY POLICY GROUP (all required jurisdictions)			
☐	CONTACT INCIDENT COMMANDER	Cell/Radio- Address of Site ICP		
☐	ENSURE KEY COMMS CENTRES ARE AWARE	❑ BCAS ❑ Fire Dept ❑ RCMP		
☐	ACTIVATE CALL OUT	CUSTOM_____ FAN OUT_____ See Local Authority p-vi		
☐	START SIGN IN PEP TASK SHEET	**Form 512**		
☐	ASSIGN SET UP OF EOC FACILITIES	Name_____ Section 3 Pg 34		
☐	Tasks below this line are for the designated EOCD As per EOCD Function check list Section 5 P- 46			
☐	ASSIGN INFORMATION OFFICER POSITION	Name_____ Section 3 Pg 61		
☐	PREPARE INITIAL EOC BRIEFING	**Form 410A**		
☐	PREPARE AN INITIAL EOC ACTION PLAN	**Form 502**		
☐	REVIEW EOC GENERIC FUNCTION CHECK LIST	Section 1 Pg 9		

EOC STAFFING LEVELS

EOC Staffing Level	Event/Situation	Minimum Staffing Requirements

One	• Small event
	• One site
	• Two or more agencies involved
	• Potential threat of:
	  - flood
	  - severe storm
	  - interface fire
		• EOC Director
		• Information Officer
		• Liaison Officer
		• Operations Section Chief
		• PEP Notified

Two	• Moderate event • Two or more sites • Several agencies involved • Major scheduled event (e.g., conference or sporting event) • Limited evacuations • Some resources / support required	• EOC Director • Information Officer • Liaison Officer • Risk Management Officer • Section Chiefs (as required) • PEP / PREOC limited activation
Three	• Major event • Multiple sites • Regional disaster • Multiple agencies involved • Extensive evacuations • Resources / support required	• All EOC functions and positions (as required) • Policy Group • PREOC activation

LOCAL AUTHORITY EMERGENCY PLAN

EOC FUNCTION RESPONSIBILITIES

Policy Group:
- Provides overall emergency policy and direction to the EOC Director.
- Sets expenditure limits.
- Formally requests outside support/resources (e.g. Provincial and Federal support).
- Authorizes declaration and termination of "State of Local Emergency."
- Provides direction for emergency public information activities.
- Act as a spokesperson(s) for the jurisdiction as requested.

Emergency Operations Centre Director			
Responsible for managing coordination of emergency response in the EOC Ensure that inter-agency coordination is accomplished effectively within the EOC Liaise with Policy Group and/or Elected Officials Approves Action Plans and Media Releases Authorizes extraordinary and/or critical resource requests			
Liaison Officer	**Information Officer**	**Risk Mgmt Officer**	
Liaises with local authorities, other EOCs, Provincial & Federal organizations and outside agencies Advises EOC on PEP procedures and guidelines	Controls and manages the flow of information into, and out of, the EOC Overseas press conferences & media briefings Coordinates all media releases	Ensures safety and risk management concepts are applied throughout the organization Overses Risk Management, Safey and Security	
Operations Section "Doers"	**Planning Section "Thinkers"**	**Logistics Section "Getters"**	**Finance / Admin Section "Payers"**
Provides situtation and resource information to the Planning Section; Coordinates services and resources for multiple sites, areas or regions Coordinates the activities of the operations section Implements the EOC Action Plan.	Evaluates disaster situation (gathers and verifies information, update sstatus reports & posts information Briefs Section Chiefs on state & extent of the emergency Prepares Incident Action Plans with options for EOC Management Plans ahead and anticipates future developments	Manages resources including assessing needs, allocating, procuring and documenting actions taken and resources obtained Provides shelter, food, transportation, for workers when requested Maintains a master list of resources available	Accounts for resources used during the emergency Prepares documentation Processes claims Ensures accurate cost recovery for all participants

LOCAL AUTHORITY EMERGENCY PLAN

EOC ORGANIZATIONAL STRUCTURE
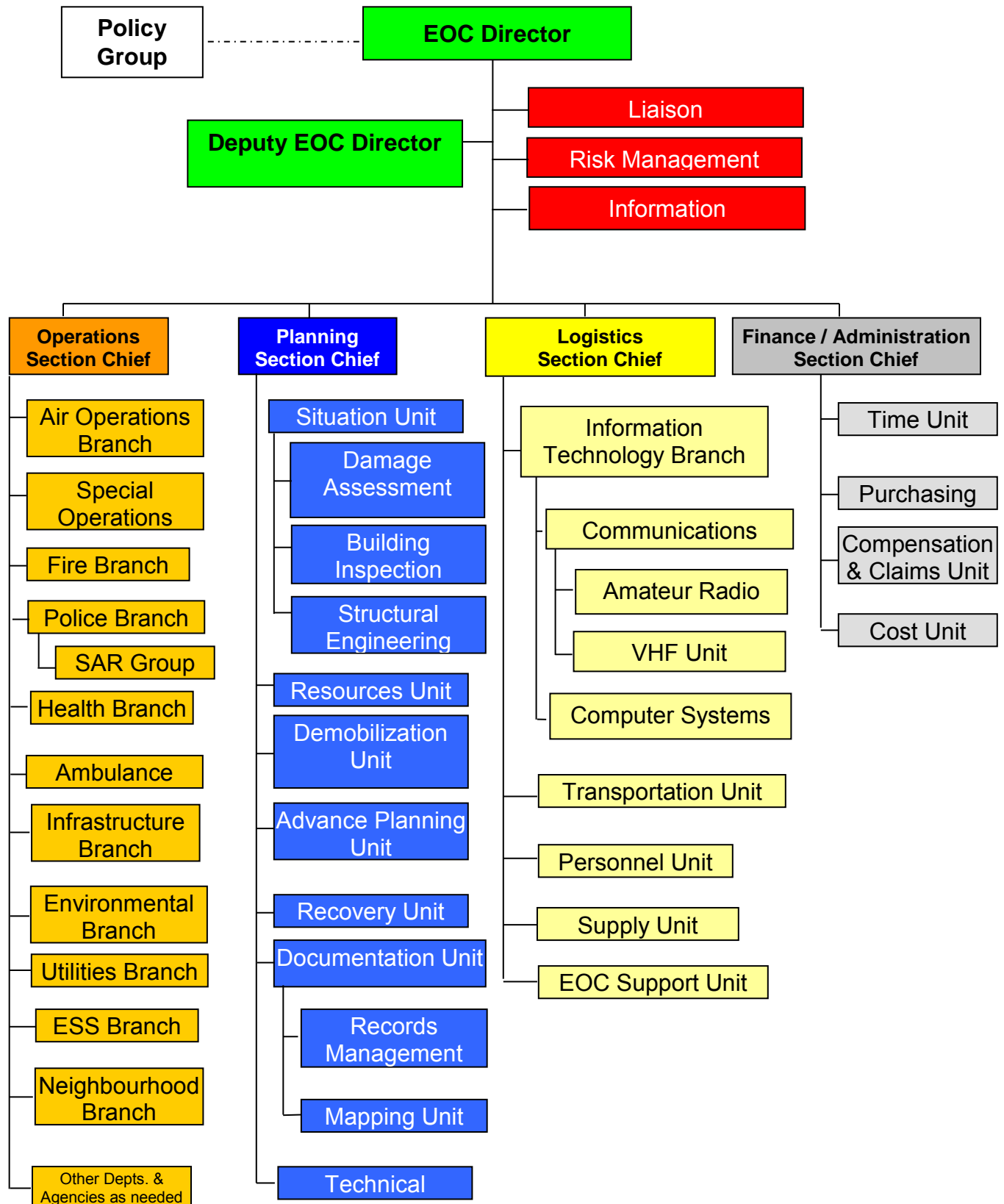
ACTIVATION - LEVELS OF RESPONSE

The following are to be used as a guide when determining the level of response required for an incident. They include a description of the event, area affected, extent of the coordination and assistance needed.

Level 1 – Site Response (Readiness and Routine) All ongoing routine response activities by Emergency Services Personnel (Police, Ambulance, Fire) on a daily basis. An "Incident Command Post" will be set up to oversee the response.

Level 2 – Local Authority EOC Response (Local Emergency) A situation confined to one location/jurisdiction that does not affect area-wide services, population or traffic. A "Local Authority Emergency Operations Centre" may be activated to support on scene activities.

Level 3 – Regional EOC Response (Regional Emergency) A situation affecting multiple-jurisdiction services, populations and geographic areas. A "Regional Emergency Coordination Centre may be activated to support on scene activities.

Level 4 – PREOC Response, Provincial Regional EOC (Major Disaster) A multi-region / Provincial-wide disaster that involves widespread damages in addition to the disruption of services. Requires a coordinated response of all-local authorities, departments and outside agencies. A "Provincial Regional Emergency Operations Centre" will be activated to support on scene activities. Local Authorities may declare a "Local State of Emergency".

Level 5 – PECC/ECC Response (Major Disaster) A Province-wide disaster that involves widespread damages in addition to the disruption of services, requiring additional support and resources from Federal Government and/or other Provinces. A "Provincial Emergency Coordination Centre" will be the Attorney General may declare a "State of Emergency".

ACTIVATION PROTOCOL

Any responding agency perceiving a need for site support for any emergency may request the activation of the EOC by contacting their most senior agency representative available who in turn would contact the respective EOC Director or the Emergency Program Coordinator (EPC)/Liaison Officer to activate the EOC.

When the person who will assume duties as EOC Director (EOCD) receives news of an Emergency, he/she will authorize activation of the EOC Primary Group Call Out. (Page 33) Subsequent Call Out will be initiated based on Contingency Plan determination.

Message suggested wording:

"The _____ (INITIATOR) has requested the activation of the Local Authority EOC *(designated site), to deal with the following situation: _____

_____ (BRIEF DESCRIPTION).
Your immediate attendance to the EOC is required.
EOC Members are responsible to call one or two Function Coordinator(s) as assigned per the EOC Call-Out Flow Chart (Page 29).

The Calls must be placed quickly for maximum effectiveness. All calls will be placed within minutes of the initial message.

ACTIVATE THE FAN-OUT

When news of an emergency is received by the person who will assume duties as EOC Director, he / she will authorize activation of the EOC Activation Call Out list (Page 25).

Suggested wording:

"This is the _____. We have an emergency situation as follows: _____

_____
(brief description – fire, explosion, environmental disaster, train wreck, etc.) The INITIATOR has requested the activation of the Local Authority EOC to deal with the situation. Your immediate attendance at your assigned duty location is required."

The calls must be placed quickly for maximum effectiveness. All calls will be placed within minutes of the initial message to the EOC Director. EOC Support Staff will contact selected responders, dependent on nature of event, when requested by the EOC Director. Should it be obvious to EOC Responders, because of the nature of the emergency, that their services will be necessary, they should report immediately to the EOC or appropriate Coordination Centre and bring their personal Grab 'n Go bag.

ACTIVATION FLOW CHART

```
EVENT OCCURS
OR IS IMMINENT
AND MAY REQUIRE
ACTIVATION OF EOC
```

EXAMPLE EOC ACTIVATION AUTHORITIES:
- FIRE/POLICE CHIEF
- CITY MANAGER/CAO/CEO
- DIRECTORS/SENIOR MANAGERS
- EMERGENCY PROGRAM COORDINATOR
- MAYOR/REGIONAL CHAIR

```
EOC ACTIVATION
AUTHORITY
RECEIVES BRIEFING
FROM INCIDENT
COMMANDER(S)
```

```
DETERMINE APPROPRIATE
LEVEL OF EOC ACTIVATION
```

INADEQUATE RESPONSE RESOURCES?

SITE SUPPORT OR COORDINATION REQUIRED?

DECLARATION OF LOCAL EMERGENCY REQUIRED?

EVACUATION ALERT/ORDER NECESSARY?

SIGNIFICANT INFORMATION MANAGEMENT/ MEDIA ISSUES PRESENT?

YES TO ANY

NO

SMALL EVENT, ONE SITE, FEW AGENCIES? — YES → LEVEL 1 EOC ACTIVATION, LIMITED FUNCTIONS ACTIVATED → EOC MAY BE OPERATED FROM EXISTING OFFICE

NO

MODERATE EVENT, 2 OR MORE SITES, MULTIPLE AGENCIES? — YES → LEVEL 2 EOC ACTIVATION, PARTIAL FUNCTIONS

NO

MAJOR EVENT, MULTIPLE SITES, AGENCIES & REGIONAL EVENT? — YES → LEVEL 3 EOC ACTIVATION, ALL FUNCTIONS ACTIVATED → ACTIVATE EOC FACILITY

EMERGENCY EVENT RESOLVED? — YES → EOC ACTIVATION NOT REQUIRED

NO

REMAIN ON STANDBY AND MONITOR SITUATION

NOTIFY APPROPRIATE EOC PERSONNEL

NOTIFY POLICY GROUP, PEP/PREOC & OTHERS AS NEEDED

ACTIVATION OF EOC

One of the most important components for coordinating the response to a disaster is the establishment of an EOC with all of the key decision-makers around the table. The EOC is a physical facility designated for the gathering and dissemination of information plus disaster analysis. It is also the facility in which decisions and policies governing the emergency response are planned and implemented. The EOC must identify and use available resources - especially human and financial - to help deal with the disaster.

Any response agency perceiving a need for enhanced coordination and support of the agencies responding to any emergency may request activation of the EOC through their most senior agency representative available by contacting the Emergency Program Coordinator, the EOC Director or 911 Dispatch. The Emergency Program Coordinator will coordinate the jurisdictional fan out protocol.

EOC DETERMINATION\LOCATION

The EOC location to be activated will be determined by the Emergency Program Coordinator in conjunction with the appropriate EOC Director based on:

a) Level of Response (2, 3, 4 or 5)
b) Jurisdiction
c) Nature and location of event

An Emergency Operations Centre (EOC) can be established at one or all of the following locations:

Regional Emergency Operations Centre Cowichan Valley Regional District – 2nd Floor 175 Ingram Street Duncan BC V9L 1N8	
Local Emergency Operations Centre Duncan City Hall 200 Craig Street Duncan BC V9L 3Y2	**Local Emergency Operations Centre** North Cowichan Public Works 7030 Trans Canada Highway Duncan BC V9L 3X4
Local Emergency Operations Centre Ladysmith City Hall 410 Esplanade Ladysmith BC V9G 1A2	**Local Emergency Operations Centre** Cowichan Lake Recreation Arena 311 South Shore Road Lake Cowichan BC V0R 2G0

LOCAL AUTHORITY EMERGENCY PLAN

EOC SETUP

If you are the first to arrive at the EOC, please undertake the following in this order:

- ❑ Refer to layout as posted - collect clipboard to refer to as you work

- ❑ Distribute signage to appropriate section (from _____)

- ❑ Turn on all appropriate lights and remove sensitive documentation (if applicable)

- ❑ Contact Security / Commissionaires at _____ to request immediate assistance

- ❑ Recruit staff assistance as required

- ❑ Distribute office supply boxes (labeled by Function) from _____ to appropriate section

- ❑ Set up Security Table (from _____)

- ❑ ***Remember: Put out Task Sign-In Sheet immediately and sign yourself in**

- ❑ Set up EOC Management Section

  - ❑ Remove unnecessary tables store in _____

  - ❑ Remove unnecessary seating (stack in _____)

  - ❑ Move Electronic Whiteboard in from _____

  - ❑ Setup Tables from _____

  - ❑ Leave copy of layout for staff to set up section

- ❑ Set up Operations Section (_____)

  - ❑ Leave copy of layout for staff to set up section

- ❑ Set up Communications Section (_____)

  - ❑ Refer to layout (_____)

  - ❑ Disconnect tables and locate in designated positions

  - ❑ Post signage at each workstation

- ❑ Request IT/Comms to set up communications and IT equipment

- ❑ Set up Logistics Section (_____)

- ❑ Set up Information Section (_____)

- ❑ Put coffee on in Staff Room (_____)

- ❑ Report to assigned function

EOC facility layouts will be maintained by the Emergency Program Coordinator.

C·V·R·D

STAFF REPORT

EMERGENCY PREPAREDNESS COMMITTEE MEETING
OF MARCH 26, 2013

DATE: March 20, 2013

FROM: Sybille Sanderson, Manager, Public Safety Division

SUBJECT: Draft Schedule of Topics

Recommendation/Action:
That the Committee adopt the following recommended 2013 education presentation schedule for the Emergency Preparedness Committee.

Relation to the Corporate Strategic Plan:
This report addresses the Strategic Plan objective of "*Organizational focus on established priorities and outcomes*" and its strategic action of: "*regularly reviewing and clarifying roles and responsibilities of the Board, staff, Commissions and Committees*".

Financial Impact: *(Reviewed by Finance Division:* ____N/A____ *)*

Background:
The Emergency Preparedness Committee was formed with the goal of educating the Board on the Emergency Program. The following schedule of educational presentations will provide the committee with a complete overview of the regional Emergency Plan and ensure Directors are apprised of key elements of the plan.

Date	Topic
Inaugural Meeting – January, 22, 2013	Legislative Overview
February 26, 2013	Flood Responsibilities
March 20, 2013	Emergency Operations Centre Overview
April 23, 2013	Emergency Telecommunications Overview
May 28, 2013	Emergency Social Services Overview
June 25, 2013	Community Recovery Overview
July 23, 2013	Hazard, Risk & Vulnerability Analysis
September 10, 2013	Earthquake Contingency Plan
October 22, 2013	Wildfire Contingency Plan
November 26, 2013	Flood Contingency Plan

Submitted by,

Sybille Sanderson

Sybille Sanderson
Manager, Public Safety Division

Approved by:
General Manager: