



# Areas A and C SQCRD



## **SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT ELECTORAL AREA A AND C EMERGENCY MANAGEMENT PLAN**

### **A Strategic Guide for Site Support to Major Emergencies and Disasters**

**September 2008**

**Prepared For:**

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## Regional District Chair Message

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The preparation and maintenance of an Emergency Planning and Response manual is a legislative requirement under the Emergency Program Act [RSBC 1996] Chapter 111.

The development of this manual and the implementation of the provisions contained herein will provide a comprehensive program of emergency management which will effectively address natural and anthropogenic hazards the Skeena- Queen Charlotte Regional District Electoral Areas A&C may be exposed to.

Having reviewed this manual I am confident that it will effectively provide for the continuity of Government and the preservation of life and property through a coordinated response by elected officials, the Regional District, volunteer services, and outside agencies in the event of an emergency or disaster.

I realize that a significant amount of work has gone into the development of this manual and, on behalf of the Regional District, I would like to commend those involved for their excellent efforts in this regard.

Sincerely,

# Forward

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Emergency preparedness to protect the health and safety of the general public, property and our employees is integral to the Skeena-Queen Charlotte Regional District (SQCRD) Electoral Areas A and C (A&C) management philosophy. The SQCRD A&C Emergency Management Plan (EMP) is a planning document meant to provide the framework and guidance for the SQCRD A&C Emergency Operations Centre (EOC) during a multi-agency response to an emergency.

The SQCRD A&C EMP forms the core of all emergency response documentation for the area. For emergencies requiring additional detail or those handled at the site, sub-plans are in place. The EMP can be used as a reference when integrating internal/departamental specific plans into strategic operational plans. This EMP does not replace the responsibility a department has in developing and testing its own emergency response plans.

The key objective in developing this EMP is to provide the SQCRD A&C with:

- a coordinated emergency response that adopts and applies the British Columbia Emergency Response Management System (BCERMS) framework;
- the functions of the EOC; and
- a planning framework within which emergency operations staff and other relevant department and agency staff members can work together to develop and maintain hazard-specific response plans.

For this EMP to be effective, it is important that all users interpret it reasonably and responsibly and in the best interest of safety.

# Executive Summary

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## Introduction

This plan has been prepared in order to provide key officials, agencies, and departments in the Skeena-Queen Charlotte Regional District (SQCRD) Electoral Areas A and C (A&C) with guidelines for site support level coordination and operational guidance for the Emergency Operation Centre (EOC). The SQCRD A&C Emergency Management Plan (EMP) complies with the British Columbia Emergency Response Management System (BCERMS) to ensure a coordinated and organized response to emergencies in the form of a standardized response structure.

For this EMP to be effective, it is important that all parties involved be made aware of its provisions. Furthermore, every official, agency, and department that will participate in the SQCRD EOC must be prepared to carry out their assigned functions and responsibilities during an emergency. The following sections provide an overview of the plan background and highlights of the SQCRD A&C EMP.

## Background

Legislation entitled the “B.C. Emergency Program Act” RSBC 1996 c.111 and subsequent regulations “Emergency Program Act Local Authority Emergency Management Regulation” B.C. Reg. 380/95 O.C. 1075/95, is the primary authority enabling local authorities to develop their own emergency plan and maintain an emergency program.

This plan will fulfill the SQCRD requirement to prepare emergency plans respecting preparation for and response to emergencies and disasters. The SQCRD A&C has an established coordinator.

## Highlights of the Plan

The Regional District Chair by order and/or the Board of Directors by resolution have the authority to declare a local state of emergency.

The SQCRD A&C EOC, with supporting agencies, has the responsibility for coordinating a community-wide response in an emergency. Designated SQCRD A&C staff or their alternates may be called together in the event of an emergency or threat of an emergency and meet at the EOC, to make decisions or to be on standby, without having to declare that a local state of emergency exists. The EOC Director is ultimately in charge of coordinating response to emergencies within the SQCRD A&C. In the event the SQCRD A&C requires additional resources, the SQCRD should be contacted to coordinate regional resources and the PREOC to coordinate regional Provincial resources.

Aside from establishing the functions of the SQCRD A&C EOC, this EMP establishes priorities for training, periodic reviews and revisions. This plan manages the SQCRD A&C Emergency Management Organization.



## Document Control

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Manual No.	Date Assigned	Assigned To: Department / Individual	Full Copy / Partial Copy
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## Revisions

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Upon receipt of a revision transmittal:

1. Ensure the procedure number is the next in sequence to the previous issue
2. Process the amendments per the transmittal instructions
3. Complete the Revision Record page
4. Complete the acknowledgment slip and return it to the Skeena Queen Charlotte Regional District (SQCRD) Administrator
5. Please contact the SQCRD Administrator immediately should any discrepancy be noted.

All requests for revisions should be made using the '*Emergency Management Plan Revision Request Form*' which can be found on the following page.

## REVISION REQUEST FORM

**TO:** John Holland  
Emergency Program Coordinator  
Skeena-Queen Charlotte Regional District Electoral Areas A and C

**FROM:**

**DATE:**

**SUBJECT:**

**SECTION:**

**PAGE NO:**

Please revise the Emergency Response Plan as follows:

**Reason for revision:**

**Print Name:** \_\_\_\_\_

**Request Submitted by:** \_\_\_\_\_  
(Supervisor)

**Action Box:**

Date received	Date reviewed	Committee Approval	Plan Amended	Distributed

## Reviews

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All reviews of the Emergency Management Plan will be recorded in the Record of Reviews.

### Record of Reviews

REVIEWED BY	DATE

## Record of Changes

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Every revision to this Emergency Management Plan must be supplied with reason and authorized by the appropriate staff member. Revisions will be presented to the Emergency Program Coordinator for final approval and all revisions will be recorded in the Record of Changes.

CHANGE #	DATE OF CHANGE	ENTERED BY	DATE ENTERED

# 1.0 Overview of Management Organization

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## 1.1 Introduction

This all hazards plan is intended for use by all members of the Skeena-Queen Charlotte Regional District (SQCRD) Emergency Program in the event of a major emergency. An all hazards plan utilizes the same management system regardless of the type of emergency. Specific considerations by hazard type are presented in Section 4. The Emergency Management Plan (EMP) is also intended to provide guidance during the recovery phase.

The guidelines and checklists included reflect the requirements of the British Columbia Emergency Response Management System (BCERMS). These guidelines represent a recommended best practice for local authorities, private sector and the federal government operating in BC.

This EMP is meant to be used in conjunction with appropriate departmental plans as well as the SQCRD *Emergency Program Guide*.

## 1.2 Purpose and Scope

The purpose of this emergency response plan is to save lives, reduce suffering, protect property, mitigate damage to the environment, and control the economic consequences of emergencies and disasters that may affect the SQCRD Electoral Area A and C (A&C) operations.

The SQCRD A&C EMP guides the operations, organization, responsibilities, and coordination of the Emergency Operations Centre (EOC) in response to a community-wide emergency or threat of an emergency within the electoral area boundary. ***This plan does not address emergencies that are normally handled at the site by the appropriate first responding agencies.*** The plan addresses such incidents that may cause damage of sufficient severity and magnitude to warrant execution of all or part of this EMP.

The SQCRD A&C believes that the key to preparedness and response action is based primarily on continuous training and exercising of all aspects of this plan. This document reflects a record of policies, procedures and key information already established or currently under development. Therefore, this plan reflects the dynamic planning process and is subject to change and is not a final goal for the electoral area.

This plan has been prepared using the following standards/documents as guidelines:

- The B.C. Emergency Program Act RSBC 1996 c.111
- The British Columbia Emergency Response Management System (BCERMS).
- The Emergency Measures Bylaw
- Departmental Emergency Response Plans.

- Standard on Emergency Management and Business Continuity Programs (CSA Z1600 Draft 2007)

This plan is intended for use by all members of the EOC in the event of a community-wide emergency. An all-hazards plan utilizes the same management system regardless of the type of emergency.

### 1.3 Plan Organization and Format

This plan has been organized to be as functional and user friendly as possible. It is intended to serve as a working planning document and provides the framework within which the SQCRD A&C staff, relevant departments and agencies can work together to develop and maintain hazard-specific plans that address the unique conditions that result from a particular hazard. The conventions used in this plan are “shall” and “will”. When “shall” is used, it is a required procedure. When “will” is used, it is describing likely events beyond our control, primarily used for other agencies’ response to a given event.

### 1.4 Emergency Response Organization

The SQCRD Emergency Program utilizes the BCERMS Site and Site Support Standard as its organizational structure (Figures 1-2 and 1-3). An Incident Commander must always be present to oversee site activities, and the EOC (if required) is activated to oversee and coordinate all off-site activities. To support the SQCRD in the event of a large or wide spread incident, a Provincial Regional Emergency Operations Centre (PREOC) may be established to provide support and coordination. If a PREOC is established, then the Provincial Emergency Coordination Centre (PECC) in Victoria will also be established. **Figures 1-3** on page 6 illustrates this structure.

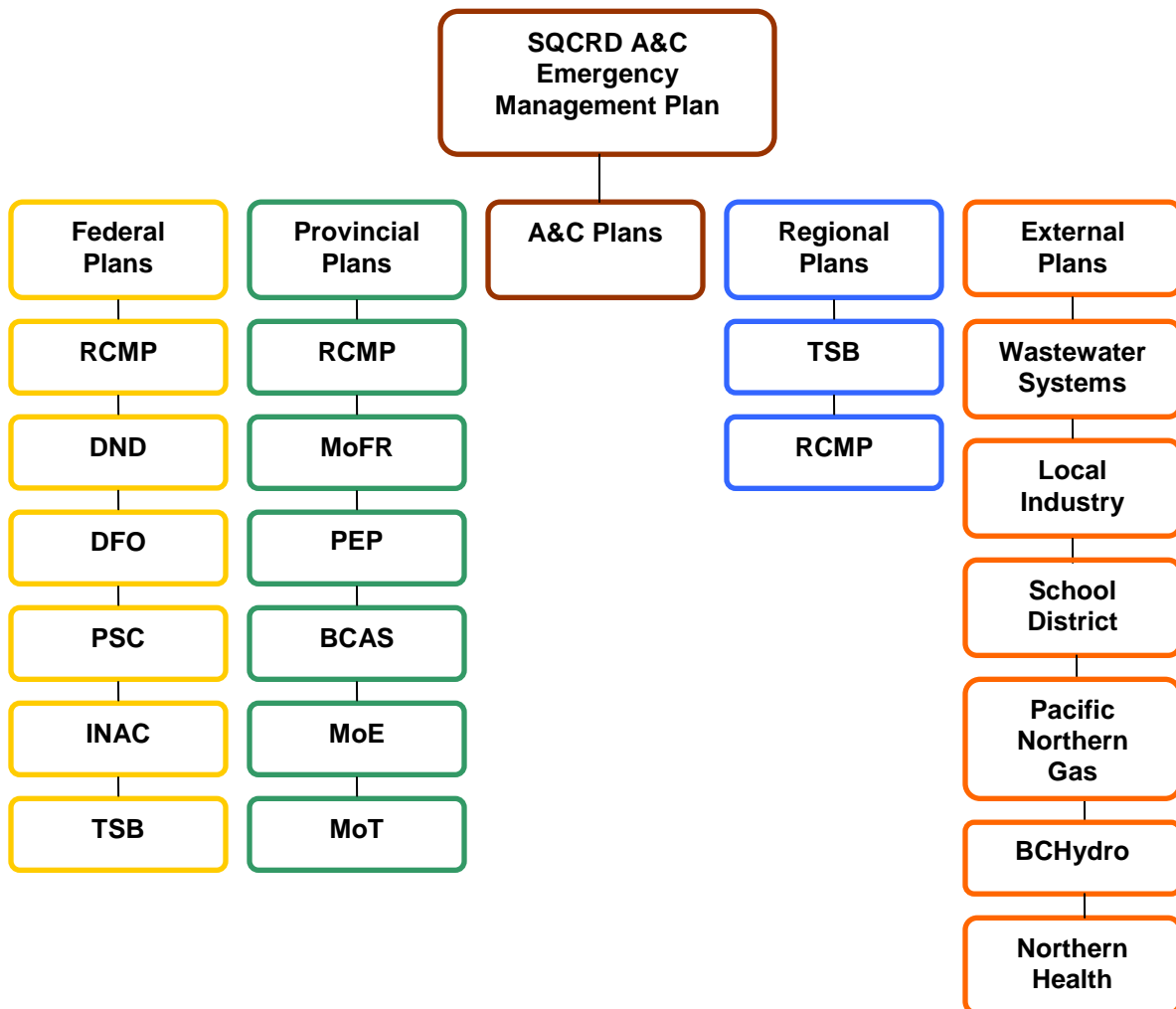
### 1.5 Site – Incident Command Post

The Incident Command Post (ICP) is the location from which the Incident Commander directs the response to an emergency. The ICP may be a police car, ambulance or fire apparatus. It is the location to which all responders initially report for incident briefings and assignments. In larger, more complex and extended duration incidents, consideration should be made to relocate the ICP to larger quarters. This could include the Regional District Office, Fire Hall, RCMP Detachment or recreation centre or other similar structure. Incident objectives, strategies and tactics are formulated and directed from the ICP.

### 1.7 Linkage to Other Plans

The SQCRD A&C EMP forms the center of all emergency response documentation. For emergencies requiring further detail beyond the scope of this EMP, sub-plans and external agency plans are in place. In this way the SQCRD A&C EMP has been written to work in conjunction with the contingency plans of other responding organizations. The SQCRD A&C has several plans in effect to address specific types of hazards. **Figure 1** illustrates the various plans, both internal and external, that influence the SQCRD A&C

**Figure 1 Skeena- Queen Charlotte Regional District Electoral Areas A and C Internal and External Plan Organization**



## 1.8 Plan Activation Authority

The following persons (or designates) have the authority to activate the SQCRD EMP:

- Chair & Vice-Chair of the Regional District Board of Directors
- CAO
- Emergency Program Coordinator
- PEP Director if a Provincial State of Emergency has been declared for the area.

The decision of these persons to activate the plan is considered to override the desires of the others.

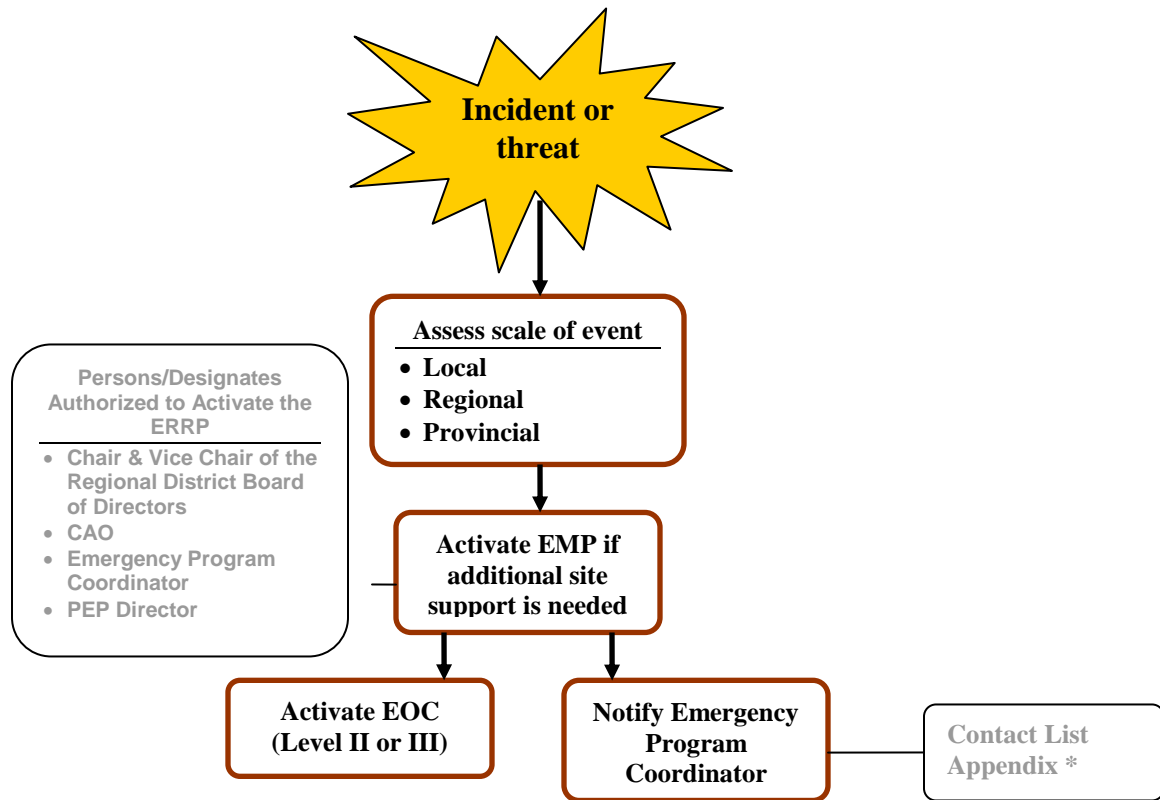
**Note:** The activation of the EMP does not automatically activate the EOC nor does it automatically require the declaration of a state of local emergency.



## 1.9 Plan Notification

**Figure 2** Provides an overview of the plan notification process for all emergencies. This diagram outlines the process and decisions that may be required during the activation of the EMP.

**Figure 2 Plan Activation/Advisory Notification Process**



Names and telephone numbers of persons and/or organizations that may be contacted in the event of an incident or the threat of an incident are contained in **Appendix L** of this EMP.

Information about an incident must be clear, concise, accurate and timely communicated. The minimum amount of information that should be communicated to the Emergency Operations Group includes:

- Type of Incident
- Date and Time of Incident
- Name of Caller and Caller's Phone Number
- Possible Injuries
- Location of Incident
- Actions Taken So Far
- Evacuation if required
- Assistance if required

## 2.0 Emergency Response Guidelines

### 2.1 Introduction to BCERMS

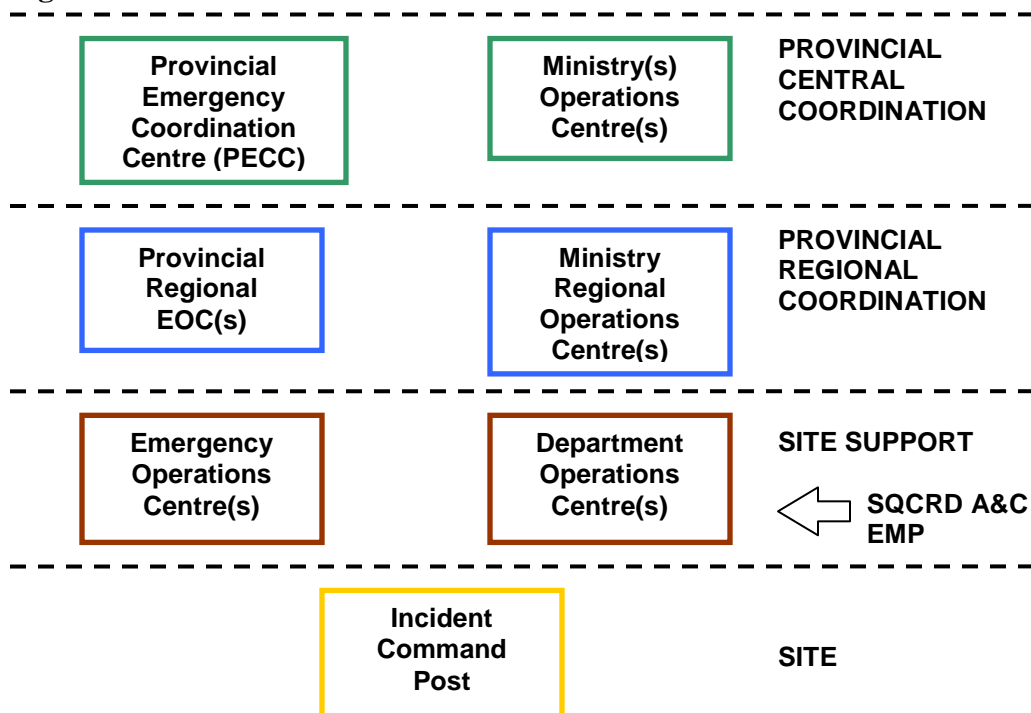
The Skeena-Queen Charlotte Regional District (SQCRD) Electoral Areas A and C (A&C) Emergency Management Plan (EMP) and operations are British Columbia Emergency Response management System (BCERMS) compliant.

The Province of British Columbia emergency management structure has developed and adopted BCERMS as a comprehensive management system that ensures coordinated and organized response to emergencies.

BCERMS supports the following response goals to:

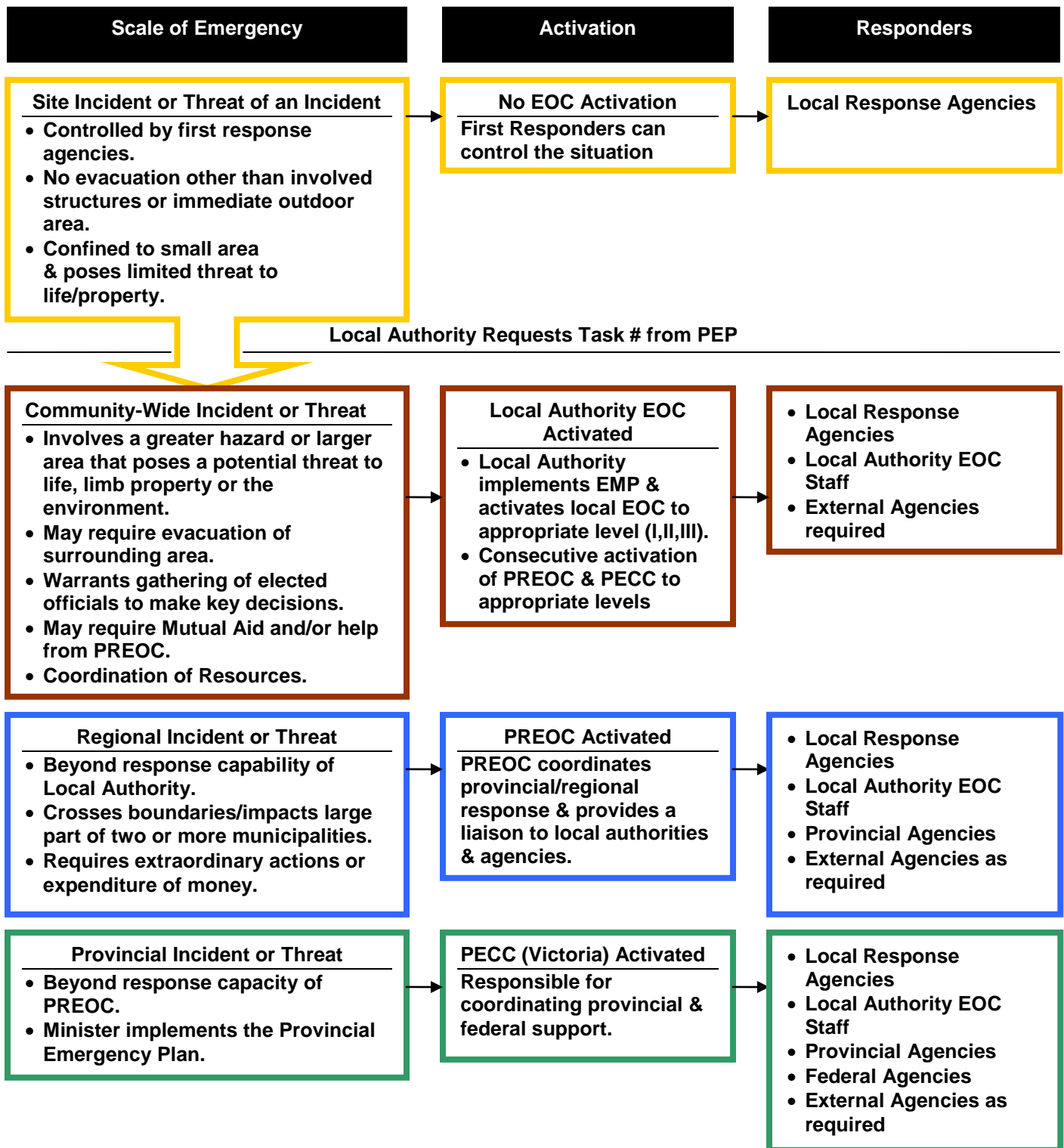
- Provide for the safety and health of all responders
- Save lives
- Reduce suffering
- Protect public health
- Protect Government infrastructure
- Protect property
- Protect the environment
- Reduce economic and social losses

**Figure 3 – BCERMS Levels**



Within the four levels of BCERMS response, this EMP encompasses the Site Support Level 1002 as seen in **Figure 3**.

BCERMS is based on the Incident Command System (ICS) and a tiered response linked to the severity or potential consequences of the incident. The scale of emergency, level of activation and responders involved is summarized in **Figure 4** below.



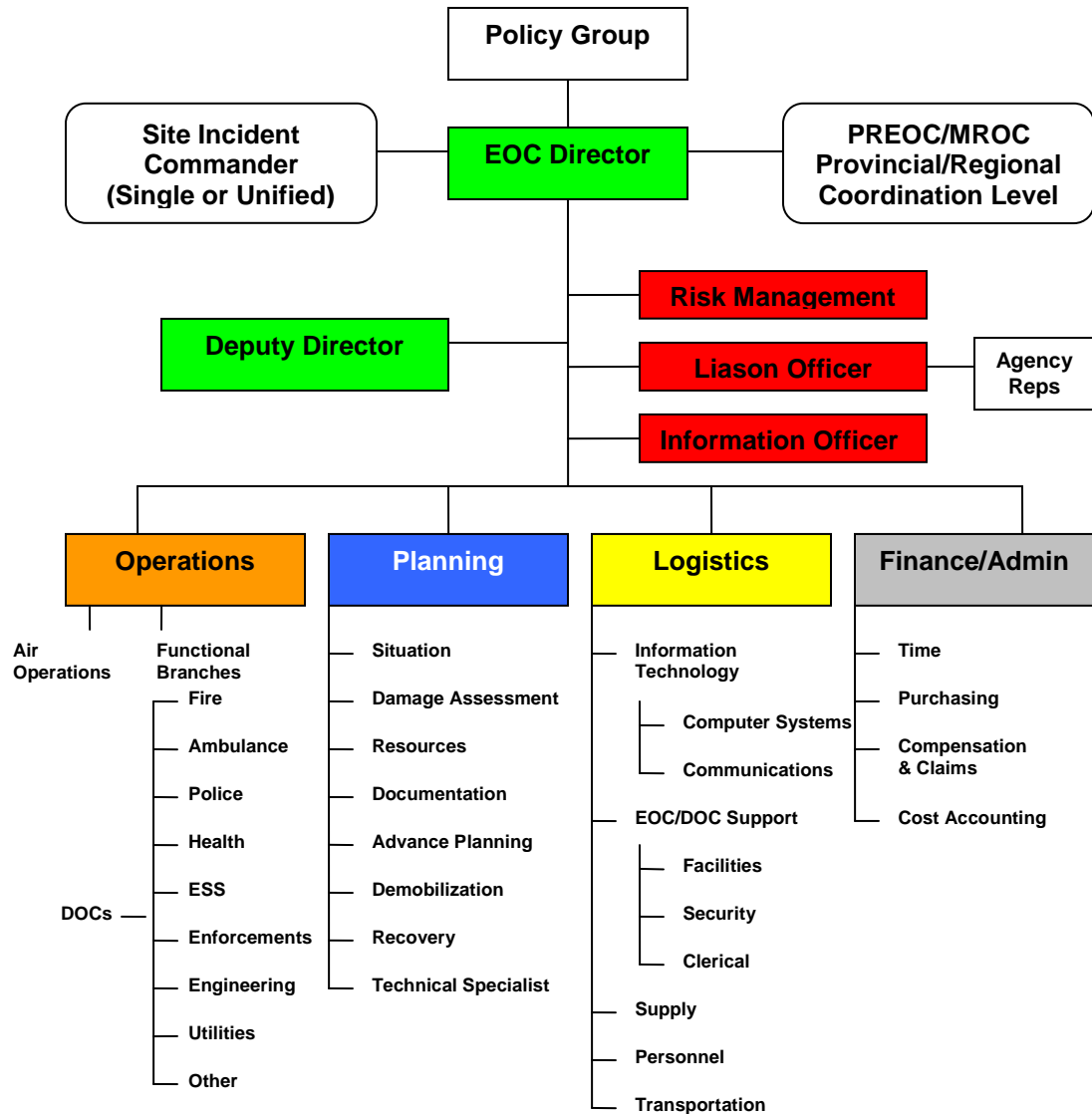
## 2.2 Emergency Operations Centre (EOC)

The SQCRD A&C EOC staff will coordinate the response to a Level II or III incident for which the SQCRD A&C is either acting as the primary responder or for which it is directly responsible as required by the situation (**Figure 6**). The SQCRD A&C EOC provides policy direction to the Incident Commander, who is at or near the site of the emergency. The EOC also coordinates resource requests from the site and manages all offsite activities.

For incidents involving a third party (CN Rail, NH, PNG etc.) where the SQCRD A&C is acting as a secondary responder, the SQCRD A&C EOC will activate to monitor the response and assist the third party as requested.

The SQCRD A&C EOC will follow the principles and guidelines established by the BCERMS Operations and Management Standard Site Support EOC Chart, issued by the Inter-Agency Emergency Preparedness Council (IEPC) (**Figure 5**). However, staffing of the SQCRD A&C EOC will be determined by the size and complexity of the incident and multiple functions can be filled by one person. For the majority of EOC activations, the SQCRD A&C can fulfill the necessary functions with fewer staff personnel than the fully expanded EOC organization.

**Figure 5 Fully Expanded EOC Organization Chart**



## 2.3 Emergency Operations Centre (EOC) Activation

Prior to EOC activation, it is expected that the appropriate staff has activated the EMP.

The following persons (or designates) have the authority to activate the EOC:

- Chair & Vice-Chair of the Regional District Board of Directors
- CAO
- Emergency Program Coordinator
- PEP Director if a Provincial State of Emergency has been declared for the area.

A “state of emergency” is not required to initiate the EOC. Depending on the incident severity, the EOC may be activated at one of the three levels of EOC Activation (Figure 6). For minor incidents, the response will likely be handled entirely by the responding agency/first responder at the site and will not require the activation of the EOC. For larger incidents, the EOC will activate to level 2 or 3 and first responders and external agencies will be involved in the response effort.

**Figure 6 Three Levels of EOC Activation**

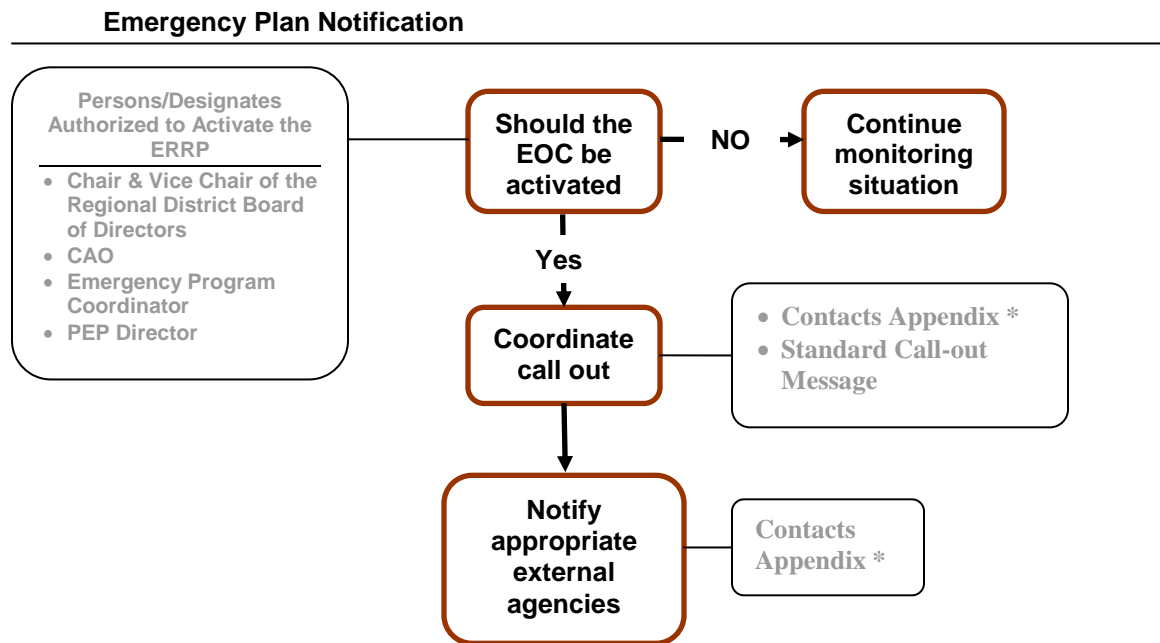
<b>1</b>	<b>Level 1 Monitoring</b> Events normally managed by agencies on a regular basis. There is a potential for the event to escalate and so requires monitoring. There is little or no need for site support activities and the event may be closed in a relatively short time.
<b>2</b>	<b>Level 2 Limited Activation of the EOC</b> Emergencies that are of a larger scale or longer in duration and may involve limited evacuations, additional or unique resources, or similar extraordinary support activities. If the event cannot be managed at the site, then this level requires notification of the EOC Management Team and possibly a limited activation of the EOC.
<b>3</b>	<b>Level 3 Full Activation of the EOC</b> Emergencies are of a large magnitude and/or long duration. The emergency may have multiple sites that involve multi-agencies and multi-government responses. This level requires the notification of the EOC Management Team and the activation of the EOC. Typically the EOC would be operating 24/7 at this level.

## **2.4 Emergency Operations Centre (EOC) Notification**

**Figure 7** Provides an overview of the EOC notification process for all emergencies.

Names and telephone numbers of persons and or organizations that should be contacted in an event of an incident are contained in **Appendix L**.

**Figure 7 EOC Notification Process**



**Standard Call-Out Message:**

“This is \_\_\_\_\_ of the Skeena-Queen Charlotte Regional District”

We have a major emergency situation as follows: (brief description). The \_\_\_\_\_ (person, as appropriate) has ordered the activation of the Emergency Operations Center management team to deal with the emergency. You are requested to immediately attend the Emergency Operations Center located at \_\_\_\_\_.”

## 2.5 EOC Location(s) and Address(es)

Upon activation and notification of the SQCRD A&C EOC, all requested persons will report to the designated EOC location.

Due to the geographic nature of the SQCRD A&C, there is a primary and two secondary EOCs established in the two main areas within the SQCRD A&C. This provides flexibility for setup depending on the geographic origin of the incident.

The present primary EOC for the SQCRD A&C is located at the SQCRD office 100 1<sup>st</sup> Avenue East, Prince Rupert. Should the primary location be unusable, the community halls in Dodge Cove and Iona will serve as alternate location. The decision to relocate the EOC will be based on the nature of the incident and will be made by the EOC Director.



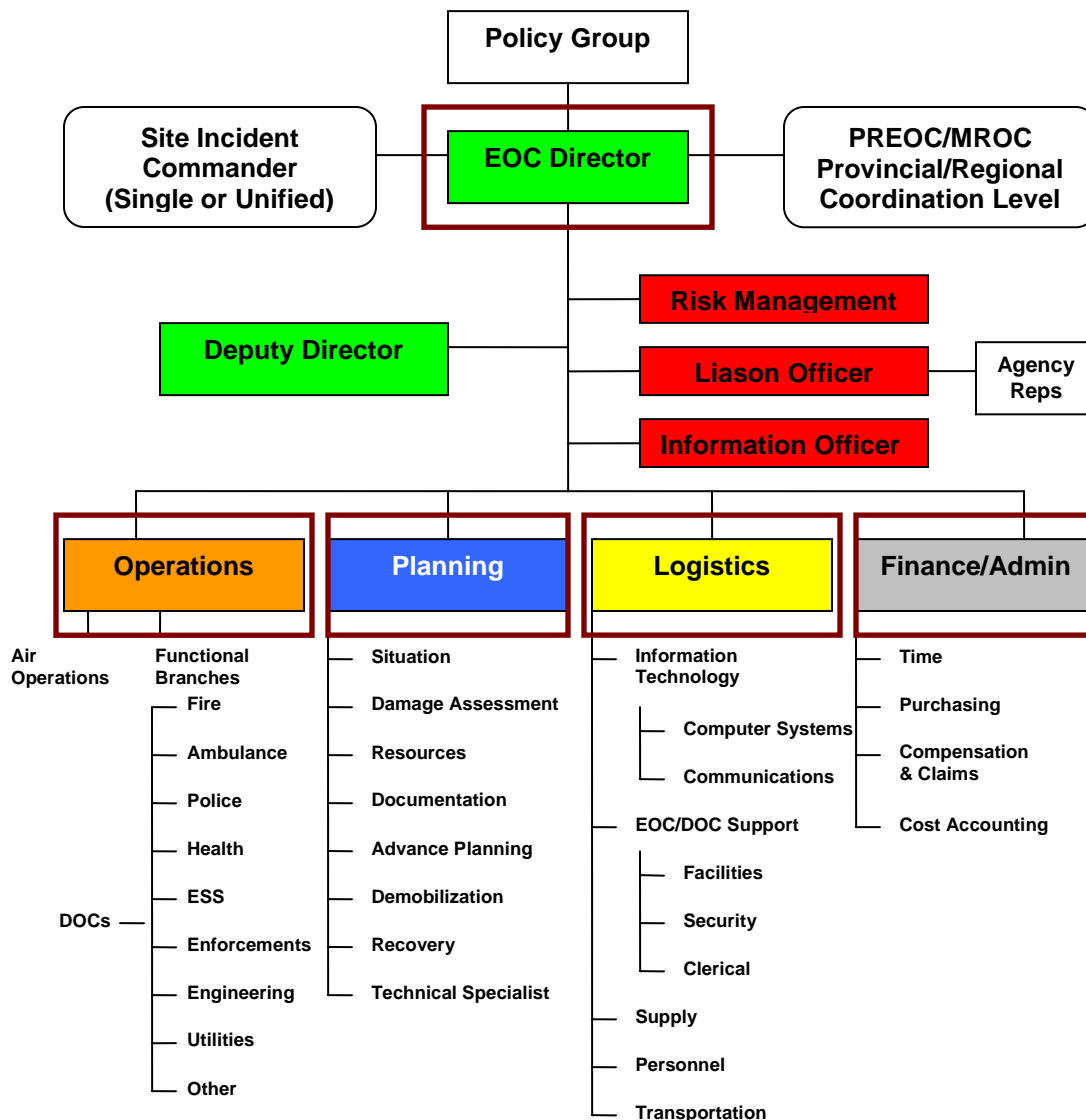
In the event that the fixed EOC's are unavailable, the SQCRD A&C has a converted school bus that is outfitted as a mobile EOC. The decision to utilize the mobile EOC will be made by the EOC Director.

## **2.6 Staffing Requirements for the EOC**

Staffing requirements for the EOC will depend on the complexity and severity of the incident. Initial staffing of the SQCRD A&C EOC will consider the need to fill the five major functions of Management; EOC Director, Operations, Planning, Logistics, and Finance & Administration with Section Chiefs. However, staffing plans should include at least two-three complete shifts of personnel for a level III activation (24/7).

The majority of incidents as well as the EOC activation will resemble the organization depicted in **Figure 10**. The initial level of staffing for the SQCRD A&C EOC, depending on the complexity and severity of the incident, will dictate the amount of staffing required.

**Figure 10 City of Trail Initial EOC Organization**



However, in all incidents regardless of the size or complexity, an EOC Director is the only position that is mandatory. The contact information for designate and alternate personnel can be found in **Appendix D**.

## 2.7 Government Agencies and Other Representatives in the EOC

Representatives from government agencies and other organizations can be expected to be represented in the Operations Section of the EOC. These representatives provide guidance and operational liaison for their representative agency (or Departmental Operations Centers (DOC). Departmental Operation Centers are expected to follow the chain of command and receive overall instructions from the EOC Director and the EOC.

Some key agencies and organizations that may be represented in the SQCRD EOC include:

- R.C.M.P.
- Regional Fire Chief
- Public Works
- ESS
- BC Ambulance
- BC Hydro
- Pacific Northern Gas
- BC Hydro
- Ministry of Transportation
- Ministry of Forest and Range
- Northern Health
- Other regional, provincial and federal government agencies, NGO's and private business as required

## **2.8 EOC Positions and Functions**

EOC positions and functions are described in terms of the SQCRD Initial EOC Organization (**Figure 11**). These positions have been divided into **5 key positions**:

1. EOC Director and Information Officer
2. Operations Section Chief
3. Planning Section Chief
4. Logistics Section Chief
5. Finance & Administration Section Chief

Please note that each position and associated functions are described in terms of general guidelines for operations. The tasks described are generic in scope but can be adapted to different types and scales of incidents.

A complete list of functional positions and operational checklists as outlined by BCERMS is contained in **Appendix P** of this document.

## EOC DIRECTOR & INFORMATION OFFICER

### *Description:*

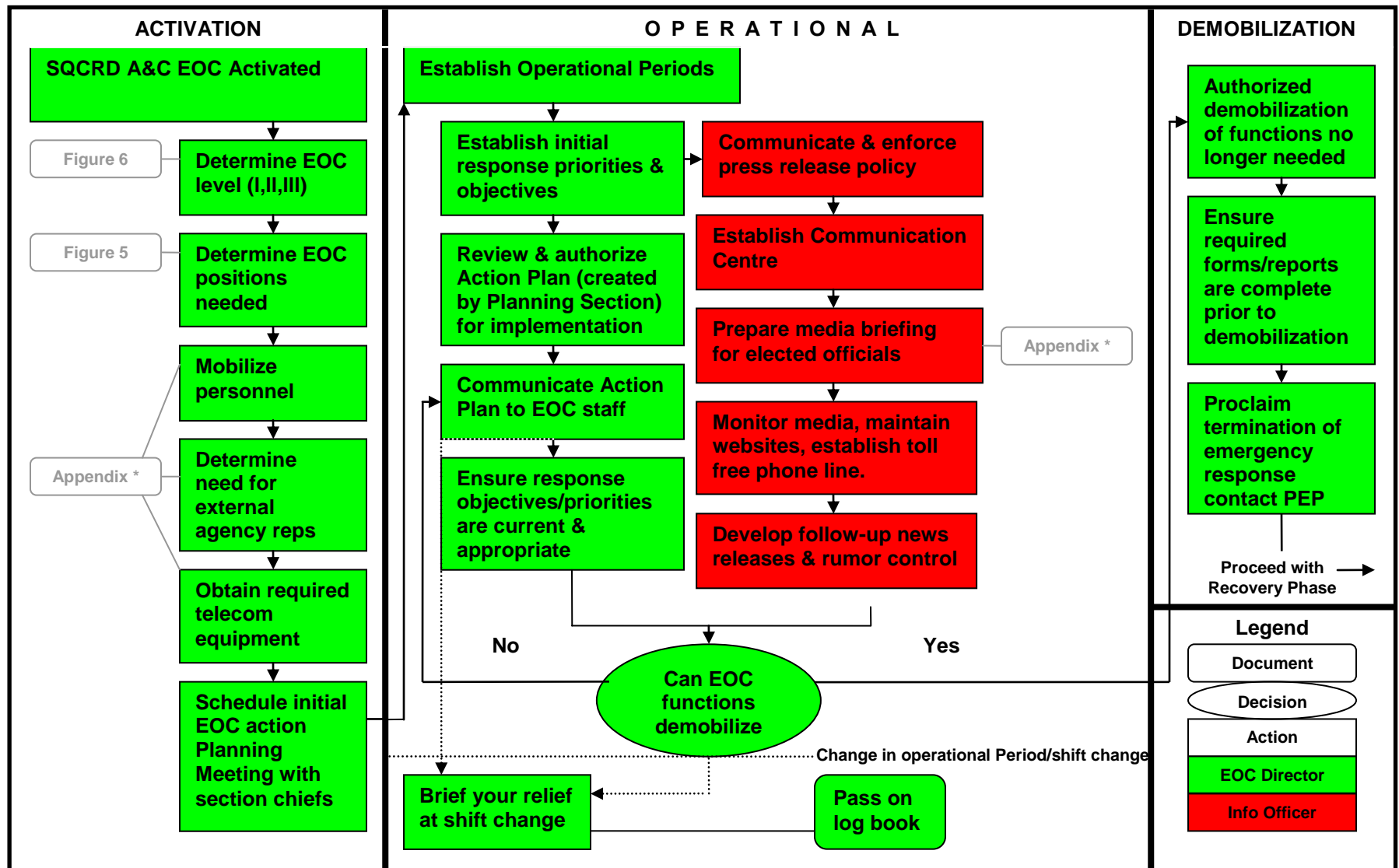
The EOC Director is responsible for the overall coordination and management of the EOC. Key responsibilities of the EOC Director include assessing of the situation and determining the appropriate level (I, II, III) of activation. The appropriate level of staffing must be determined by the EOC Director and general staff in order to effectively respond to the scale of the incident. Most important, the Director sets priorities for response efforts in the affected area(s). Within the EOC it is important that the EOC Director keep in constant communication with the sections and respective section chiefs. In conjunction with these responsibilities, the Director is charged with the role of employing proper risk management procedures, and liaising between the various agencies and branches of the EOC.

The EOC Director's role works in tandem with the role and responsibilities of the **Information Officer**. The relationship between the EOC Director and the Information Officer is illustrated in the following diagram. The Director is in frequent communication with the Information Officer in order to effectively deliver appropriate public information and best methods of dissemination. The Information Officer is the point of contact for all media and other members of internal and external agencies.

The Risk Management and Liaison officer's roles and responsibilities fall with the EOC Director unless specific individuals have been appointed to those positions. For a complete list of roles and responsibilities for EOC Command Staff (Information, Risk management, and Liaison Officers).

The EOC Director will appoint an administrative assistant to adopt the role of scribe with such duties as recording minutes in meetings and conversations. The EOC Director may delegate additional tasks as required to the person assigned to the role of scribe.

### **Figure 11 EOC Director & Information Officer (Next Page)**

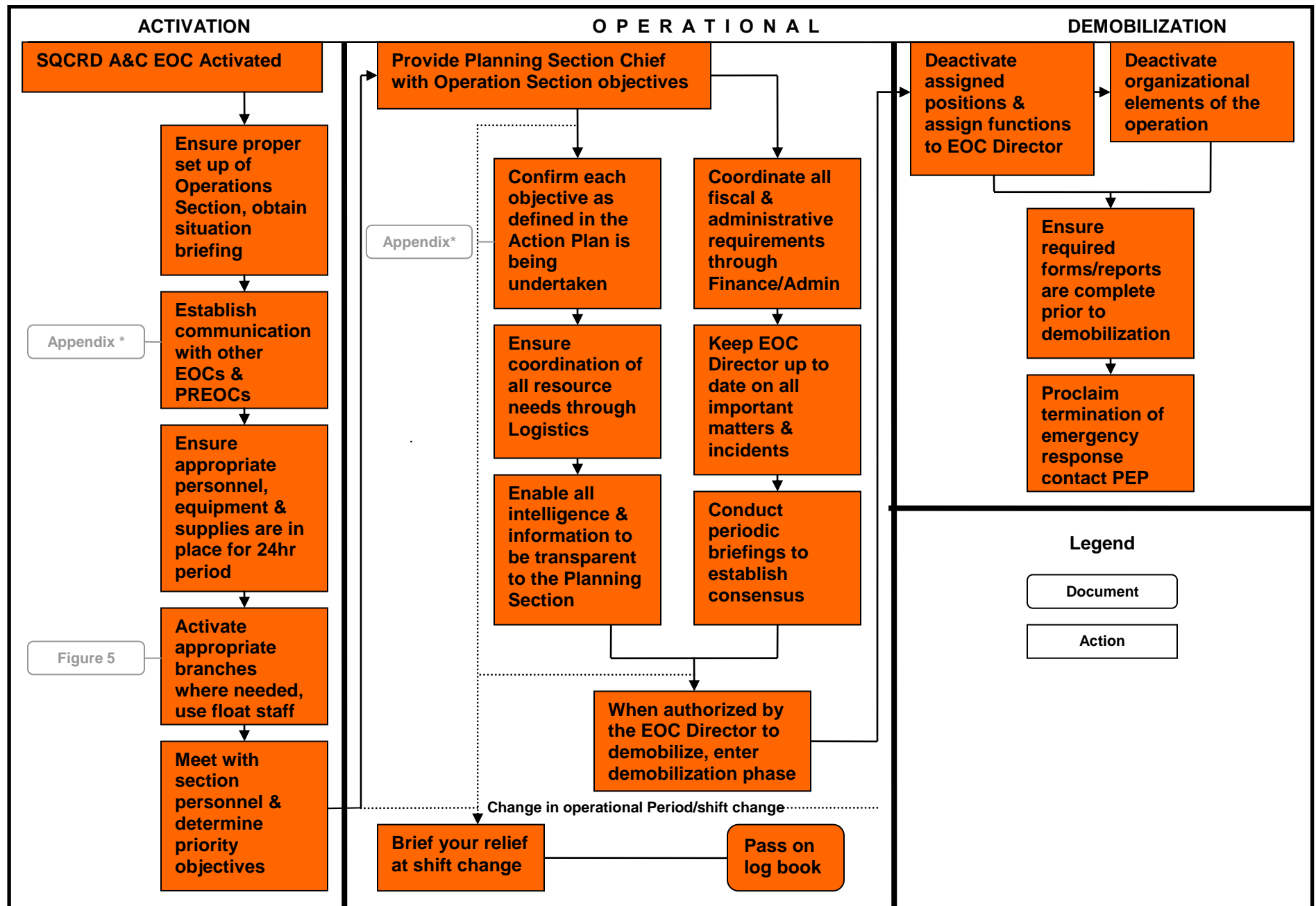


## OPERATION SECTION CHIEF

### *Description:*

The Operations Section Chief assists in ensuring that all functions, including the coordination of response for all operational functions are carried out. The Operations Section Chief is responsible for participating in the development of the Action Plan and ensuring that the operational objectives and assignments established in the Action Plan are carried out. In addition, conducting operations briefings for the EOC Director as required and ensuring that the Planning Section is provided with Branch Status and Major Incident Reports are also integral components of this role.

### **Figure 12 Operations Section Chief (Next Page)**



## PLANNING SECTION CHIEF

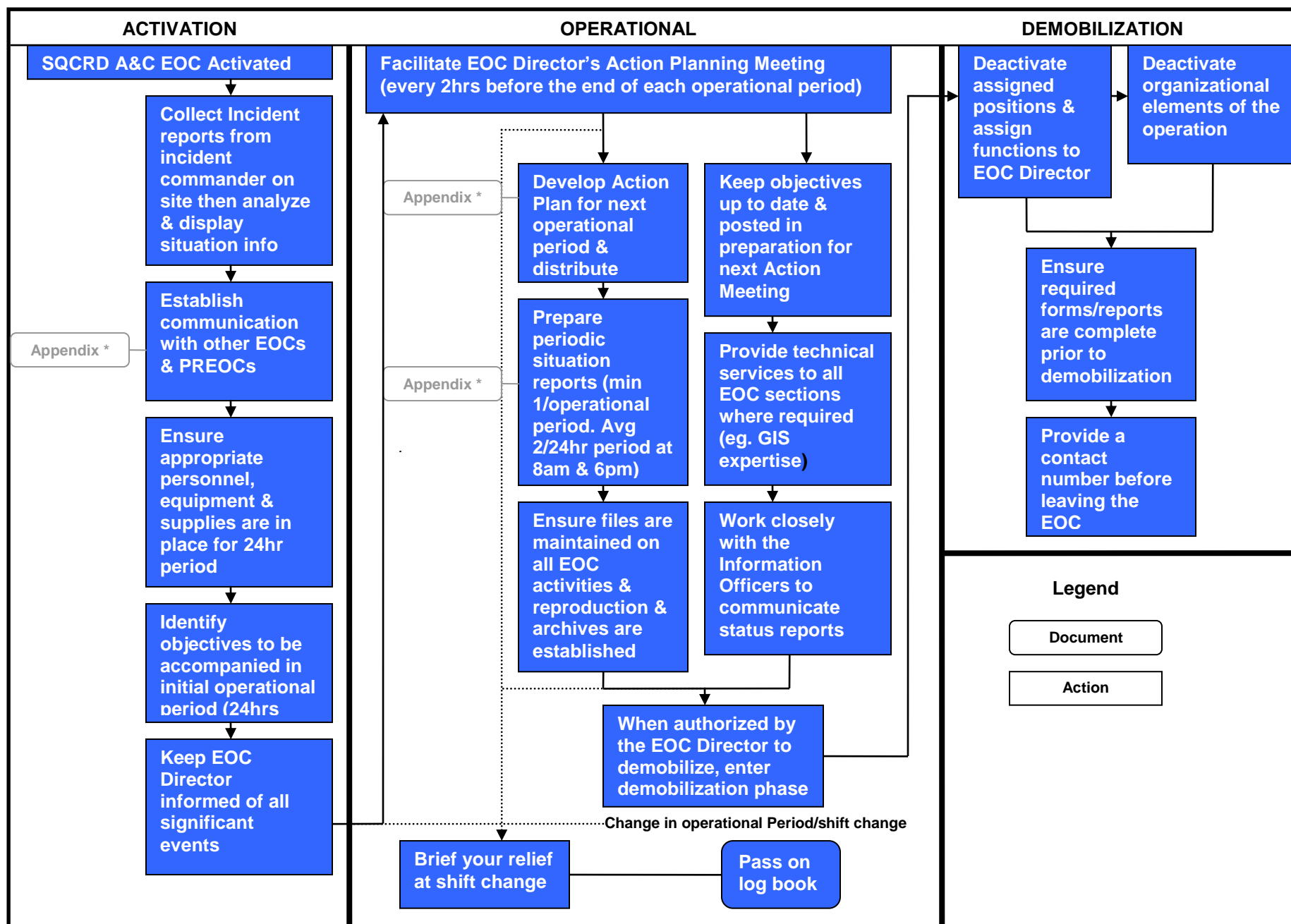
### *Description:*

The Planning Section Chief is responsible for many duties, including the collection, analysis and presentation of situation information, and the preparation of situation reports. Preparing and distributing the EOC Action Plan and facilitating meetings for the development of this plan are also important duties of this position. The Planning Section Chief is also responsible for the provision of technical support services to the various EOC sections and branches, and to document and maintain files on all EOC activities. Furthermore, this section aids in tracking assigned resources, developing alternatives for tactical operations, and aiding in the preparation of incident action plans for each operational period.

Establishing an appropriate level of organization for the Planning Section and exercising overall responsibility for section coordination are additional roles of the Section Chief. Communication between the Planning Section Chief and the EOC Director is a priority, keeping the EOC Director informed of any significant issues. Finally, the Planning Section Chief must manage the completion of all Status Reports and ensure they are utilized for Situation Status Reports and the EOC Action Plan.

### **Figure 13 Planning Section Chief (Next Page)**



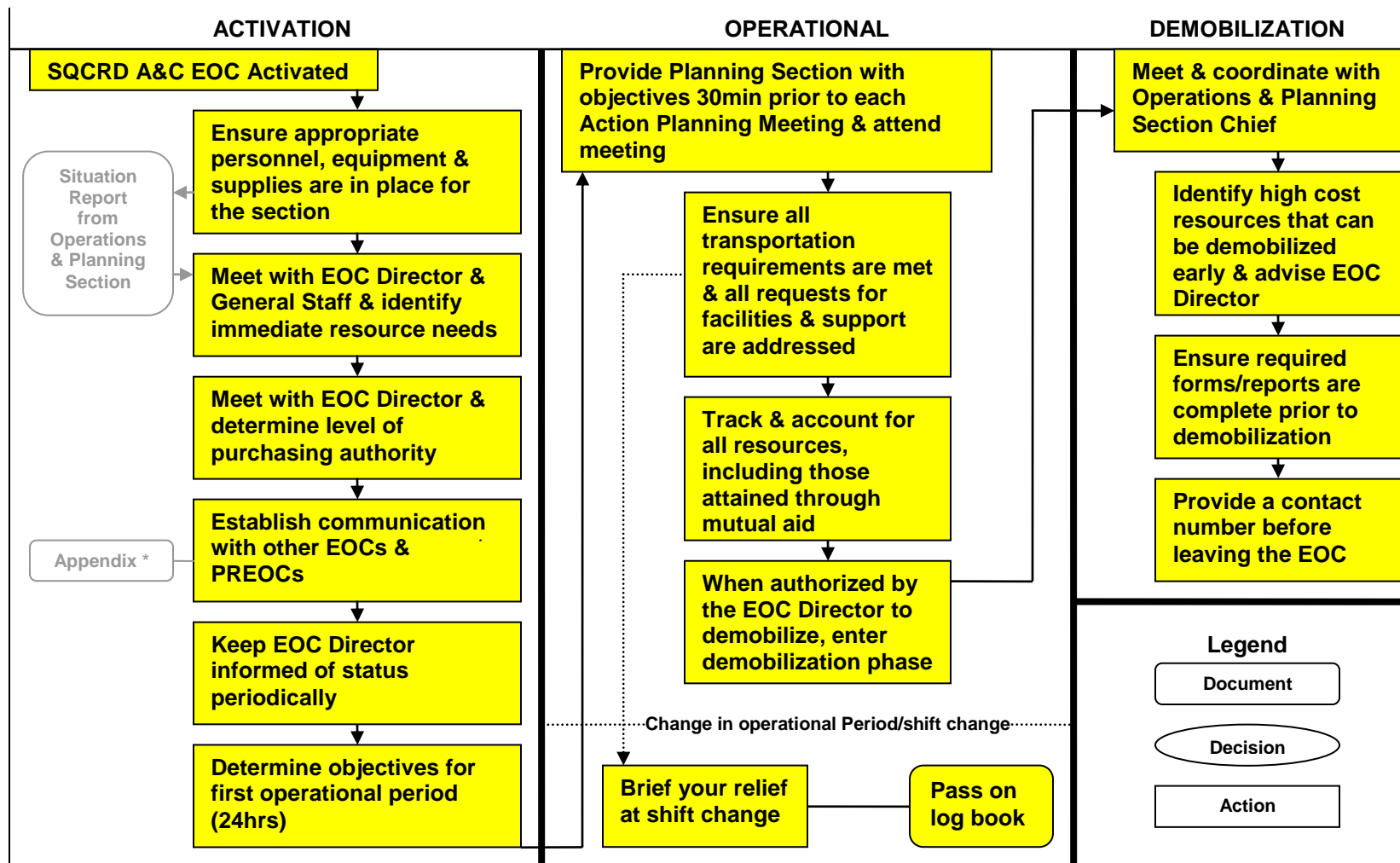


## LOGISTICS SECTION CHIEF

*Description:*

The Logistics Section Chief is responsible for providing services and support for the EOC and the incident (with the exception of Aircraft). All service and support requests must be promptly addressed by the Logistics Section Chief in order to effectively support the incident and the EOC. The Logistics Section Chief is required to participate in developing and implementing the incident action plan. For complete roles and responsibilities of the Logistics Section Chief (See **Appendix H- Logistics Section Chief**).

**Figure 14 Logistics Section Chief (Next Page)**

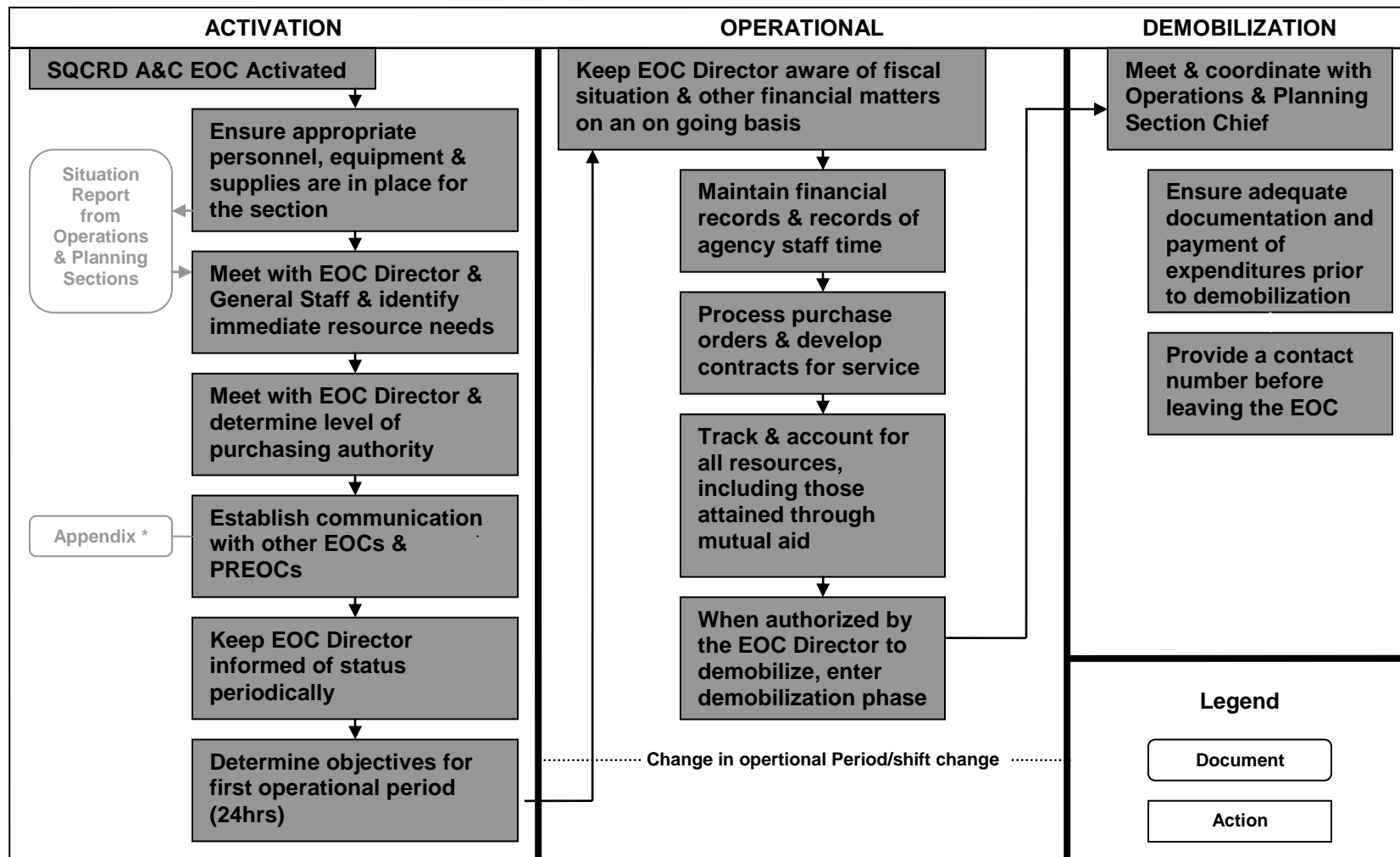


## FINANCE/ADMINISTRATION SECTION CHIEF

### *Description:*

The Finance & Administration Section Chief is responsible for monitoring and management of incident related costs & finances, scheduling of staff and resources, resource procurement, and compensation. The Finance and Administration Section Chief has the ability to activate units within the section as necessary. It should be noted that this section is interrelated with the Logistics section. As many of the activities that occur within the logistics section amongst other sections are very much interdependent.

### **Figure 15 Finance Administration Section Chief (Next Page)**



## 2.9 EOC Position Logs

All EOC personnel (especially the EOC Director and Section Chiefs) shall maintain individual position logs. The position logs should remain in the EOC at all times and be provided as part of the briefing material to relief personnel.

Log books should be identified with the following minimum information:

- Event
- Function
- Position
- PEP Task #
- Date

**Note:** In addition to individual log books, the position log form on the following page, can be copied and used as required.

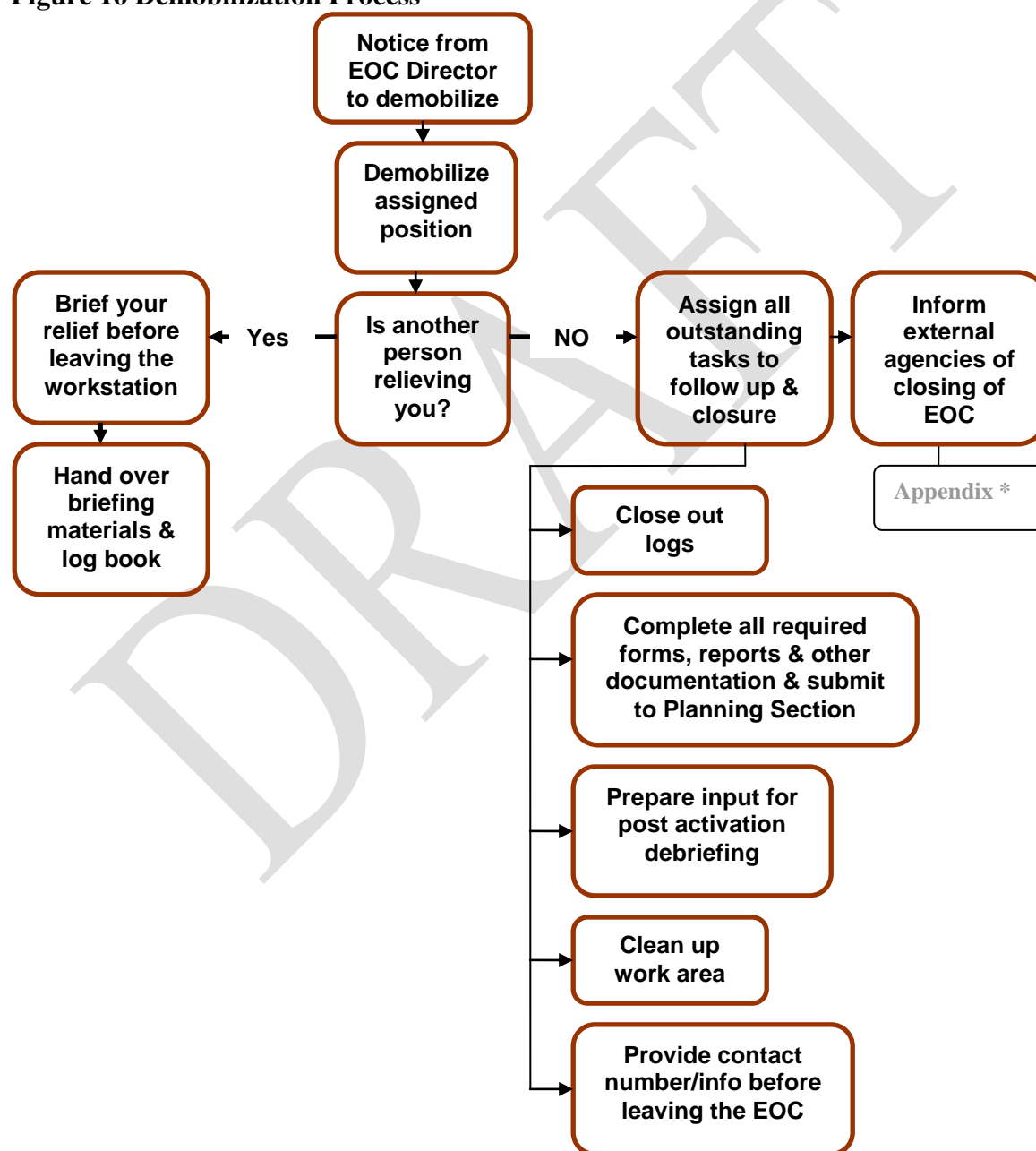
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## 2.10 Demobilization

The EOC may demobilize in phases or in its entirety as the situation dictates. Only the EOC Director has the authority to demobilize the EOC.

All outstanding tasks are to be assigned for follow-up and closure, and all outside agencies are informed in a timely manner stating the date and time of the closing of the EOC and outstanding items that are of interest or pertinent to them (Use the external contact sheet for contact information). **Figure 16** documents the process for demobilizing an EOC position.

**Figure 16 Demobilization Process**



## 3.0 Media Communications Guidelines

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### 3.1 Introduction

The degree to which the Skeena Queen Charlotte Regional District (SQCRD) Electoral Areas A and C (A&C) effectively manages the communication of information during an emergency has a significant impact on the relationship between the Regional District and its residents. **This section is not a Communications Plan**, it establishes basic procedures that will be of assistance during an emergency.

If a Communications Plan exists, or is created it shall take precedence over the information provided in this section. At that point all communications activities shall follow the procedures established in the Communications Plan. Such plans should be activated in conjunction with the activation of this Emergency Management Plan (EMP).

### 3.2 Purpose

These guidelines enable the EOC staff, security personnel and others involved in emergency communications to:

- **Physically control the information activities at the Emergency Operations Centre (EOC).**
- **Anticipate media behaviour and manage information dissemination and rumor control.**
- **Conduct notifications and maintain proper protocols.**
- **Administratively and logistically support the public communication effort.**

### 3.3 Communications Guidelines

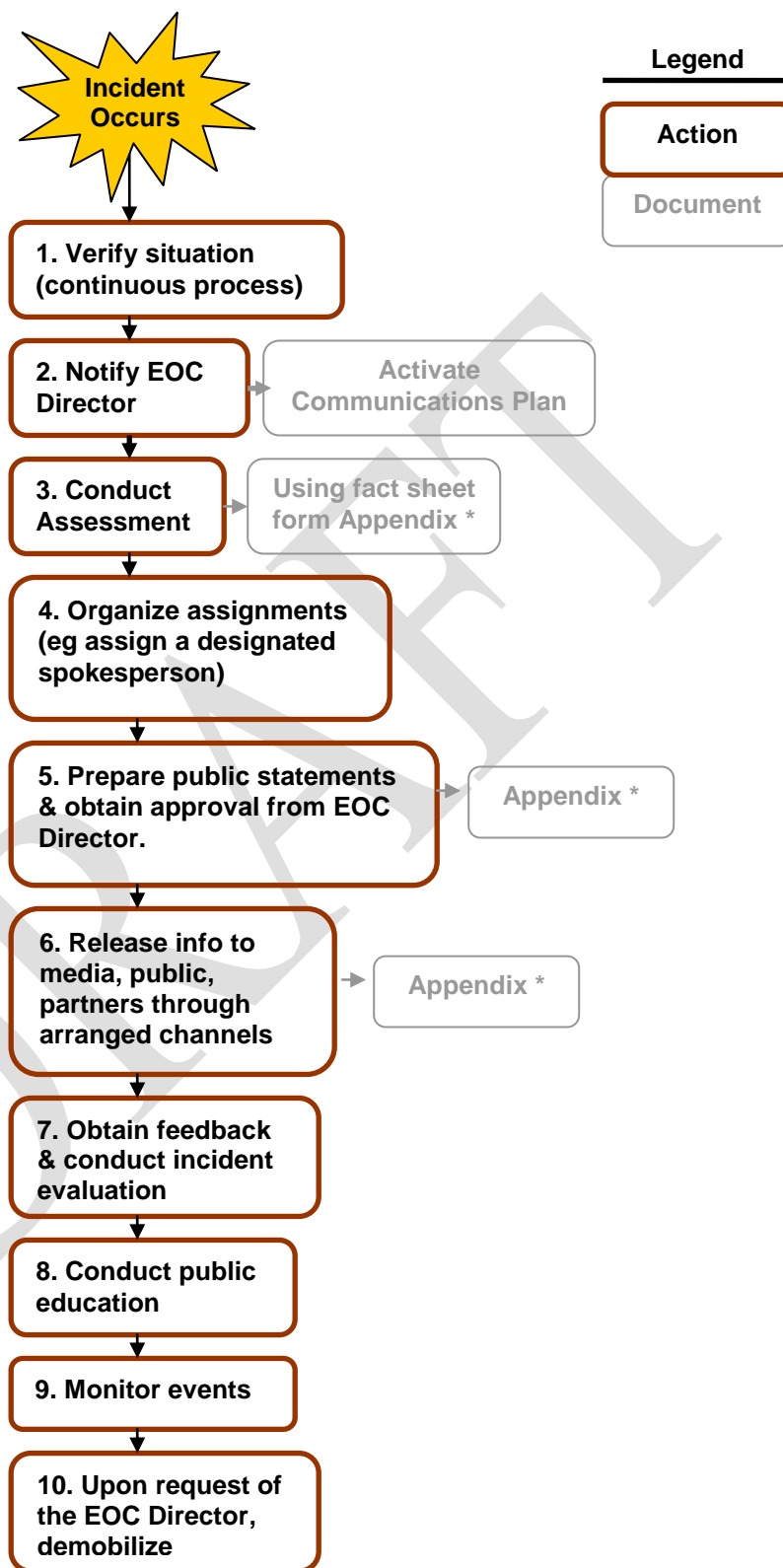
Communication procedures are designed to address personnel within the EOC as well as the media. News media can be the regional district's best allies during an emergency. When the regional district is a reliable source of information, it is perceived as socially responsible. The guidelines established below are generic in nature but serve as good operating procedures when the EMP is activated.

### 3.4 EOC Communication Response Strategy

There are nine steps to emergency communication response to media and ultimately the public. The Information Officer is responsible for the overall EOC communication response strategy to media inquiries. The following process may be used by the EOC Information Officer as a response strategy for media inquiries (**Figure 17**).



**Figure 17 Ten Steps to Emergency Communications Response**



### 3.5 Information Releases

This plan was designed to be as functional and user friendly as possible. Sample initial information releases are contained in **Appendix O** for the City of Trail EOC to use during an emergency.

The SQCRD A&C can release an initial statement to address media and the public that the emergency is being dealt with. This message can be posted on the regional district's website, pre-identified media sources and voice mail systems; in addition it should be given to all call centre/call taker attendants. A sample follow-up message also contained in **Appendix O** may be necessary if more time is required before a public statement can be made by the EOC Director or Information Officer.

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## 4.0 Training Objectives

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### 4.1 Introduction

The key to emergency preparedness is based on continuous training and exercising. With this commitment, progressive training helps build emergency response personnel confidence and fostering familiarity, knowledge, proficiency, and experience for emergency response personnel in their respective roles and responsibilities.

The purpose of this section is to ensure that Skeena Queen Charlotte Regional District (SQCRD) Electoral Areas A and C (A&C) emergency responders will have adequate training in order to carry out their responsibilities as outlined in this Emergency Management Plan (EMP).

### 4.2 Training

There are three phases of training:

- Introduction to Emergency Management Principles and the Incident Command System (ICS)
- EOC Management Staff and Section Chiefs Courses
- Functional Roles of the Emergency Operations Center (EOC) Team

Training will assist the SQCRD A&C in its on-going effort to meet current provincial emergency management guidelines. A training matrix is provided in **Appendix K** and should be updated by the Emergency Program Coordinator.

### 4.3 Exercises

Exercises based upon specific training will reinforce best practices and performance in assigned roles and responsibilities for the EOC staff.

Exercises may take the form of orientations through to increasingly challenging exercises, eventually graduating to full scale exercises which will incorporate external emergency response agencies. Exercise types include:

- ***Orientations:*** to introduce emergency program emergency management, training and exercise concepts.
- ***Drills:*** to exercise a single specific operation or function in a single department.
- ***Table-top Exercises:*** to simulate an emergency situation, though there is no utilization of equipment or deployment of resources, and no time pressures while providing an opportunity to resolve questions of coordination and responsibility.
- ***Functional Exercises:*** fully simulated interactive exercises of a real emergency under a high stress condition. They validate the capabilities of an EOC section or department.
- ***Full-Scale Exercises:*** to test total response capability during a simulated realistic emergency in actual conditions. Realism can be achieved through mobilization and actual movement of emergency personnel, equipment, and resources.

A suggested exercise program for the Emergency Management Team is located in **Appendix K**. The evaluation outcomes of exercises, identifies systemic weaknesses and suggest no-fault, non-punitive corrective actions that will enhance emergency preparedness. Following an exercise, a comprehensive debriefing report should be completed and evaluated by the Emergency Program Coordinator.

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## **5.0 Resource Procurement**

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### **5.1 Spending Authority**

Upon the activation of the Emergency Management Plan (EMP) and Emergency Operations Centre (EOC), the EOC Director is provided specific spending authorities relating to emergency response.

All expenditures must be approved by the EOC Director. Any expenditure that is not pre-approved through the Provincial Emergency Program (PEP) must be discussed and supported by the Policy Group. The Policy Group consists of the Chair, Vice Chair and the Board of Director, and the CAO or designate at the EOC. Most expenses incurred by the SQCRD A&C are recoverable from PEP. However, there are eligibility and pre-approval requirements that have been stipulated by PEP that must be adhered to.

All efforts must be made by the EOC Director to comply with all normal spending policies, unless the emergency situation justifies otherwise (immediate life safety) and is well documented.

### **5.2 Procedure to Acquire Staffing Support**

#### **Provincial Emergency Program TEAMS**

Throughout the province, there is a core staff of about 60 people – including those in permanent emergency operations centers in Surrey, Kamloops, Nelson, Prince George and Terrace. Furthermore, there is over 120 trained government staff available for deployment to help at local EOC's.

The EOC Director is responsible for requesting assistance from the Provincial Emergency Program (PEP) through the provincial Regional Emergency Operations Center (PREOC) if needed.

#### **Hiring Private Contractors**

The SQCRD A&C may consider hiring private contractors to fulfill EOC positions during an emergency. It is important to note that the regional district will be able to claim the costs involved under PEP financial assistance. However, PEP stipulates that pre-approval is required to call on or access these resources, in the time of an emergency. The process of pre-approval or acquiring a 'task number' from PEP is the responsibility of the EOC Director through the PREOC or the Emergency Coordination Center (ECC).

### **5.3 Cost Recovery**

In general, a local authority will be able to claim most of the costs involved with emergency response, including:

- **Site costs**
- **EOC costs**
- **Emergency Social Services (ESS) costs**

There are exceptions, however, and it is important that each local authority understand the rules of eligibility that apply to the nature of response expenditures. For reference, refer to **Appendix F** for the *PEP Financial Assistance for Emergency Response and Recovery Costs - Guide for Local Authorities and First Nations (September 2005 – Revised August 2007)* for a complete manual to PEP policies and procedures ([www.pep.bc.ca](http://www.pep.bc.ca)) . It is essential that all PEP requirements are considered before the EOC incurs response expenses and this is the responsibility of the EOC Director working with the Finance Section Chief.

**Eligibility** pertains to response costs for efforts needed to preserve public safety related to a specific event. This means that other non-event objectives, such as promoting tourism to protect the local economy, are not eligible. However, eligibility under ‘Recovery costs’ are acceptable as these costs are shared with the local authority.

Response activities may include a wide range of actions, depending on the type of event and need for protective action. Eligible costs for response actions at the site of an emergency may include:

- **Purchasing sandbags and sand, and renting bag-filling machines during a flood**
- **Hiring tree experts to remove dangerous trees following a wildfire or wind storm**
- **Hiring contract security crews to patrol evacuated neighborhoods**
- **Purchasing food and fuel for ESS volunteers**
- **Renting private property as a staging area for heavy equipment**
- **Immediate and temporary repairs to potable water lines following an earthquake**

In addition to site-related costs, response costs could also include site-support actions that take place at the EOC or other facility, including these examples:

- **Renting rooms and furniture for EOC facilities**
- **Purchasing paper, folders, labels, and other office supplies for the EOC**
- **Renting computers, printers, fax machines and other office equipment for the EOC**
- **Service charges for connecting telephones and data lines**
- **Purchasing food and water for EOC personnel**
- **Contract charges for paid EOC personnel**
- **Overtime costs for local authority staff supporting emergency response**
- **Travel and accommodation charges for EOC personnel**
- **Contracted janitorial and security services for the EOC and other response facilities**

*The above section is reproduced from the PEP Financial Assistance Guide for Local Authorities and First Nations, 2005 rev. 2007.*

## **4.0 Hazard-Specific Roles and Procedures**

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### **4.1 Aircraft Crashes**

#### **Policies**

- In the SQCRD, primary responsibility for aircraft crashes rests with the RCMP and the Transportation Safety Board (TSB) with the Department of National Defence (DND) providing search and rescue service. The RCMP will provide security and assist the Coroner. The TSB conducts the investigation.
- An EOC is not commonly activated for an aircraft crash. However, in the event of a catastrophic incident, the EOC may be activated to provide support as needed and requested.

#### **Hazard Specific Checklists**

##### **EOC Director**

- ❑ Notify PEP/PREOC when EOC is activated.
- ❑ Consider RCMP or alternate as Operations Section Chief.
- ❑ Establish contact with air carrier and request representative to attend either the EOC or the site Incident Command Post.
- ❑ Ensure Transportation Safety Board and Joint Rescue Coordination Centre – Victoria is contacted.
- ❑ Staff Liaison Officer, Information Officer, and Risk Management Officer positions.
- ❑ Establish news release system (Information Officer).
- ❑ Establish family inquiry system to liaise with Operations and ESS (Information Officer).

##### **Operations**

- ❑ Establish a Registration and Inquiry Centre (ESS / Red Cross).
- ❑ Support Incident Commander in defining working area, establishing control perimeter and securing the scene for subsequent investigation (Police Branch).
- ❑ Coordinate routes for emergency vehicles (Police Branch & Planning Section).
- ❑ Coordinate traffic and crowd control (Police Branch).
- ❑ Notify Health Centre and BCAS of casualties, including number and type (Health Branch).
- ❑ Establish temporary morgue (Police Branch, Coroner Unit).
- ❑ Coordinate elimination of hazards from damaged utilities (Public Works / Utilities).
- ❑ Supervise ESS accommodation and feeding of EOC and response personnel (ESS Branch).

## Planning

- ❑ Consider possible major effects (Advance Planning Unit):
  - Injuries and fatalities
  - Fire
  - Explosion
  - Damage to property
  - Involvement of dangerous goods, e.g., fuels
  - Special cargo problems
  - Sudden health centre requirements
  - Disruption of traffic and communications
  - Disruption of utilities
  - Convergence of media, photographers, politicians
  - Convergence of friends and family members and need for grieving
  - International considerations
  - Terrorism considerations

## Logistics

- ❑ Prepare to support long-term recovery and investigation operations.
- ❑ Identify potential temporary morgue and warehouse facilities (Facilities Unit).
- ❑ Consider equipment needs and sources (Supply Unit):

Fire fighting and rescue equipment  
Ambulances  
Communication Equipment

Auxiliary lighting  
Barricades  
Mobile public address system  
Dangerous Goods response team  
Oil / Fuel Spill clean up

Fire / Public Works / DND / Industry  
BCAS / Industry  
Regional District/ Ambulance / RCMP  
/Amateur Radio / MCTS  
Public Works / Utilities  
Public Works / Fire  
RCMP / Fire / BCAS  
PEP / Industry / MoE  
Burrard Clean / Industry



## **4.2 Atmospheric Hazards (Extreme Winds, Severe Storms)**

### **Policies**

- Whenever and wherever possible, the EOC will continue to warn citizens of impending severe weather, working with meteorological services and news media.
- First priority is snow/debris removal for emergency services and transportation of essential staff.
- RCMP should consider waiving enforcement of on-road use of quads, ATVs and other off-road vehicles for emergency response.

### **Hazard Specific Checklists**

#### **EOC Director**

- ❑ Notify PEP/PREOC when EOC is activated.
- ❑ Ensure snow/debris removal activities are coordinated throughout the area (Operations, Public Works, Planning, Logistics).
- ❑ Advise public of status and what self-help measures they can take (Information Officer).
- ❑ Establish news release system (Information Officer).
- ❑ Establish public inquiry system (Information Officer).
- ❑ Staff Liaison Officer, Information Officer and Risk Management Officer positions.

#### **Operations**

- ❑ Coordinate working area and establish control perimeter (Police Branch).
- ❑ Coordinate routes for emergency vehicles (Police Branch & Planning Section).
- ❑ Establish temporary morgue, if required (Police Branch, Coroner Unit).
- ❑ Coordinate the protection of property (Police Branch).
- ❑ Assist emergency agencies with special transport problems (Transportation Unit).
- ❑ Coordinate the elimination of hazards from damaged utilities (Public Works, Utilities Branch).
- ❑ Coordinate provision of auxiliary power (Utilities Branch).
- ❑ Coordinate clearing and disposal of debris (Public Works Branch).
- ❑ Coordinate SAR and checks for stranded motorists (Police Branch).
- ❑ Coordinate search for trapped persons (Police Branch).
- ❑ Notify health centre and BCAS of casualties, including type and number (Health Branch).
- ❑ Coordinate transport of food, fuel, pharmaceutical supplies, medical personnel and others to points of need (ESS Branch and Logistics Section).

- ❑ Supervise ESS accommodation and feeding of stranded persons (ESS Branch).
- ❑ Supervise ESS accommodation and feeding of EOC and response personnel (ESS Branch)

## **Planning**

- ❑ Provide Operations Section with updated meteorological data (Situation Unit or Meteorological Technical Specialist if available).
- ❑ Provide Operations Section with updated transportation route information (Situation Unit).
- ❑ Track and relay road condition reports and closures (Situation Unit).
- ❑ Consider possible major effects (Advance Planning Unit):
  - Injuries and fatalities
  - Disruption of community
  - Disruption of utilities
  - Closure of traffic routes
  - Damage to property, e.g., roof collapse from weight of snow, ice, trees etc.
  - Disruption of communications

## **Logistics**

- ❑ Contact all snow/debris clearing apparatus available (Supply Unit).
- ❑ Contact all off-road and ATV vehicle owners as required (Supply Unit).
- ❑ Contact food suppliers and determine on-hand supplies (Supply Unit).
- ❑ Consider equipment needs and sources (Supply Unit):
 

Rescue equipment	Police / PEP / Fire / BCAS
Fire equipment	Fire
Ambulances	BCAS / Industry
Road clearing equipment	Public Works
Auxiliary generators	Public Works / Utilities
Barricades	Public Works / Fire
Mobile public address system	RCMP / Fire / BCAS

## **Finance/Administration**

- ❑ Prepare equipment contracts for snow/debris removal (Purchasing Unit).

## 4.3 Earthquake

### Policies

- In the event of a major earthquake, the EOC should consider an automatic Level 3 response.
- Should the operational area of this EOC not be affected, it is our policy to provide support and assistance to other areas affected as needed and requested. This may include providing resources/material or receiving evacuees from the Regional District.

### Hazard Specific Checklists

#### EOC Director

- ❑ Notify PEP/PREOC when EOC is activated.
- ❑ Select Fire Chief or alternate as Operations Chief.
- ❑ Ensure all agency representatives are contacted and requested to attend the EOC.
- ❑ Establish adequate communications and news release systems (Information Officer).
- ❑ Establish public inquiry system (Information Officer).
- ❑ Request outside assistance (including military) from PREOC as required.
- ❑ Staff Liaison Officer, Information Officer and Risk Management Officer Positions.

#### Operations

- ❑ Coordinate search for trapped or injured persons (Police Branch).
- ❑ Coordinate rescue of trapped or injured persons (Fire Branch).
- ❑ Staff ESS positions for possible reception centres (ESS Branch).
- ❑ Coordinate the evacuation of personnel (Police Branch).
- ❑ Coordinate traffic control (Police Branch).
- ❑ Coordinate temporary morgue (Police Branch, Coroner Unit).
- ❑ Coordinate the protection of property and relocate resources where necessary (Police Branch).
- ❑ Coordinate salvage operations of essential items (Fire Branch).
- ❑ Coordinate the elimination of hazards from roadways or damaged utilities (Public Works Branch).
- ❑ Coordinate emergency public health facilities (Health Branch).
- ❑ Supervise ESS accommodation and feeding of clients (ESS Branch)
- ❑ Supervise ESS accommodation and feeding of EOC and response personnel (ESS Branch).

## Planning

- ❑ Obtain and disseminate current seismic data (Situation Unit).
- ❑ Deploy field observers to gather damage intelligence as soon as possible (Damage Assessment Unit).
- ❑ Consider possible major effects (Advance Planning Unit):
  - Injuries and fatalities
  - Trapped persons
  - Damage to property
  - Damage to roads, bridges, utilities, buildings
  - Fire hazards and explosions
  - Escape of dangerous gases, e.g., propane
  - Flooding from broken water mains
  - Hypothermia if event occurs in winter
  - Landslides
  - Panic
  - Contamination of normal water supplies
  - Dangers to public health
  - Adjacent communities may be affected as well, slowing assistance
  - Losses to local economy

## Logistics

- ❑ Anticipate long term feeding / accommodation support of field workers.
- ❑ Consider equipment needs and sources (Supply Unit):

Transportation	Road / Water / Air
Rescue equipment of all kinds	All agencies
Public service maintenance vehicles	Public Works / Utilities
Communication Equipment	PEP / RCMP / Amateur Radio / Fire
Heavy equipment (bulldozers, etc.)	Public Works / Industry
Auxiliary lighting	Public Works / Utilities
Auxiliary power facilities	Public Works / Utilities
Medical and health supplies	Health
Food and lodging	Emergency Social Services
Piping for water, sewer repairs	Public Works / Industry
Tanks cars for potable water supplies	Utilities / Industry / Fire
Mobile public address system	RCMP / Fire / BCAS
Barricades	Public Works / Fire

## 4.4 Flooding

### Policies

- Ministry of Environment (MOE), Ministry of Transportation (MOT) and PEP are the key provincial agencies.
- Private property owners are responsible for the development of their own preparedness plans and protective works on their property.
- The EOC / Regional District will keep the public informed by releasing all confirmed flood warning information through local information sources.
- A state of local or provincial emergency must be declared to cause an evacuation due to flooding.

### Hazard Specific Checklists

#### EOC Director

- ☐ Notify PEP/PREOC of EOC activation.
- ☐ Select Director of Engineering as Operations Chief.
- ☐ Ensure representatives from DFO are contacted and requested to attend the EOC if needed.
- ☐ Establish adequate communications and news release systems (Information Officer).
- ☐ Establish public inquiry system (Information Officer, ESS and Red Cross).
- ☐ Establish proper jurisdiction.
- ☐ Staff Liaison Officer, Information Officer, and Risk Management Officer positions.

#### Operations

- ☐ Staff ESS positions for possible reception centres (ESS Branch).
- ☐ Coordinate the evacuation of personnel (Police Branch).
- ☐ Coordinate the evacuation of livestock (Ministry of Agriculture and Food).
- ☐ Coordinate traffic control (Police Branch).
- ☐ Coordinate the establishment of dikes as required (Public Works Branch).
- ☐ Identify the priority areas for sand bag deployment (Public Works Branch).
- ☐ Coordinate the elimination of hazards from damaged utilities (Utilities Branch and Public Works).
- ☐ Establish emergency public health facilities (Health Branch).
- ☐ Provide emergency medical care to civilians and responders. (BC Ambulance Unit)
- ☐ Supervise ESS accommodation and feeding for clients (ESS Branch).

- ❑ Supervise ESS accommodation and feeding for EOC and response personnel (ESS Branch).

## Planning

- ❑ Obtain and disseminate current meteorological data and flood forecasts by working with MOT, WLAP and Atmospheric Environment Services.
- ❑ Deploy field observers to gather flood intelligence as soon as possible (Damage Assessment Unit).
- ❑ Consider possible major effects (Advance Planning Unit):
  - Disruption of community
  - Damage to property
  - Contamination of normal water supplies
  - Casualties
  - Evacuation of population
  - Dangers to public health
  - Losses to local economy

## Logistics

- ❑ Contact PREOC for additional sandbagging personnel.
- ❑ Identify and locate additional sandbags / heavy equipment resources in anticipation of field requests (Supply Unit).
- ❑ Anticipate long term feeding / accommodation support of field workers (ESS Branch).
- ❑ Consider equipment needs and sources (Supply Unit):

Transportation	Road / Water
Communication Equipment	PEP / RCMP / Amateur Radio / Regional District/ Fire
Equipment for constructing dikes	Public Works / Industry
Heavy equipment (bulldozers, etc.)	Public Works / Industry
Auxiliary lighting	Utilities
Auxiliary power facilities	Utilities
Medical and health supplies	Health
Food and lodging	Emergency Social Services
Pumps	Public Works
Storage facilities for equipment	Province
furnishings and livestock	
Mobile public address system	RCMP / Fire / BCAS
Barricades	Public Works / Fire

## Finance/Administration

- ❑ Establish Compensation and Claims Unit and Cost Accounting Unit.

## 4.5 Hazardous Materials

### Policies

- Responders should take a defensive role (isolate, identify and evacuate) until actions are identified.
- The spiller is responsible for clean up and restoration and may be billed for extraordinary expenses incurred by the Regional District
- The community has a right to know both the hazard and risk.

### Hazard Specific Checklists

#### EOC Director

- ☐ Notify PEP/PREOC that EOC is activated.
- ☐ Select Fire Chief or alternate as Operations Chief.
- ☐ Ensure Safety Officer appointed at scene.
- ☐ Ensure Ministry of Environment and other appropriate agencies notified.
- ☐ Notify Office of the Fire Commissioner that EOC is activated.
- ☐ Establish adequate communications and news release systems (Information Officer).
- ☐ Establish public inquiry system (Information Officer).
- ☐ Request representative from spiller/carrier/owner attend the EOC.
- ☐ Staff Liaison Officer, Information Officer, and Risk Management Officer positions.

#### Operations

- ☐ Ensure Public Health Officer is notified.
- ☐ Provide support to the Incident Commander.
- ☐ Confirm Hot / Warm / Cold zones established and communicated to all agencies.
- ☐ Coordinate traffic control (Police Branch).
- ☐ Coordinate evacuation routes (Police Branch).
- ☐ Activate ESS for possible evacuation.
- ☐ Coordinate evacuation of high-hazard zones, considering responder safety (Police Branch).
- ☐ Notify health centre of casualties (BC Ambulance Unit).
- ☐ Establish temporary morgue, if needed (Police Branch, Coroner Unit).
- ☐ Supervise ESS accommodation and feeding for clients (ESS Branch).
- ☐ Supervise ESS accommodation and feeding for EOC and response personnel (ESS Branch).

## Planning

- ❑ Ensure appropriate technical specialists contacted and available (Technical Specialists Unit).
- ❑ Determine nature of substance spilled, weather conditions and possible effects and inform Operations Section Chief, EOC Director and Incident Commander (Situation Unit).
- ❑ Define the area of risk.
- ❑ Commence evacuation planning, if required, and warn adjacent areas.
- ❑ Establish identification of spiller for cost recovery purposes (Recovery Unit).
- ❑ Consider possible major effects (Advance Planning Unit):
  - Injuries and fatalities
  - Tendency of people to disperse
  - Damage to property
  - Disruption of traffic
  - Subsequent explosions and fire
  - Need to decontaminate site responders, equipment, and vehicles
  - Contamination of normal water supplies
  - Need to evacuate population
  - Dangers to public health and livestock
  - Disruption of business and industrial activities
  - Convergence of media, photographers, politicians

## Logistics

- ❑ Check on availability of specialized hazardous material supplies and consultants (Supply Unit).
- ❑ Consider support of long-term field operations (ESS Branch).
- ❑ Consider equipment needs and sources (Supply Unit):

Ambulances	BCAS / Industry
Fire and rescue equipment	Fire / Industry
Communication Equipment	RCMP/ Amateur Radio / Regional District/ Fire / BCAS
Decontamination equipment	Industry
Barricades	Public Works / Fire
Mobile public address system	RCMP / Fire / BCAS
Advisory services	Canutec, MOE, Spiller

## Finance/Administration

- ❑ Ensure cost accounting is taking place for charge back to spiller (Cost Unit).



## 4.6 Pandemic/Mass Illness

An *epidemic* is a situation where a disease affects many people in a given area, resulting in illness and potential death and there is likelihood for a mass casualty situation in the event of an epidemic. A *pandemic* refers to an epidemic that spans a large geographic area and can often become a global situation.

For the purposes of this plan, animal disease is inclusive here - this can be non-infectious, infectious and parasitic disease. These diseases have the potential to pass from animal to animal and from animal to human.

### Policies

- Along the lines of BCEMRS response objectives, it is important that the safety and health of all responders is taken care of first and foremost.
- Suggested guidelines for the use of influenza vaccine in times of short supply have been developed to provide guidance during the planning process, but may be changed later after epidemiologic data is available.
- According to the BC Pandemic Influenza Preparedness Plan, the health care sector will be first to receive vaccine when in limited supply, followed by essential service workers and persons at high risk.
- When and where possible, it is our policy to warn residents of an impending pandemic and the protective measures to take.
- Responders will take defensive (protective measures) roles until pandemic is identified and the appropriate response is communicated to crews.
- The EOC working with the Hospital (including Public Health) will determine and provide priorities for response and recovery.
- The community has a right to know both the hazard and risk.

### Hazard Specific Checklists

#### EOC Director

- ☐ Notify PEP/PREOC that EOC has been activated.
- ☐ Select Hospital Administrator, or designate, as Operations Chief.
- ☐ Request Northern Health Authority, or designated representative attend at the EOC.
- ☐ Staff the Liaison Officer, Information Officer, and Risk Management Officer positions.
- ☐ Establish public inquiry and call centre systems (Information Officer).
- ☐ Advise public of status and what self-help measures they can take (Information Officer).

## Operations

- ❑ Assist Hospital and Public Health staff where possible.
- ❑ Establish routes for emergency vehicles (Police Branch).
- ❑ Establish temporary morgue, if required (Police Branch).
- ❑ Coordinate transport of food, fuel, pharmaceutical supplies, medical personnel and others to points of need (Logistics Section).
- ❑ Supervise ESS accommodation and feeding of stranded persons (ESS Branch).
- ❑ Supervise ESS accommodation and feeding of EOC and response personnel (ESS Branch).
- ❑ Establish ESS Reception Centres.

## Planning

- ❑ Identify critical power needs (i.e., nursing homes, etc.) (Situation Unit).
- ❑ Identify if alternate suppliers available (Supply Unit).
- ❑ Provide Operations Section with updated health data (Situation Unit).
- ❑ Consider possible major effects (Advance Planning Unit):
  - Hospital requirements (additional resources)
  - Panic, and the need for stress debriefing
  - Disruption of traffic and communications
  - Convergence of friends and family members and the need for grieving
  - Convergence of media, photographers, politicians

## Logistics

- ❑ Prepare to support long-term recovery (Supply Unit).
  - ❑ Identify potential temporary morgue facilities (Facilities Unit.)
  - ❑ Consider equipment needs and sources (Supply/Procurement Units).
  - ❑ Contact food suppliers and determine on-hand supplies (ESS Branch).
- |                              |                            |
|------------------------------|----------------------------|
| Decontamination equipment    | Various sources            |
| Barricades                   | Public Works / Police      |
| Ambulances                   | BCAS/Transportation/Police |
| Mobile public address system | RCMP / Fire / Radio        |
| Food and lodging             | Regional District          |

## Finance/Administration

- ❑ Establish timekeeping / payroll system (Time Unit).
- ❑ Anticipate compensation and claims (Cost Unit).

## 4.7 Landslides

### Policies

- Regardless of where the incident occurs, responder safety will be considered first.
- Many landslides / slips involve multiple agencies and jurisdictions.

### Hazard Specific Checklists

#### EOC Director

- ❑ Ensure representatives from MOT, MOE, PEP (as appropriate) are contacted and requested to attend the EOC.
- ❑ Establish adequate communications and news release systems (Information Officer).
- ❑ Establish public inquiry system (Information Officer).
- ❑ Establish proper jurisdiction.
- ❑ Staff Liaison Officer, Information Officer and Risk Management Officer positions.

#### Operations

- ❑ Coordinate search and rescue of victims (Fire Branch, Police Branch).
- ❑ Staff ESS positions for possible reception centres (ESS Branch).
- ❑ Coordinate the evacuation of personnel, (Police Branch).
- ❑ Coordinate the evacuation of livestock (Ministry of Agriculture, Fisheries and Foods).
- ❑ Coordinate traffic control (Police Branch).
- ❑ Coordinate the protection of property and relocate resources where necessary (Police Branch).
- ❑ Coordinate removal and disposal of slide material as required (Public Works Branch).
- ❑ Coordinate the elimination of hazards from damaged utilities (Public Works Branch).

#### Planning

- ❑ Deploy field observers to gather damage intelligence as soon as possible (Situation Unit).
- ❑ To consider further slide potential, obtain current meteorological data.
- ❑ Consider possible major effects (Advance Planning Unit):
  - Casualties
  - Damage to property
  - Closure of roads and highways
  - Damage to utilities and communication systems
  - Contamination of normal water supplies
  - Evacuation of population from danger areas

- Dangers to public health
- Possible convergence of families and friends to help with search
- Disruption of community
- Losses to local economy

## **Logistics**

- ❑ Identify additional heavy equipment in anticipation of field requests (Supply Unit).
- ❑ Anticipate long term feeding / accommodation support of field workers.
- ❑ Consider equipment needs and sources (Supply Unit):

Transportation	Road / Air / Water
Communication Equipment	RCMP / Amateur Radio / Fire / BCAS
Heavy equipment (bulldozers, etc.)	Public Works / Industry
Auxiliary lighting	Public Works / Utilities
Auxiliary power facilities	Utilities
Medical and health supplies	Health
Food and lodging	ESS
Barricades	Public Works

## **Administration**

- ❑ Establish Compensation and Claims Unit and Cost Accounting Unit.
- ❑ Establish Disaster Financial Assistance Unit.

## 4.8 Power Outages

### Policies

- BC Hydro is responsible for restoration of electrical power.
- The EOC may assist with actions such as coordinating the clearing of fallen trees from routes used by utility line crews.
- The EOC will determine and provide priorities for energy restoration.
- Under no circumstances should non-utility responders handle power lines, as they may still be energized.

### Hazard Specific Checklists

#### EOC Director

- ❑ Notify PEP/PREOC that EOC has been activated.
- ❑ Select Director of Engineering as Operations Chief.
- ❑ Request utility representative attend at the EOC.
- ❑ Staff Liaison Officer, Information Officer and Risk Management Officer Positions.

#### Operations

- ❑ Assist utility crews where possible.
- ❑ Coordinate the elimination of hazards from damaged utilities (Public Works Branch).
- ❑ Coordinate provision of auxiliary power (Utilities Branch).
- ❑ Coordinate transport of food, fuel, pharmaceutical supplies, medical personnel and others to points of need (ESS Branch and Logistics Section).
- ❑ Supervise ESS accommodation and feeding of stranded persons (ESS Branch).
- ❑ Supervise ESS accommodation and feeding of EOC and response personnel (ESS Branch).
- ❑ Establish ESS Reception Centres for the aged/infirm.
- ❑ Staff Engineering Branch Director.

#### Planning

- ❑ Identify critical power needs (Situation Unit).
- ❑ Identify if alternate suppliers available (Supply Unit).
- ❑ Provide Operations Section with updated meteorological data (Situation Unit).

- ❑ Consider possible major effects (Advance Planning Unit):
  - Injuries and fatalities, indirectly due to lack of power
  - Disruption of traffic
  - Disruption of utilities and communications
  - Convergence of media, photographers, politicians

## **Logistics**

- ❑ Locate power generation equipment (Supply Unit).
- ❑ Locate fuel for power generation equipment (Supply Unit).
- ❑ Ensure EOC and public safety facilities have auxiliary power (Supply Unit).
- ❑ Contact food suppliers and determine on-hand supplies (ESS Branch).
- ❑ Consider equipment needs and sources (Supply Unit):

Auxiliary generators

Auxiliary heaters

Auxiliary lighting

Mobile public address system

Community welfare equipment

Public Works / Fire

Public Works

Fire / Public Works

RCMP / Fire / BCAS

Emergency Social Services

## **Finance/Administration**

- ❑ Establish manual timekeeping / payroll system (Time Unit).

## 4.9 Public Disturbance

In case of a major social disturbance, civil disobedience or riot:

### Policies

- The RCMP is the responsible agency.
- The EOC will provide support and assistance as needed or requested.

### Hazard Specific Checklists

#### EOC Director

- ❑ Select Police or alternate as Operations Chief.
- ❑ Staff Liaison Officer, Information Officer and Risk Management Officer positions.
- ❑ Establish news release system (Information Officer).
- ❑ Establish family inquiry system (Information Officer).

#### Operations

- ❑ Establish a Registration and Inquiry Centre (ESS / Red Cross).
- ❑ Support Incident Commander in defining working area, establishing control perimeter, and securing the scene for subsequent investigation (Police Branch).
- ❑ Coordinate routes for emergency vehicles (Police Branch).
- ❑ Coordinate requests for ambulance, wreckers, fire trucks and heavy equipment, as needed.
- ❑ Coordinate traffic and crowd control (Police Branch).
- ❑ Notify health centre of casualties, including number and type (BC Ambulance Service Unit).
- ❑ Establish temporary morgue (Police Branch).
- ❑ Coordinate the elimination of hazards from roads (Public Works / Utilities).

#### Planning

- ❑ Consider possible major effects (Advance Planning Unit):
  - Injuries and fatalities
  - Fire
  - Explosion
  - Trapped motorists
  - Damage to property
  - Sudden health centre requirements
  - Disruption of traffic and communications
  - Convergence of media, photographers, politicians

- Convergence of supporters

## Logistics

- ❑ Prepare to support long-term recovery and investigation operations.

- ❑ Consider equipment needs and sources (Supply Unit):

Wrecker / tower with cutting

torches

Fire fighting and rescue equipment

Ambulances

Communication equipment

Auxiliary lighting

Traffic barricades

Mobile public address system

Police / Garage

Fire / Public Works / SAR

BCAS / Industry

BCAS / RCMP / Amateur Radio / Fire

Public Works

Public Works

RCMP / Fire / BCAS



## **4.10 Terrorism (Chemical, Biological, Radioactive, Nuclear-CBRN)**

### **Policies**

- While the Skeena-Queen Charlotte Regional District is not at direct risk, in the event of a major terrorist attack involving unknown CBRN agents, the EOC should consider an automatic Level 3 response.

### **Hazard Specific Checklists**

#### **EOC Director**

- ❑ Notify PEP/PREOC when EOC is activated.
- ❑ Select Police or alternate as Operations Chief.
- ❑ Staff Liaison Officer, Information Officer and Risk Management Officer positions.
- ❑ Establish news release system (Information Officer).
- ❑ Establish public inquiry system (Information Officer).

#### **Operations**

- ❑ Establish communication link with PEP/PREOC as appropriate.
- ❑ Determine need for evacuation through Fire Commissioner or declaration (Fire Branch).
- ❑ Ensure Utilities are advised (Fire Branch).
- ❑ Monitor potential spread of contaminant.
- ❑ Coordinate the evacuation of personnel, (Police Branch).
- ❑ Coordinate the evacuation of livestock (Ministry of Agriculture, Fisheries and Foods).
- ❑ Coordinate in defining working area and establish control perimeter (Police Branch).
- ❑ Coordinate traffic control and routes for emergency vehicles (Police Branch).
- ❑ Coordinate the protection of property and relocate resources where necessary (Police Branch).
- ❑ Notify health centre of casualties (Health Branch).
- ❑ Establish emergency public health facilities (Health Branch).
- ❑ Establish temporary morgue, if needed (Police Branch, Coroner Unit).
- ❑ Establish ESS (ESS Branch).
- ❑ Staff ESS positions for possible reception centres (ESS Branch).

## Planning

- ❑ Supervise damage assessment.
- ❑ Ensure risk management activities are being conducted.
- ❑ Consider possible major effects (Advance Planning Unit):
  - Injuries and fatalities
  - Fire
  - Radioactive fallout
  - Damage to property
  - Collapse of buildings and other structures
  - Sudden health centre requirements
  - Release of toxic smoke, fumes
  - Disruption of traffic and communications
  - Disruption of utilities
  - Convergence of media, photographers, politicians

## Logistics

- ❑ Anticipate requests for additional supplies.
- ❑ Anticipate requests for food and accommodation.
- ❑ Consider equipment needs and sources (Supply Unit):

Fire fighting and rescue equipment	Fire / Public Works / SAR
Ambulances	BCAS/ Industry
Water tankers	Public Works / Fire
Relay pumps	Public Works
Communication Equipment	BCAS / RCMP / Amateur Radio / Fire
Auxiliary lighting	Public Works
Blankets and food	Emergency Social Services
Mobile public address system	RCMP / Fire / BCAS
Chemical response team	PEP / MOE / Industry
Barricades	Public Works

## Finance/Administration

- ❑ Anticipate compensation/claims.

## 4.11 Wildfires/Urban Interface Fires

In case of a wildland / urban interface fire:

### Policies

- Interface fires will be managed using unified command with Incident Commanders supplied by the Ministry of Forests. The EOC will provide support and assistance to the Ministry of Forests as and when requested.
- In the event of a pure wildfire, the EOC will provide support and assistance to the Ministry of Forests if and when requested.

### Hazard Specific Checklists

#### EOC Director

- ❑ Select Fire Chief or alternate as Operations Chief.
- ❑ Establish link with any activated DOC/MROCs.
- ❑ Notify PREOC that EOC is established.
- ❑ Monitor that interface fire command is unified.
- ❑ Staff Liaison Officer, Information Officer and Risk Management Officer positions.
- ❑ Establish news release system (Information Officer).
- ❑ Establish public inquiry system (Information Officer).

#### Operations

- ❑ Establish communication link with DOC/MROC/PREOC as appropriate.
- ❑ Determine need for evacuation through Fire Commissioner or declaration (Fire Branch).
- ❑ Notify Fire Commissioner (Fire Branch).
- ❑ Ensure Utilities are advised (Fire Branch).
- ❑ Monitor potential spread of fire and need for fire breaks (Fire Branch).
- ❑ Coordinate the evacuation of personnel (Police Branch).
- ❑ Coordinate the evacuation of livestock (Ministry of Agriculture, Fisheries and Foods).
- ❑ Coordinate in defining working area and establish control perimeter (Police Branch).
- ❑ Secure disaster scene for subsequent investigation (Police Branch).
- ❑ Coordinate traffic control and routes for emergency vehicles (Police Branch).
- ❑ Coordinate the protection of property and relocate resources where necessary (Police Branch).
- ❑ Coordinate the elimination of hazards from damaged utilities (Public Works Branch).

- ❑ Notify health centre of casualties (BC Ambulance Service Unit).
- ❑ Establish emergency public health facilities (Health Branch).
- ❑ Establish temporary morgue, if needed (Police Branch, Coroner Unit).
- ❑ Establish ESS (ESS Branch).
- ❑ Staff ESS positions for possible reception centres (ESS Branch).
- ❑ Clear fire breaks (Fire, Public Works, Outside Agencies)

## Planning

- ❑ Supervise damage assessment.
- ❑ Ensure risk management activities are being conducted.
- ❑ Consider possible major effects (Advance Planning Unit):
  - Injuries and fatalities
  - Fire
  - Explosions of propane tanks and other hazards
  - Damage to property
  - Collapse of buildings and other structures
  - Sudden health requirements
  - Release of toxic smoke, fumes
  - Disruption of traffic and communications
  - Disruption of utilities
  - Convergence of media, photographers, politicians

## Logistics

- ❑ Anticipate requests for additional supplies.
- ❑ Anticipate requests for food and accommodation.
- ❑ Consider equipment needs and sources (Supply Unit):
 

Fire fighting and rescue equipment	Fire / Public Works / SAR
Ambulances	BCAS/ Industry
Water tankers	Public Works / Fire / Industry
Relay pumps	Public Works
Communication Equipment	BCAS / RCMP / Amateur Radio / Fire
Auxiliary lighting	Public Works / Utilities
Blankets and food	Emergency Social Services
Mobile public address system	RCMP / Fire / BCAS
Barricades	Public Works

## Administration

- ❑ Anticipate compensation/claims.

## **5.0 Recovery Roles and Procedures**

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Recovery operations in the EOC utilize the same functional positions as in response, but may involve different tasks. This section summarizes the core functions in recovery to assist the effort. Note that the functions may be decentralized due to the duration of the recovery process.

### **5.1 EOC Director**

#### **Responsibilities**

The EOC Director is responsible for leading the overall recovery effort. If the response actions are substantially completed, the person filling the function of EOC Director may transfer management to a more appropriate agency or department. During prolonged recovery efforts, consideration should be given to staffing this position with a dedicated employee or contractor.

#### **Recovery Phase**

- ☐ Inform and brief elected officials
- ☐ Provide leadership for policy decisions
- ☐ Issue public information releases
- ☐ Ensure safety of recovery activities
- ☐ Ensure Action Plans are prepared as required.

### **5.2 Operations Section**

#### **Responsibilities**

The Operations Section is responsible for restoring community services and utilities to normal pre-emergency/disaster day-to-day operations.

#### **Recovery Phase**

- ☐ Provide building and public safety inspections
- ☐ Remove debris
- ☐ Restore medical facilities and services
- ☐ Restore government facility functions
- ☐ Demolish buildings
- ☐ Restore utilities
- ☐ Provide emergency housing

## **5.3 Planning Section**

### **Responsibilities**

The Planning Section documents and provides management with direction for recovery activities. Planning involves consideration of long-term hazard mitigation as part of the recovery process.

### **Recovery Phase**

- ❑ Provide documentation of response and recovery for disaster assistance
- ❑ Provide after-action reports consistent with BCERMS requirements
- ❑ Provide direction in land use and zoning issues
- ❑ Issue building permits (e.g. A decentralized function with link to recovery).
- ❑ Develop alternative building regulations and code enforcement
- ❑ Review and revise the Community Plan, as needed
- ❑ Provide an Action Plan for recovery operations
- ❑ Prepare redevelopment plans
- ❑ Prepare recovery situation reports
- ❑ Document recovery operations
- ❑ Recommend mitigation plans

## **5.4 Logistics Section**

### **Responsibilities**

The Logistics Section is responsible for obtaining resources necessary to carry out recovery operations. This includes coordination of volunteers and staging areas for heavy equipment.

### **Recovery Phase**

- ❑ Allocate office space
- ❑ Provide recovery supplies and equipment
- ❑ Provide vehicles and personnel

## **5.5 Finance/Administration Section**

### **Responsibilities**

Finance/Administration handles the community's recovery financial transactions, including the recovery of funds associated with assisting other agencies.

## Recovery Phase

- ❑ Facilitate application process for Emergency Response Funding and Disaster Financial Assistance
- ❑ Manage public finances
- ❑ Prepare and maintain the recovery budget
- ❑ Develop and maintain contracts
- ❑ Process accounting and claims
- ❑ Manage insurance settlements
- ❑ Ensure correct PEP task number and authorization by contacting the Emergency Coordination Centre at PEP in Victoria (1-800-663-3456). Determine if funding is for response or recovery. (100% cost recovery for response, 80% cost recovery for recovery)
- ❑ Complete appropriate PEP claims and task forms.
- ❑ Submit forms to PEP Regional Manager within 60 days of authorized emergency response task.

# Appendices



# Glossary

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**BCERMS (British Columbia Emergency Response Management System):** BCERMS is a comprehensive management system based upon the features and functions of the Incident Command System (ICS) that ensures a coordinated and organized response and recovery to all emergency incidents and disasters. It provides the framework for a standardized emergency response in British Columbia.

**DOC (Department Operations Centre):** A pre-designated facility established by a department to support the department's response to an emergency (e.g. Emergency Social Services DOC).

**ECC (Emergency Coordination Centre):** A pre-designated facility that receives and disseminates information from multiple sources regarding emergency situations. It also serves as the "incident message centre" for the Provincial Emergency Coordination Centre.

**Emergency Program Coordinator:** The individual within each political subdivision that has coordination responsibility for jurisdictional emergency management.

**EOC (Emergency Operations Centre):** A pre-designated facility established by a local government or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

**ESS (Emergency Social Services):** ESS provides short-term (generally 72 hours) emergency services help to preserve the emotional and physical well-being of evacuees and response workers in emergency situations. The ESS program resides within the Provincial Emergency Program.

**ICS (Incident Command System):** A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

**Incident Action Plan:** The incident action plan contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period.

**Incident Commander:** The individual responsible for the management of all incident operations at the incident site.

**Liaison Officer:** A function within the BCERMS-based command staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Authority:** A local authority means (a) for a municipality, the municipal council, (b) for an electoral area in a regional district, the board of the regional district, or (c) for a national park, the park superintendent or the park superintendent's delegate if an agreement has been entered into by the government of Canada under section 4(2) (e) in which it is agreed that the park superintendent is a local authority for the purposes of this Act.

**Operational Period:** The operational period is the length of time scheduled for execution of a given set of objectives as specified in the EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

**PECC (Provincial Emergency Coordination Centre):** A facility established and operated at the provincial central coordination level to help coordinate emergency response efforts at the provincial level, provides support to regional emergency centres, and interfaces with the CCG for policy decisions.

**PEP (Provincial Emergency Program), Ministry of Public Safety and the Solicitor General:** PEP is responsible for coordinating emergency management, helping people to prepare for, respond to and recovery from emergencies and disasters.

**PREOC (Provincial Regional Emergency Operations Centre):** PREOC supports the site support level 1002 emergency operations centre by managing the assignment of multiple ministry and agency support to individual site support locations or multiple site support level locations; acquires and deploys resources at the request of the site support level; provides emergency response services where incidents cross local authority boundaries, or where local authorities are not organized to fulfill their role; and coordinates with ministry regional centres when they are established.

**Site:** The site is the physical location of an incident where emergency responders are working under the direction of an Incident Commander or Unified Command.

**Site Support:** Site support is activated when the site level response requires off-site support, an Emergency Operations Centre (EOC) or Department Operations Centre (DOC) may be activated.

**SITREP (Situation Report):** A report used by emergency operations centres during emergency activation to provide timely, up-to-date, accurate status information on a specific emergency situation.

**TEAMS (Temporary Emergency Assignment Management System):** A pool of employees from different levels and spheres of government, who have training and experience in managing emergency operations and communications during disasters.

**For a complete glossary of terms refer to BCERMS Site Support Level (EOC) Operational Guidelines – <http://www.pep.bc.ca/bcerms/bcerms.html>**

# Emergency Program Act

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Unofficial copy attached and can be found on-line at:  
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# EMERGENCY PROGRAM ACT

[RSBC 1996] CHAPTER 111

## Part 1 — Definitions and Application

### 1.1.1.1 Definitions

**1** (1) In this Act:

**"declaration of a state of emergency"** means a declaration of the minister or the Lieutenant Governor in Council under section 9 (1);

**"declaration of a state of local emergency"** means a declaration of a local authority or the head of a local authority under section 12 (1);

**"director"** means the person appointed under section 2 (3) as the director of the Provincial Emergency Program;

**"disaster"** means a calamity that

- (a) is caused by accident, fire, explosion or technical failure or by the forces of nature, and
- (b) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property;

**"electoral area"** means an electoral area as defined in the *Local Government Act*;

**"emergency"** means a present or imminent event or circumstance that

- (a) is caused by accident, fire, explosion, technical failure or by the forces of nature, and
- (b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property;

**"government corporation"** has the same meaning as in the *Financial Administration Act*, and includes the Greater Vancouver Transportation Authority established under the *Greater Vancouver Transportation Authority Act* and any of its subsidiaries;

**"head of a local authority"** means

- (a) for a municipality, the mayor or a person designated by the municipal council to act in the capacity of mayor in the mayor's absence, and
- (b) for an electoral area in a regional district, the chair of the board of the regional district, or, in the chair's absence, a vice chair;

**"jurisdictional area"** means any of the following for which there is a local authority:

- (a) a municipality;
- (b) an electoral area;
- (c) a national park;

**"local authority"** means

- (a) for a municipality, the municipal council,
- (b) for an electoral area in a regional district, the board of the regional district, or
- (c) for a national park, the park superintendent or the park superintendent's delegate if an agreement has been entered into with the government of Canada under section 4 (2) (e) in which it is agreed that the park superintendent is a local authority for the purposes of this Act;

**"local emergency plan"** means an emergency plan prepared under section 6 (2);

**"Provincial Emergency Program"** means the Provincial Emergency Program continued under section 2 (1);

**"Provincial emergency plans"** means the emergency plans prepared under section 4 (1);

**"volunteer"** means a volunteer registered by a local authority or the Provincial Emergency Program for the purpose of responding to a disaster or an emergency.

(2) A local authority has responsibility under this Act for the jurisdictional area for which it is the local authority.

## **Part 2 — Administration**

### ***1.1.1.2 Provincial Emergency Program***

**2 (1)** The Provincial Emergency Program is continued.

(2) The Provincial Emergency Program is responsible for carrying out the powers and duties vested in it by this Act, the regulations and the minister.

(3) A director and any officers and employees required to enable the Provincial Emergency Program to perform its duties and exercise its powers may be appointed in accordance with the *Public Service Act*.

#### **1.1.1.3 Committees**

**3** (1) The minister may appoint the committees the minister considers necessary or desirable to advise or assist the Lieutenant Governor in Council, the minister or the director.

(2) The members of committees appointed under subsection (1) who are not officers or employees of the government, or officers or employees of an agency of the government,

(a) are to be reimbursed for reasonable travelling and out of pocket expenses necessarily incurred in the discharge of their duties under this Act, and

(b) may be paid remuneration for their services as the Lieutenant Governor in Council may order.

#### **1.1.1.4 Powers and duties of minister**

**4** (1) The minister must prepare emergency plans respecting preparation for, response to and recovery from emergencies and disasters.

(2) The minister may do one or more of the following:

(a) conduct public information programs relating to emergency preparedness and recommend preventive measures to alleviate the effects of emergencies or disasters;

(b) make surveys and studies to identify and record actual and potential hazards that may cause emergencies or disasters;

(c) make payments and grants, subject to any terms or conditions that the minister may impose, to local authorities for the purposes of assisting in emergency prevention, preparedness and response;

(d) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs;

(e) enter into agreements with the government of Canada or of any other province, or with any agency of such a government, dealing with emergency plans and programs;

(f) review and recommend modification of local emergency plans of local authorities;

- (g) establish training and training exercise programs;
- (h) provide support to volunteers as prescribed in the regulations;
- (i) delegate in writing to the director any of the powers or duties vested in the minister by this Act, except a power
- (i) to make a declaration of a state of emergency,
- (ii) to cancel a declaration of a state of emergency,
- (iii) to cancel a declaration of a state of local emergency, or
- (iv) to make an order under section 13 (2).

#### ***1.1.1.5 Ministerial orders***

**5** The minister may, by order, do one or more of the following:

- (a) divide British Columbia into various subdivisions for the purpose of organizing integrated plans and programs in relation to emergency preparedness, response and recovery;
- (b) require local authorities of the municipalities or electoral areas located within a subdivision referred to in paragraph (a) to prepare, in cooperation with designated ministries, integrated plans and programs, satisfactory to the minister, to deal with emergencies;
- (c) establish procedures required for the prompt and efficient implementation of plans and programs to meet emergencies and disasters;
- (d) require a person to develop plans and programs in cooperation with one or more local authorities, designated ministries and government corporations and agencies to remedy, alleviate or meet any emergency that might arise from any hazard to persons or property and that is or may be created by
  - (i) the person engaging in any operation,
  - (ii) the person utilizing any process,
  - (iii) the person using property in any manner, or
  - (iv) any condition that exists or may exist on the person's land.

#### ***1.1.1.6 Local authority emergency organization***

**6** (1) Subject to sections 8 (2), 13 (2) and 14 (3), a local authority is at all times responsible for the direction and control of the local authority's emergency response.

(2) Subject to subsection (2.1), a local authority must prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters.

(2.1) For the purposes of subsection (2), a local authority that is the board of a regional district must ensure that it has one local emergency plan that applies, or 2 or more local emergency plans that in the aggregate apply, to all of the electoral areas within the regional district.

(3) A local authority that is a municipal council or the board of a regional district must establish and maintain an emergency management organization to develop and implement emergency plans and other preparedness, response and recovery measures for emergencies and disasters and, for that purpose,

(a) if the local authority is a municipal council, the municipal council must establish and maintain an emergency management organization with responsibility for the whole of the municipality, and

(b) if the local authority is the board of a regional district, the board of the regional district must establish and maintain

(i) one emergency management organization with responsibility for all of the electoral areas within the regional district, or

(ii) 2 or more emergency management organizations that in the aggregate have responsibility for all of the electoral areas within the regional district.

(3.1) Without limiting subsection (3), a local authority that is a municipal council or the board of a regional district may

(a) appoint committees the local authority considers necessary or desirable to advise and assist the local authority, and

(b) appoint a coordinator for each emergency management organization established by it under subsection (3).

(3.2) The minister may, by order, establish one or both of the following:

(a) if a local authority has not complied with subsections (2) and (2.1), the date by which the local emergency plan or plans required under those subsections must be prepared, with power to establish, for the board of a regional district, different dates for the preparation of local emergency plans for different electoral areas within the regional district;



(b) if a local authority has not complied with subsection (3), the date by which the emergency management organization or organizations required under that subsection must be established, with power to establish, for the board of a regional district, different dates for the establishment of emergency management organizations for different electoral areas within the regional district.

(4) A local authority may, in writing, delegate any of its powers and duties under this Act to the committee, emergency management organization or coordinator referred to in subsection (3), except the power to make a declaration of a state of local emergency.

## **Part 3 — Emergencies, Disasters and Declared Emergencies**

### **Division 1 — Emergencies and Disasters**

#### ***1.1.1.7 Implementation of Provincial emergency plans***

**7** The minister or a person designated in a Provincial emergency plan may, whether or not a state of emergency has been declared under section 9 (1), cause a Provincial emergency plan to be implemented if, in the opinion of the minister or the designated person, an emergency exists or appears imminent or a disaster has occurred or threatens.

#### ***1.1.1.8 Implementation of local emergency plans***

**8** (1) A local authority or a person designated in the local authority's local emergency plan may, whether or not a state of local emergency has been declared under section 12 (1), cause the plan to be implemented if, in the opinion of the local authority or the designated person, an emergency exists or appears imminent or a disaster has occurred or threatens in

(a) the jurisdictional area for which the local authority has responsibility, or

(b) any other municipality or electoral area if the local authority having responsibility for that other jurisdictional area has requested assistance.

(2) If a Provincial emergency plan has been implemented under section 7, a local emergency plan may be implemented or its implementation may be continued under subsection (1) of this section if and to the extent that the local emergency plan is not in conflict with the Provincial emergency plan.

### **Division 2 — Declaration of State of Emergency**

#### ***1.1.1.9 Declaration of state of emergency***

**9** (1) If satisfied that an emergency exists or is imminent, the minister or the Lieutenant Governor in Council may, by order, declare a state of emergency relating to all or any part of British Columbia.

(2) A declaration of a state of emergency under subsection (1) must identify the nature of the emergency and the area of British Columbia in which the emergency exists or is imminent.

(3) Immediately after a declaration of a state of emergency is made, the minister must cause the details of the declaration to be published by a means of communication that the minister considers most likely to make the contents of the declaration known to the majority of the population of the affected area.

(4) A declaration under subsection (1) expires 14 days from the date it is made, but the Lieutenant Governor in Council may extend the duration of the declaration for further periods of not more than 14 days each.

(5) Subsections (2) and (3) apply to each extension under subsection (4) of the duration of a declaration of a state of emergency.

**1.1.1.10 Powers of minister in declared state of emergency**

**10** (1) After a declaration of a state of emergency is made under section 9 (1) and for the duration of the state of emergency, the minister may do all acts and implement all procedures that the minister considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, including any or all of the following:

- (a) implement a Provincial emergency plan or any Provincial emergency measures;
- (b) authorize a local authority to implement a local emergency plan or emergency measures for all or any part of the jurisdictional area for which the local authority has responsibility;
- (c) require a local authority for a municipality or an electoral area to implement a local emergency plan or emergency measures for all or any part of the municipality or electoral area for which the local authority has responsibility;
- (d) acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
- (e) 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;
- (f) control or prohibit travel to or from any area of British Columbia;

(g) 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;

(h) 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;

(i) 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;

(j) 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;

(k) construct works considered by the minister to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster;

(l) 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 emergency.

(2) After a declaration of a state of emergency is made under section 9 (1),

(a) the director or such other person as the minister may appoint is responsible for the coordination and implementation of necessary plans or programs prepared under this Act, and

(b) all persons and agencies involved in the coordination and implementation are subject to the control and direction of the director or the other person appointed by the minister.

#### ***1.1.1.11 Cancellation of declaration of state of emergency***

**11** (1) When, in the opinion of the minister or the Lieutenant Governor in Council, an emergency no longer exists in an area in relation to which a declaration of a state of emergency was made under section 9 (1), the minister or the Lieutenant Governor in Council must make an order cancelling the declaration of a state of emergency in respect of that area.

(2) Immediately after an order is made under subsection (1) or a declaration of a state of emergency expires under section 9 (4), the minister must cause the details of the cancellation or expiry of the

declaration of a state of emergency to be published by a means of communication that the minister considers most likely to make the contents of the cancellation order or the fact of the cancellation or expiry known to the majority of the population of the affected area.

### **Division 3 — Declaration of Local Emergency**

#### ***1.1.1.12 Declaration of state of local emergency***

**12** (1) A local authority or, if a local authority consists of more than one person, the head of the local authority, may, at any time that the local authority or the head of the local authority, as the case may be, is satisfied that an emergency exists or is imminent in the jurisdictional area for which the local authority has responsibility, declare a state of local emergency relating to all or any part of the jurisdictional area.

(2) A declaration of a state of local emergency under subsection (1) must identify the nature of the emergency and the part of the jurisdictional area in which it exists or is imminent, and the declaration must be made

(a) by bylaw or resolution if made by a local authority, or

(b) by order, if made by the head of a local authority.

(3) The head of a local authority must, before making a declaration under subsection (1), use best efforts to obtain the consent of the other members of the local authority to the declaration and must, as soon as practicable after making a declaration under subsection (1), convene a meeting of the local authority to assist in directing the response to the emergency.

(4) Immediately after making a declaration of a state of local emergency, the local authority or the head of the local authority, as the case may be, must

(a) forward a copy of the declaration to the minister, and

(b) cause the details of the declaration to be published by a means of communication that the local authority or the head of the local authority, as the case may be, considers most likely to make the contents of the declaration known to the population of the affected area.

(5) Subject to section 14 (3), a declaration of a state of local emergency expires 7 days from the date it is made unless it is earlier cancelled by the minister, the Lieutenant Governor in Council, the local authority or the head of the local authority.

(6) Despite subsection (5), the local authority may, with the approval of the minister or the Lieutenant Governor in Council, extend the duration of a declaration of a state of local emergency for periods of not more than 7 days each.

(7) Subsections (2) and (4) apply to each extension under subsection (6) of the duration of a declaration of a state of local emergency.

**1.1.1.13 Powers of local authority in declared state of local emergency**

**13** (1) After a declaration of a state of local emergency is made under section 12 (1) in respect of all or any part of the jurisdictional area for which a local authority has responsibility and for the duration of the state of local emergency, the local authority may do all acts and implement all procedures that it considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, including any or all of the following:

- (a) implement its local emergency plan or any local emergency measures;
- (b) subject to this section, exercise, in relation to the part of the jurisdictional area affected by the declaration, any power available to the minister under section 10 (1) (d) to (l);
- (c) subject to this section, authorize, in writing, any persons involved in the operation of a local emergency plan or program to exercise, in relation to any part of the jurisdictional area affected by a declaration, any power available to the minister under section 10 (1) (d) to (l).

(2) If a state of local emergency has been declared under section 12 (1), the minister may order a local authority to refrain or desist, either generally or in respect of any matter, from exercising any one or more of the powers referred to in subsection (1) (b) or (c).

(3) Immediately after making an order under subsection (2), the minister must cause the details of the order to be communicated to the local authority affected by the order and to any other persons the minister considers appropriate.

(4) Immediately after the details of an order are communicated to a local authority under subsection (3), the local authority referred to in the order must comply with the order and must direct every person under its direction or control to refrain or desist from doing any act that the local authority is ordered to refrain or desist from doing.

(5) For the purposes of subsections (3) and (4), the details of an order are communicated to a local authority when those details are communicated to any one of the members of the local authority.

(6) The local authority of a municipality or electoral area may, during or within 60 days after declaring a state of local emergency, by bylaw ratified by the minister responsible for the

administration of the *Community Charter*, but without obtaining the approval of the electors or the assent of the electors, borrow any money necessary to pay expenses caused by the emergency.

**1.1.1.14      *Cancellation of declaration of state of local emergency***

**14** (1) The minister or the Lieutenant Governor in Council may cancel a declaration of a state of local emergency at any time the minister or the Lieutenant Governor in Council considers appropriate in the circumstances.

(2) The local authority or the head of the local authority must, when of the opinion that an emergency no longer exists in the part of the jurisdictional area in relation to which a declaration of a state of local emergency was made,

(a) cancel the declaration of a state of local emergency in relation to that part

(i) by bylaw or resolution, if the cancellation is effected by the local authority, or

(ii) by order, if the cancellation is effected by the head of the local authority, and

(b) promptly notify the minister of the cancellation of the declaration of a state of local emergency.

(3) A declaration of a state of local emergency made in respect of a part of a jurisdictional area ceases have of any force or effect on the making of a declaration of a state of emergency by the minister or the Lieutenant Governor in Council relating to that part of the jurisdictional area.

**1.1.1.15      *Notification of termination of declaration of state of local emergency***

**15** (1) Immediately after the termination of a declaration of state of local emergency, the local authority having responsibility for the area in respect of which the declaration was made must cause the details of the termination to be published by a means of a communication that the local authority considers most likely to make the contents of the termination or the fact of the termination known to the majority of the population of the affected area.

(2) For the purposes of subsection (1), a declaration of a state of local emergency is terminated when

(a) it expires under section 12 (5) or (6),

(b) it is cancelled by the minister or the Lieutenant Governor in Council under section 14 (1),

(c) it is cancelled by bylaw, resolution or order under section 14 (2), or

(d) it ceases to have any force or effect under section 14 (3) as a result of the making of a declaration of a state of emergency under section 9 (1).

## **Part 4 — General**

### **1.1.1.16      *Expenditures***

**16** (1) Any expenditures under this Act considered necessary by the minister to implement a Provincial emergency plan or Provincial emergency measures, under section 7 or 10 (1) (a), may be paid out of the consolidated revenue fund without an appropriation other than this section.

(2) Nothing in subsection (1) authorizes the minister to make a payment for disaster financial assistance out of the consolidated revenue fund.

### **1.1.1.17      *Recovery of costs***

**17** (1) If an emergency or a disaster is threatened or caused in whole or in part by the acts or omissions of a person and expenditures are made by the government or a local authority to prevent, respond to or alleviate the effects of the emergency or disaster, the person must, on the request of the minister or head of a local authority, pay to the Minister of Finance or the local authority the lesser of

(a) the portion of the expenditures that is equal to the portion of the liability for the occurrence of the emergency or disaster that is attributable to the person, and

(b) the amount demanded by the minister or head of a local authority.

(2) Nothing in subsection (1) relieves a person from any other liability.

### **1.1.1.18      *Exemption from civil liability***

**18** No person, including, without limitation, the minister, the other members of the Executive Council, the director, a local authority, the head of a local authority, a member of a local authority, a volunteer and any other person appointed, authorized or required to carry out measures relating to emergencies or disasters, is liable for any loss, cost, expense, damage or injury to person or property that results from

(a) the person in good faith doing or omitting to do any act that the person is appointed, authorized or required to do under this Act or the regulations, unless, in doing or omitting to do the act, the person was grossly negligent, or

(b) any acts done or omitted to be done by one or more of the persons who were, under this Act or the regulations, appointed, authorized or required by the person to do the acts, unless in appointing, authorizing or requiring those persons to do the acts, the person was not acting in good faith.

#### **1.1.1.19 Compensation for loss**

**19** (1) Despite section 18, if as a result of the acquisition or use of a person's land or personal property under section 10 (1) (d) or 13 (1) (b) or (c), the person suffers a loss of or to that property, the government or the local authority that acquired or used or directed or authorized the acquisition or use of the property must compensate the person for the loss in accordance with the regulations.

(2) Despite section 18, if a person suffers any loss of or to any land or personal property as a result of any other action taken under section 7, 8 (1), 10 (1) or 13 (1), the government or the local authority, as the case may be, that took or authorized or directed the taking of the action may compensate the person for the loss in accordance with the regulations.

(3) If any dispute arises concerning the amount of compensation payable under this section, the matter must be submitted for determination by one arbitrator or 3 arbitrators appointed under the *Commercial Arbitration Act* and

(a) the person who is to be compensated must, in a notice served on the minister, elect whether one or 3 arbitrators are to be appointed, and

(b) the *Commercial Arbitration Act* applies to the dispute.

#### **1.1.1.20 Disaster financial assistance**

**20** (1) The Lieutenant Governor in Council may, by regulation, establish criteria by which the eligibility of a person to receive disaster financial assistance is to be determined.

(2) The Lieutenant Governor in Council or the minister may provide disaster financial assistance in accordance with the regulations to persons who suffer loss as a result of a disaster.

#### **1.1.1.21 Appeals to director on eligibility for disaster financial assistance**

**21** (1) A person may, by delivering to the director a written notice of appeal within 60 days after receipt of notice that the person was determined not to meet the eligibility criteria set under section 20 (1), appeal that determination.

(2) If a written notice of appeal is not received by the director within the time limited for an appeal under subsection (1), the person in respect of whom the determination was made may not appeal the determination.

(3) If a written notice of appeal is received by the director within the time limited for an appeal under subsection (1), the director must review the appellant's eligibility for disaster financial assistance in accordance with the information contained in the notice of appeal and may, but need not, do one or both of the following in conducting that review:



- (a) request additional information from the appellant;
- (b) convene a hearing.
- (4) After conducting a review under subsection (3), the director may
  - (a) confirm the determination, or
  - (b) overturn the determination and direct that the person be considered to be eligible to receive disaster financial assistance.
- (5) The director must inform the appellant of the decision reached under subsection (4).
- (6) A decision under subsection (4) is final and conclusive and is not open to question or review in a court on any grounds.

**1.1.1.22      *Appeals to director on amounts of disaster financial assistance***

**22** (1) A person may, by delivering to the director a written notice of appeal within 60 days after receipt of disaster financial assistance provided under section 20, appeal the amount of that disaster financial assistance.

(2) If a written notice of appeal is not received by the director within the time limited for an appeal under subsection (1), the person is deemed to have accepted the sum paid by way of disaster financial assistance in full settlement of the person's loss, and no proceedings to determine or seek an increase in the amount of the disaster financial assistance provided for that loss may be brought by that person.

(3) If a written notice of appeal is received by the director within the time limited for an appeal under subsection (1), the director must review the amount of disaster financial assistance in accordance with the information contained in the notice of appeal and may, but need not, do one or both of the following in conducting that review:

- (a) request additional information from the appellant;
- (b) convene a hearing.
- (4) After conducting a review under subsection (3), the director may confirm, increase or decrease the amount of the disaster financial assistance and must inform the appellant of the decision.
- (5) A decision under subsection (4) is final and conclusive and is not open to question or review in a court on any grounds.

**1.1.1.23      *Repealed***

**23** [Repealed 2003-7-14.]

**1.1.1.24      *Variation of disaster financial assistance***

**24** (1) If a person is, under section 22, determined to be entitled to disaster financial assistance in an amount that is greater than the disaster financial assistance, if any, provided to the person under section 20, the government must promptly provide to the person the additional amount of disaster financial assistance decided by the director.

(2) If the director determines, under section 22, that a person is entitled to an amount of disaster financial assistance that is less than the amount of disaster financial assistance provided to the person under section 20, the person must repay to the government the amount of the disaster financial assistance that was an overpayment within 60 days after being informed of the director's decision under section 22.

**1.1.1.25      *Mandatory assistance***

**25** (1) If a person who is authorized to do so under section 10 (1) (e) or 13 (1) makes an order requiring a person to provide assistance, the person named in the order must provide the assistance required by the order.

(2) A person's employment must not be terminated by reason only that the person is required to provide assistance under this section.

**1.1.1.26      *Conflict***

**26** Unless otherwise provided for in a declaration of a state of emergency made under section 9 (1) or in an extension of the duration of a declaration under section 9 (4), if there is a conflict between this Act or the regulations made under this Act and any other Act or regulations, this Act and the regulations made under this Act prevail during the time that the declaration of a state of emergency made under section 9 (1) and any extension of the duration of that declaration is in effect.

**1.1.1.27      *Offence***

**27** (1) A person commits an offence who

(a) contravenes this Act or the regulations, or

(b) interferes with or obstructs any person in the exercise of any power or the performance of any duty conferred or imposed by this Act or the regulations.

(2) A person who commits an offence under subsection (1) is liable to imprisonment for a term of not more than one year or to a fine of not more than \$10 000 or to both imprisonment and fine.

**1.1.1.28      *Power to make regulations***

**28** (1) The Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*.

(2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations as follows:

- (a) assigning responsibility to ministries, boards, commissions or government corporations or agencies for the preparation or implementation of all or any part of plans or arrangements to deal with emergencies or disasters;
- (b) delegating to any person or committee appointed under this Act or to any one or more members of the Executive Council any of the powers vested by this Act in the minister or the Lieutenant Governor in Council, except the power to make an order for a declaration of a state of emergency or to make regulations;
- (c) respecting the assessment of damage or loss caused by an emergency or disaster, the processing of claims for compensation for the damage or loss and the payment of compensation for the damage or loss;
- (d) respecting eligibility for, the processing of claims for and the payment of disaster financial assistance;
- (e) governing the sharing of costs incurred by the government or by a local authority in conducting emergency operations;
- (f) respecting the registration, responsibilities and training of and training exercises for volunteers and volunteer agencies;
- (g) requiring persons to develop plans and programs in cooperation with one or more local authorities, designated ministries and government corporations and agencies to remedy, alleviate or meet any emergency that might arise from any hazard to persons or property and that is or may be created by
  - (i) the person engaging in any operation,
  - (ii) the person utilizing any process,

- (iii) the person using property in any manner, or
- (iv) any condition that exists or may exist on the person's land;
- (h) respecting the form and content of emergency plans;
- (i) in respect of any power available to a local authority under section 13 (1);
- (j) respecting the form and content of any notice of appeal delivered to the director under section 21 (1) or 22 (1).

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# Emergency Management Regulations

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**Unofficial copy attached and can be found on-line at:**

[http://www.qp.gov.bc.ca/statreg/reg/E/EmergencyProgram/477\\_94.htm](http://www.qp.gov.bc.ca/statreg/reg/E/EmergencyProgram/477_94.htm)

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# EMERGENCY PROGRAM MANAGEMENT REGULATION

[includes amendments up to B.C. Reg. 200/98]

## **1.1.1.29 Interpretation**

**1** In this regulation:

"**Act**" means the *Emergency Program Act*;

"**officer in charge**" means commissioner as defined in the *Police Act*.

[am. B.C. Reg. 200/98, s. (a).]

## **1.1.1.30 Provincial Emergency Program**

**2** (1) The Provincial Emergency Program must

(a) prepare and maintain a hazard, risk and vulnerability study that identifies potential emergencies and disasters that could affect all or any part of British Columbia,

(b) assess the potential impact on people or property of the emergencies and disasters referred to in paragraph (a),

(c) make recommendations to the minister respecting emergency prevention, preparedness, response and recovery strategies in relation to

(i) legislation, regulation and policy, and

(ii) the creation and maintenance of an emergency management program,

(d) provide advice and assistance to other ministers in the development and implementation of multiminsty or multiagency emergency plans and procedures,

(e) provide advice and assistance to local authorities in the development of local emergency management organizations and local emergency programs, and

(f) coordinate or assist in coordinating the government's response to emergencies and disasters.

(2) On the request of the minister, the Provincial Emergency Program must

(a) prepare, or assist the minister in the preparation of, Provincial emergency plans,

(b) participate on behalf of or in conjunction with the government in any initiatives by which coordinated plans may be developed and cooperation and mutual assistance may be fostered between

the government and its agencies and one or more of the federal government, the governments of neighboring provinces, states and territories and any of their agencies in respect of the prevention of, preparation for, response to and recovery from emergencies and disasters, and

(c) assist local authorities with response to or recovery from emergencies or disasters that are of such magnitude that the local authorities are incapable of effectively responding to or recovering from them.

(3) In addition to any other functions the Provincial Emergency Program is required or entitled to perform under the Act or this regulation, the Provincial Emergency Program may do one or more of the following:

(a) provide advice and assistance to other ministers in emergency prevention, preparedness, response and recovery;

(b) conduct training and training exercise programs for individuals or organizations concerned with emergency planning and operations;

(c) provide advice and assistance to business and industry in relation to emergency preparedness, response and recovery;

(d) assist in the coordination of emergency plans between local authorities and the government, government corporations and government agencies.

#### ***1.1.1.31 Emergency plans and procedures of ministers***

**3** (1) Each minister must develop emergency plans and procedures to be followed in the event of an emergency or disaster.

(2) The emergency plans and procedures referred to in subsection (1) may include plans and procedures to assist local authorities with response to or recovery from emergencies or disasters that are of such magnitude that the local authorities are incapable of effectively responding to or recovering from them.

(3) The emergency plans and procedures of a minister that are referred to in subsections (1) and (2) must

(a) be coordinated and consistent with the emergency plans and procedures of every other minister,

(b) set out, in business continuation plans and procedures, the manner in which and the means by which that minister will continue to provide essential services despite an emergency or disaster,

(c) set out the manner in which and the means by which the government will respond to the hazards for which that minister is designated as the key minister in Schedule 1, and

(d) set out the manner in which and the means by which that minister will perform the duties, if any, set out for that minister in Schedule 2 or as may be imposed on that minister by the Lieutenant Governor in Council.

#### **1.1.1.32      *Emergency plans and procedures of government corporations***

**4** Each government corporation referred to in Schedule 2 must develop emergency plans and procedures that set out the manner in which and the means by which the government corporation will perform the duties set out for it in Schedule 2.

#### **1.1.1.33      *Inter-Agency Emergency Preparedness Council***

**5** (1) In order to facilitate the coordination of the plans and procedures referred to in section 3, every minister referred to in Schedule 2 must appoint one representative to a committee to be known as the Inter-Agency Emergency Preparedness Council.

(2) At the request of the council, a minister responsible for any designated government corporation or other government agency may appoint a representative from a government corporation or other government agency for which the minister has responsibility.

(3) The council must meet at least twice a year.

(4) The Provincial Emergency Program must

(a) provide a representative to act as co-chair to the council,

(b) provide a representative to act as the council's secretary, and

(c) provide a reasonable level of funding to support the operations of the council.

(5) The other co-chair for the council must be selected on an annual basis by the council.

(6) The council must, at the request of and in the manner and at the times required by the Lieutenant Governor in Council or the minister, report to the minister on

(a) the activities of the council since the date of its last report or for such other period as may be required, and

(b) any other matters specified in the request.

(7) The council must

(a) recommend emergency preparedness, response and recovery measures to each minister, and

(b) provide to each minister referred to in Schedule 2 the assistance necessary to ensure that that minister's emergency plans and procedures are coordinated and consistent with the plans and



procedures of all other ministers and with the government's overall emergency preparedness strategies.

**1.1.1.34      *Role of ministers in relation to hazards***

**6** A minister referred to in Schedule 1 is responsible for coordinating the government's response to the occurrence of any of the hazards for which the minister is designated as the key minister in that schedule.

**1.1.1.35      *Role of ministers in emergency or disaster***

**7** In the event of an emergency or disaster, whether declared or not, each minister referred to in Schedule 2

(a) must cause the minister's emergency plan and procedures to be implemented

(i) in accordance with the directions, if any, of the Lieutenant Governor in Council, and

(ii) in a manner that is, to the greatest extent possible, coordinated and consistent with the implementation of the emergency plans and procedures of every other minister referred to in Schedule 2,

(b) must make staff and resources available, to the greatest extent possible, on the request of the Lieutenant Governor in Council, the director or any other minister carrying out emergency measures, and

(c) may, on the request of a local authority, provide to the local authority such advice and assistance as is practicable in respect of emergency response.

**1.1.1.36      *Role of government corporations in emergency or disaster***

**8** In the event of an emergency or disaster, each government corporation referred to in Schedule 2 must implement its emergency plans and procedures to the extent required.

**1.1.1.37      *Authority for policing and fire fighting in declared state of emergency***

**9** Without limiting section 10 (1) of the Act, in the event of a declaration of a state of emergency

(a) the Lieutenant Governor in Council or the Attorney General may

(i) assume jurisdiction and control over all police forces in British Columbia, as described in section 1.1 of the *Police Act*, and their reserve, auxiliary or special forces, and

(ii) appoint the officer in charge to exercise the authority of the chief constable of those forces, and

(b) the Lieutenant Governor in Council or the Attorney General may

(i) assume the jurisdiction and control of all fire fighting and fire prevention services in all or any part of British Columbia, and

(ii) appoint the fire commissioner to exercise authority over those services.

[am. B.C. Reg. 200/98, s. (b).]

## Schedule 1

### Ministers Responsible for Coordinating Government Response to Specified Hazards

<b>HAZARD GROUPS</b>	<b>HAZARD</b>	<b>KEY MINISTERS</b>
Accidents	<ul style="list-style-type: none"> <li>• air crashes</li> <li>• marine accidents</li> <li>• motor vehicle: crashes</li> </ul>	Attorney General Attorney General Attorney General
Atmosphere	<ul style="list-style-type: none"> <li>• snow storms</li> <li>• blizzards</li> <li>• ice storms and fog</li> <li>• hailstorms</li> <li>• lightning</li> <li>• hurricanes</li> <li>• tornadoes</li> <li>• heat waves</li> </ul>	Attorney General Attorney General Attorney General Attorney General Attorney General Attorney General Attorney General Attorney General
Dam Failure	<ul style="list-style-type: none"> <li>• dam failure (includes foundations and abutments)</li> </ul>	Environment, Lands and Parks
Disease and Epidemics	<ul style="list-style-type: none"> <li>• human diseases</li> <li>• animal diseases</li> <li>• plant diseases</li> <li>• pest infestations</li> </ul>	Health Agriculture, Fisheries and Food Agriculture, Fisheries and Food Agriculture, Fisheries and Food
Explosions and Emissions	<ul style="list-style-type: none"> <li>• gas and gas leaks (pipeline)</li> <li>• gas and gas leaks (gas wells)</li> <li>• mine</li> <li>• other explosions</li> </ul>	Environment, Lands and Parks Energy, Mines and Petroleum Resources Energy, Mines and Petroleum Resources Energy, Mines and Petroleum Resources Municipal Affairs
Fire - Urban and Rural	<ul style="list-style-type: none"> <li>• fire (urban and rural - excludes interface fire)</li> </ul>	Municipal Affairs
General	<ul style="list-style-type: none"> <li>• General - non-specific or not identified</li> </ul>	Attorney General
Geological	<ul style="list-style-type: none"> <li>• avalanches: – highways</li> </ul>	Transportation and Highways

	<ul style="list-style-type: none"> <li>– other</li> <li>• debris avalanches and debris flows</li> <li>• landslides: <ul style="list-style-type: none"> <li>– highways</li> <li>– other</li> </ul> </li> <li>• submarine slides</li> <li>• land subsidence</li> </ul>	<p>Attorney General Environment, Lands and Parks</p> <p>Transportation and Highways Attorney General Environment, Lands and Parks Energy, Mines and Petroleum Resources</p>
Hazardous materials	<ul style="list-style-type: none"> <li>• hazardous spills <ul style="list-style-type: none"> <li>– general (site or transport routes)</li> <li>– radiation</li> <li>– infectious materials</li> </ul> </li> </ul>	<p>Environment, Lands and Parks Health Health</p>
Hydrologic	<ul style="list-style-type: none"> <li>• drought</li> <li>• erosion and accretion</li> <li>• flooding</li> <li>• ice jams</li> <li>• storm surges</li> </ul>	<p>Attorney General Environment, Lands and Parks Transportation and Highways Transportation and Highways Attorney General</p>
Power outage	<ul style="list-style-type: none"> <li>• electrical power outage</li> </ul>	Attorney General
Riots	<ul style="list-style-type: none"> <li>• riots/public disorder</li> </ul>	Attorney General
Seismic	<ul style="list-style-type: none"> <li>• ground motion effects</li> <li>• Tsunamis</li> </ul>	<p>Attorney General Attorney General</p>
Space object	<ul style="list-style-type: none"> <li>• space object crash</li> </ul>	Attorney General
Structural	<ul style="list-style-type: none"> <li>• structural collapse</li> </ul>	Attorney General
Terrorism	<ul style="list-style-type: none"> <li>• terrorism (hostile act against state)</li> </ul>	Attorney General
Volcanic	<ul style="list-style-type: none"> <li>• ash falls</li> <li>• pyroclastic flows</li> <li>• lava flows</li> <li>• mudflows</li> </ul>	<p>Attorney General Attorney General Attorney General Attorney General</p>
Wildfire	<ul style="list-style-type: none"> <li>• wildfire (includes interface fire)</li> </ul>	Forests

## Schedule 2

### Duties of Ministers and Government Corporations in the Event of an Emergency

#### MINISTER OF AGRICULTURE, FISHERIES AND FOOD

- provide advice to farmers, aquaculturists and fishers on the protection of crops, livestock and Provincially managed fish and marine plant stocks;
- coordinate the emergency evacuation and care of poultry and livestock;
- inspect and regulate food quality;

- identify food and potable water supplies;
- assist the Minister of Health in the inspection and regulation of food safety.

### **ATTORNEY GENERAL**

- provide advice to local governments and Provincial ministries and government corporations on legal matters relating to the preparation and promulgation of emergency orders, regulations, declarations and contractual arrangements;
- prepare, promulgate and implement orders relating to law enforcement and internal security
- through the police force having jurisdiction, provide:
  - advice to local authorities respecting the maintenance of law and order;
  - reinforcement of local police services;
  - security control of emergency areas;
  - traffic and crowd control;
  - search and rescue services for missing persons on land and in inland waters;
- provide coroner's services including the operation of temporary morgues, identification of the dead and registration of death;
- through the Provincial Emergency Program:
  - provide a 24-hour capability to direct requests for emergency assistance to appropriate municipal, provincial, federal or private sector agencies;
  - serve as the point of contact for requests for emergency assistance from and to the government of Canada, unless otherwise specified in intergovernmental agreements;
  - administer the emergency assistance vote to cover those of the incremental costs
    - (a) that are incurred by local governments, ministries and government corporations in responding to an emergency, and
    - (b) that the minister has approved;
  - organize and administer registered volunteers and temporary workers as requested or detailed in emergency response plans;
  - coordinate the emergency response activities of supporting ministries as requested or detailed in emergency response plans.

### **MINISTER OF ENVIRONMENT, LANDS AND PARKS**

- provide professional and technical advice and direction at hazardous material spills or pollution spills;

- ensure the proper disposal of hazardous wastes and pollutants;
- assess and monitor air quality;
- provide flood forecasts and bulletins;
- provide flood assessment, technical services and planning staff at government operation centres in the case of floods;
- provide conservation officers to act as special constables to reinforce police forces in law and order and traffic duties;
- provide dam safety and inspection services.

#### **MINISTER OF FINANCE AND CORPORATE RELATIONS**

- provide risk management services in respect of possible compensation and liability claims;
- arrange the assignment of suitably qualified public employees from various ministries to special emergency duties;
- coordinate, in cooperation with ministries, the establishment and maintenance of Emergency Financial Response and Back-up Teams throughout British Columbia.

#### **MINISTER OF FORESTS**

- provide Ministry of Forests personnel, equipment, supplies, telecommunications equipment, aviation support and weather information to assist in emergency response operations.

#### **MINISTER OF GOVERNMENT SERVICES**

- provide government aircraft and vehicles;
- provide for the leasing or purchase of emergency supplies and equipment;
- through government communications office, coordinate the Provincial government emergency information services.

#### **MINISTER OF HEALTH**

- provide public health measures including epidemic control and immunization programs;
- provide and coordinate ambulance services and triage, treatment, transportation and care of casualties;
- provide the continuity of care for persons evacuated from hospitals or other health institutions and for medically dependant persons from other care facilities;
- provide standard medical units consisting of emergency hospitals, advanced treatment centres, casualty collection units and blood donor packs;
- inspect and monitor potable water supplies;
- inspect and regulate food quality with the assistance of the Minister of Agriculture, Fisheries and Food;
- provide critical incident stress debriefing and counselling services;
- provide support and supervision services for physically challenged or medically disabled persons affected by an emergency.

#### **MINISTER OF MUNICIPAL AFFAIRS**

- through the office of the fire commissioner, coordinate fire fighting in a declared state of emergency.

#### **MINISTER OF SOCIAL SERVICES**

- provide the following:
  - food, clothing and shelter in private or congregate facilities;
  - registration and information to assist in locating and reuniting of families;
  - care of children who are not accompanied by a guardian or custodian, and mentally challenged persons;
  - necessary financial assistance or assistance in kind;
- provide clothing, food, shelter, registration and information services as may be required by emergency workers;
- provide assistance to local authorities in the planning and operation of emergency social services consisting of emergency feeding, clothing, lodging, registration and inquiry and personal services.

#### **MINISTER OF TRANSPORTATION AND HIGHWAYS**

- coordinate and arrange for transportation, engineering and construction resources.

#### **BRITISH COLUMBIA FERRY CORPORATION**

- provide priority loading for the transport of emergency personnel, equipment and supplies;
- provide ferries to serve as reception centres, hospitals, response centres or other emergency facilities.

#### **BRITISH COLUMBIA HYDRO AND POWER AUTHORITY**

- coordinate the restoration of electric facilities, taking into account domestic, commercial, industrial and government requirements;
- interrupt hydro services when they pose a threat to life or property;
- conduct safety measures in respect to B.C. Hydro dams, including initiating warnings in the event of dam failures.

#### **BRITISH COLUMBIA RAIL LIMITED**

- provide priority movement of emergency personnel, equipment and supplies;
- in cooperation with Transport Canada, assist at railway crashes, derailments in the conduct of rescue operations, removal of debris and the cleanup of hazardous material;
- provide railcars for emergency facilities;
- provide specialized equipment.

#### **BRITISH COLUMBIA SYSTEMS CORPORATION**

- provide technical advice and assistance on the acquisition of telecommunications equipment, systems and computers.

#### **BRITISH COLUMBIA TRANSIT**

- coordinate requirements for public transportation, including school and privately owned buses.

## **BRITISH COLUMBIA BUILDINGS CORPORATION**

- provide priority allocation of government buildings for operational accommodation, storage or other emergency requirements;
- make emergency rental or lease arrangements for private sector buildings or other infrastructure requirements;
- assess damage to government buildings.

*Note: This regulation repeals B.C. Regs. 467/59, 472/59, 20/63, 59/63, 101/63, 92A/66, 48/69, 666/76 and 243/83.*

[Provisions of the *Emergency Program Act*, R.S.B.C. 1996, c. 111, relevant to the enactment of this regulation: section 28]

# Declaration of a State of Local Emergency

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## SAMPLE DECLARATION OF A STATE OF LOCAL EMERGENCY

Revised July 4, 2006

### ORDER

WHEREAS [*description of hazard and emergency*] in the SQCRD areas A and C;  
AND WHEREAS [*explanation of ongoing or imminent threat to life or property*];  
AND WHEREAS this [*description*] 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 [*for RD name electoral areas – for municipalities state name, e.g. Nanaimo*] due to [*short hazard description*] and [*short consequence statement*];

IT IS FURTHER ORDERED THAT the SQCRD areas A and C, 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, including: [*delete those powers not needed from the list below*]

- Acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster in any area designated within the declaration.
- 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 in any area designated within the declaration.
- Control or prohibit travel to or from any area of the SQCRD areas A and C jurisdiction designated within the declaration.
- 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 SQCRD areas A and C jurisdiction designated within the declaration.
- Cause the evacuation of persons and the removal of livestock, animals and personal property from any area of the SQCRD areas A and C jurisdiction, designated within the declaration 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 SQCRD areas A



and C to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster in any area designated within the declaration.

- Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the SQCRD areas A and C to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster in any area designated within the declaration.
- Construct works considered by the SQCRD areas A and C to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster in any area designated within the declaration.
- 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 in any area of the SQCRD areas A and C jurisdiction, designated within the declaration, for the duration of the state of emergency.

ORDERED by the SQCRD areas A and C this day of [month], 200\_ at [time] to remain in force for 7 days until [date, time] unless cancelled by order of the SQCRD areas A and C.

## Cost Recovery Guidelines

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Updated copy available on-line at:

[http://www.pep.bc.ca/dfa\\_claims/Financial Assistance Guide.pdf](http://www.pep.bc.ca/dfa_claims/Financial_Assistance_Guide.pdf)

DRAFT

## Operational Guidelines for Evacuation

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Updated copy available on-line at:

[http://www.pep.bc.ca/management/Evacuation\\_Operational\\_Guidelines\\_2005-07.pdf](http://www.pep.bc.ca/management/Evacuation_Operational_Guidelines_2005-07.pdf)

DRAFT

## Emergency Measures Bylaw

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# Training

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This section acts as a guide to the advancement of training in the Skeena Queen Charlottes Regional District (SQCRD) Areas A and C (A&C).

## SUGGESTED EXERCISE PROGRAM

Exercise	Frequency	Exercise Duration	In-House Preparation Time
Orientation	As Needed	1 – 2 hr	< than 1 week
Drill	2/yr	.5 – 2 hr	< than 2 weeks
Table Top	2/yr	1 – 4 hr	2 weeks
Functional	1/yr	3 – 8 hr	3 - 6 Months
Full Scale	Every 2 yrs	Up to 3 days	> 6 Months

Updated (yr/m/d) \_\_\_\_\_

Name \_\_\_\_\_

Approved by \_\_\_\_\_

Please note that these are only suggested guidelines which are based on current best practices for other municipalities. Where feasible, EmergeX recommends that the SQCRD strives to conduct at least an orientation exercise and a table top exercise annually

### TRAINING MATRIX (Phase 1 and Phase 2)

[illegible]

### TRAINING MATRIX (Phase 3)

[illegible]

Updated (yr/m/d) \_\_\_\_\_  
 Name \_\_\_\_\_  
 Approved by \_\_\_\_\_



# Contacts and Resources

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These emergency contacts lists provide the names and telephone numbers of persons and/or organizations that may need to be contacted in the event of an emergency. The contact lists are organized into:

**Internal Contacts**  
**EOC Call-Out List**  
**SQCRD Staff**  
**First Responders**  
**Reception Centers**

**External Agencies**

- Regional District
- Neighboring Municipalities
- Provincial/Federal
- Local Businesses
- Newspaper/Radio
- Infrastructure Service Providers/ Heavy Equipment

## Internal Contacts

### EOC Call Out List

EOC FUNCTION	CONTACT PERSON	POSITION	WORK	HOME	CELL
EOC Director	1.				
	2.				
	3.				
Information Officer	1.				
	2.				
	3.				
Deputy EOC Director	1.				
	2.				
	3.				
Operations Section Chief	1.				
	2.				
	3.				

<b>Planning Section Chief</b>	1.				
	2.				
	3.				
<b>Logistics Section Chief</b>	1.				
	2.				
	3.				
<b>Finance Section Chief</b>	1.				
	2.				
	3.				
<b>Administrative Assistant</b>	1.				
	2.				
	3.				
<b>Policy Group</b>	1.				
	2.				
	3.				

*1 = Primary    2 = 1<sup>st</sup> Alternate    3 = 2<sup>nd</sup> Alternate*

## SQCRD A and C Staff

POSITION	CONTACT PERSON	WORK	PERSONAL	CELL
Chief Administrator Officer				
Corporate Administrator				
Deputy Corporate Administrator				
Emergency Coordinator & Public Works Manager				
Mayor				
Councillor				
Councillor				
Councillor				
Councillor				
Councillor				
Councillor				
Parks and Recreation Director				
Utilities Superintendent				
Roads Superintendent				

## Responders/Health

AGENCY	CONTACT PERSON	WORK	PERSONAL	CELL
NCO-IC RCMP				
Fire Chief				
Deputy Fire Chief				
BC Ambulance Service				
Search and Rescue				
IHA Chief Operating Officer				
Regional Hospital				
Team Leader PHN				
Emergency Social Services Co-ordinator				

## Reception Centres

CENTRE	CONTACT PERSON	WORK	PERSONAL	AFTER HOURS

## External Contacts

### Regional District of Skeena Queen Charlottes

AGENCY	CONTACT PERSON	WORK	PERSONAL
CAO			
Environmental Services Coordinator			
Regional BCAS Supervisor			

### Neighboring Municipalities

AGENCY	CONTACT PERSON	BUSINESS	EMERGENCY
Port Edwards			
Prince Rupert			

### EOC Staff

ORGANIZATION	CONTACT PERSON	BUSINESS	EMERGENCY
EmergeX Planning Inc.	Tully Waisman	1-604-303-8803 1-888-992-0888	(M)1-604-329-2710

**Provincial/Federal**

AGENCY	CONTACT PERSON	BUSINESS	PERSONAL
Provincial Emergency Program		1-800-663-3456 or 250-371-5240	
Sr. Regional PEP Manager			
Regional PEP Manager			
Medical Health Officer			
Regional Emergency Social Services Recovery Coordinator			
Chief Environmental Health Officer			
Ministry of Transportation & Highways			
Ministry of Forests and Range			

**Television/Radio Broadcast**

ORGANIZATION	CONTACT PERSON	WORK	EMERGENCY

## Infrastructure Service Providers

ORGANIZATION	CONTACT PERSON	BUSINESS	EMERGENCY
BC Hydro – Lower Columbia Area Manager			
Terasen Gas			
BC Hydro			
Railway			
Airport			
Road & Bridge Maintenance Emcon Services			
Telus Communications Inc.			



## Local Businesses/Services

ORGANIZATION	CONTACT PERSON	BUSINESS	PERSONAL
Accommodation			
Bedding/Blanket/Towels			
Doctors/Health Service Providers			
Automotive			
Clubs & Organizations			

<b>Forestry and Wood Products</b>			
<b>Food Suppliers</b>			
<b>Septic Waste Hauling</b>			
<b>Dentists</b>			
<b>Rental Equipment</b>			

## **Departmental Plans and Mutual Aid Agreements**

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# Press Release Templates

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This appendix contains templates for an initial statement and a follow-up statement that can be used by the Information Officer to prepare public statements for the designated spokesperson.

## Initial Statement

This statement can be used to address the media to show that the Skeena Queen Charlottes Regional District (SQCRD) Electoral Areas A and C (A&C) is dealing with the situation until further information is available. It can also be put on websites, given to phone attendants or put on the SQCRD voice mail system.

*“Regarding the news reports of a \_\_\_\_\_ (name of event), this is what we can confirm at the present time. At approximately \_\_\_\_\_ (time) we were alerted that there was a \_\_\_\_\_ (Briefly describe event-fire, shooting, explosion, etc.) at \_\_\_\_\_ (Location). We have called for assistance from \_\_\_\_\_ (Police, Fire, Ambulance, etc.) and have notified management who are en route to assist. At this point we do not have any details regarding what happened, but we will update you as soon as we have additional verified information. We ask for your patience as we respond to this emergency.”*

## Follow-Up Statement

If you need more breathing room – use the following template as a press statement to follow-up the initial statement.

Date (yy/mm/dd):                      Time (24 Hr. Clock):                      Approved by:

This is an evolving emergency and I know that, just like we do, you want as much information as possible right now. While we work to get your questions answered as quickly as possible, I want to tell you what we can confirm right now:

At approximately, \_\_\_\_\_ (24 Hr. Clock, followed by a brief description of what happened)

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At this point, we do not know the number of (persons ill, persons involved, injuries, deaths, etc.)

We have a system (plan, procedure, operation) in place for just such an emergency and we are being assisted by (police, fire, Province) as a part of that plan.

The situation is (under)(not yet under) control, and we are working with (Local, Provincial, Federal) authorities to (contain this incident, determine how this happened, determine what actions may be needed by individuals and the community to prevent this from happening again.)

We will continue to gather information and release it to you as soon as possible. I will be back to you within (amount of time, 2 hours or less) to give you an update. As soon as we have more confirmed information, it will be provided. We ask for your patience as we respond to this emergency.

# Forms

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## **EOC 401 EOC Management Team Briefing Agenda**

**EOC 401A Status Report**

**EOC 410 Contact Directory**

**EOC 414 Position Log**

**EOC 415 Damage Assessment Summary**

**EOC 416 EOC Internal Message Form (3 Part Form**

**EOC 417 ESS Reception / Centre / Group Lodging Situation Report**

**EOC 418 ESS Local EOC Situation Report**

**EOC 420 Evacuation Plan Message (Sample**

**EOC 421 Urgent-Local Emergency Program Evacuation Procedures (Sample)**

**EOC 422 Spokesperson Media Statement (Sample)**

**EOC 423 Media Tracking Report (Sample)**

**EOC 424 Media Conference Attendance Record (Sample).**

**EOC 425 After the Disaster (Sample Release)**

**EOC 501 EOC Situation Report**

**EOC 502 EOC Action Plan**

**EOC 503 EOC Shift Schedule**

**EOC 508 EOC Staff Food & Lodging Plan**

**EOC 511 EOC Check-in / Check-out List**

**EOC 512 PEP Task Registration Form**

**EOC 514 Request for Resources or Assistance**

**EOC 515 Resource Request Tracking Sheet**

**EOC 516 Resource Status (By Type)**

**EOC 517 Resource Status (By Location)**

**EOC 523 Facility / Equipment Inventory for the EOC**

**EOC 530 EOC Expenditure Authorization Form**

**EOC 532 EOC Daily Expenditures**

**EOC 534 EOC Expenditures – Event Totals**

**EOC 550 EOC Major Incident Report**

## EOC Management Team Briefing Agenda

<b>Event:</b>		<b>Date:</b>	<b>Time:</b>
<b>Operational Period:</b>	<b>From: To:</b>	<b>PEP Task #:</b>	<b>Chaired By:</b>

Agenda Items		Responsible Function
1.	Status Reports (Use EOC 401A)	All Functions
2.	Old Business (Follow-up from last Briefing)	EOC Director
3.	Resource Status	Planning Section Chief
4.	Probabilities and Predictions	Planning Section Chief
5.	Public Information and Media	Information Officer
6.	Priorities and Objectives	EOC Director
7.	Attachments	Planning Section Chief
8.	New/Other Business	All Functions

Tasks / Assignments (Outcomes from briefing)	Responsible Function	Estimated Completion Time
a)		
b)		
c)		
d)		
e)		
f)		
g)		
h)		
i)		
j)		

### Briefing Notes/Minutes:

<b>Recorder (Notes taken by):</b>		<b>Approved By (EOC Director):</b>
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**Distribution:**

<input type="checkbox"/> EOC Director	<input type="checkbox"/> Operation Section Chief
<input type="checkbox"/> Risk Management Officer	<input type="checkbox"/> Planning Section Chief
<input type="checkbox"/> Liaison Officer	<input type="checkbox"/> Logistics Section Chief
<input type="checkbox"/> Information Officer	<input type="checkbox"/> Finance & Administration Section Chief
<input type="checkbox"/>	<input type="checkbox"/>

**EOC 401**

## Section / Function Status Report

<b>Event:</b>		<b>Status Report Source/Type:</b>  <input type="checkbox"/> Section/Function <input type="checkbox"/> Branch/Unit
<b>Date:</b>	<b>Time:</b>	
<b>Operational Period</b>	<b>From:</b> <b>To:</b>	<b>PEP Task #:</b>  <b>Section/Function Name:</b>

**Current Situation:** (Incidents, actions taken, resource status, etc.)

**Outstanding Issues/Challenges/Problems:**

**Anticipated Priorities/Activities:** (For future operational periods)

**Other Comments/Issues:** (i.e., media information, public information bulletins, safety tips...)

**Distribution:**

<input type="checkbox"/>	EOC Director	<input type="checkbox"/>	Operations Section Chief
<input type="checkbox"/>	Risk Management Officer	<input type="checkbox"/>	Planning Section Chief
<input type="checkbox"/>	Liaison Officer	<input type="checkbox"/>	Logistics Section Chief
<input type="checkbox"/>	Information Officer	<input type="checkbox"/>	Finance & Administration Section Chief
<input type="checkbox"/>		<input type="checkbox"/>	

**EOC 401A**

## Contact Directory

<b>Event:</b>		<b>Time:</b>	<b>Date:</b>
<b>Operational Period</b>	<b>From:</b>	<b>To:</b>	<b>PEP Task #:</b>
		<b>Position:</b>	
<b>Agency:</b>		<b>Agency:</b>	
<b>Contact Name:</b>		<b>Contact Name:</b>	
<b>Title:</b>		<b>Title:</b>	
<b>Business Phone:</b>	(   )   -	<b>Business Phone:</b>	(   )   -
<b>Cell Phone:</b>	(   )   -	<b>Cell Phone:</b>	(   )   -
<b>Pager:</b>	(   )   -	<b>Pager:</b>	(   )   -
<b>After Hours Phone:</b>	(   )   -	<b>After Hours Phone:</b>	(   )   -
<b>Fax:</b>	(   )   -	<b>Fax:</b>	(   )   -
<b>Email:</b>		<b>Email:</b>	
<b>Location: (complete address)</b>		<b>Location: (complete address)</b>	
<b>Agency:</b>		<b>Agency:</b>	
<b>Contact Name:</b>		<b>Contact Name:</b>	
<b>Title:</b>		<b>Title:</b>	
<b>Business Phone:</b>	(   )   -	<b>Business Phone:</b>	(   )   -
<b>Cell Phone:</b>	(   )   -	<b>Cell Phone:</b>	(   )   -
<b>Pager:</b>	(   )   -	<b>Pager:</b>	(   )   -
<b>After Hours Phone:</b>	(   )   -	<b>After Hours Phone:</b>	(   )   -
<b>Fax:</b>	(   )   -	<b>Fax:</b>	(   )   -
<b>Email:</b>		<b>Email:</b>	
<b>Location: (complete address)</b>		<b>Location: (complete address)</b>	
<b>Agency:</b>		<b>Agency:</b>	
<b>Contact Name:</b>		<b>Contact Name:</b>	
<b>Title:</b>		<b>Title:</b>	
<b>Business Phone:</b>	(   )   -	<b>Business Phone:</b>	(   )   -
<b>Cell Phone:</b>	(   )   -	<b>Cell Phone:</b>	(   )   -
<b>Pager:</b>	(   )   -	<b>Pager:</b>	(   )   -
<b>After Hours Phone:</b>	(   )   -	<b>After Hours Phone:</b>	(   )   -
<b>Fax:</b>	(   )   -	<b>Fax:</b>	(   )   -
<b>Email:</b>		<b>Email:</b>	
<b>Location: (complete address)</b>		<b>Location: (complete address)</b>	

**EOC 410**



## Position Log

<b>Event:</b>	<b>Section:</b>	<b>Position:</b>
<b>Operational From: To:</b> <b>Period</b>	<b>PEP Task #:</b>	<b>Date:</b>

[illegible]

EOC 414

## Damage Assessment

Public Property	Event:		Time:		Date:	
	Operational Period From: To:			PEP Task #:		Position:
		No.	Est. Value	Comments		
	Municipal Facilities Damaged		\$			
	Municipal Facilities Destroyed		\$			
	Public Facilities Damaged		\$			
	Public Facilities Destroyed		\$			
	Provincial Facilities Damaged		\$			
	Provincial Facilities Destroyed		\$			
	Federal Facilities Damaged		\$			
	Federal Facilities Destroyed		\$			
	Roads Damaged		\$			
	Roads Destroyed		\$			
	Bridges Damaged		\$			
	Bridges Destroyed		\$			
	Railroads Damaged		\$			
	Railroads Destroyed		\$			
	Water Supply Damaged		\$			
	Sewers Damaged		\$			
	Total Public Damage:			\$		
Private Property	Residential Buildings Damaged		\$			
	Residential Buildings Destroyed		\$			
	Businesses Damaged		\$			
	Businesses Destroyed		\$			
	Agriculture Damaged		\$			
	Agriculture Destroyed		\$			
	Total Private Damage:			\$		
Priority Repairs / Restoration:						
Prepared By:			Date and Time:			

EOC 415

# EOC INTERNAL MESSAGE FORM (3 PART FORM)

RETAIN THIS COPY FOR FOLLOW-UP  
CONSERVEZ CETTE COPIE POUR VOTRE CONTRÔLE

FROM - DE		DEPARTMENT - DÉPARTEMENT	
TO A	DATE		SUBJECT - SUJET
MESSAGE			
USE LOWER PORTION FOR REPLY - PARTIE DU BAS POUR REPONSE GRAND & TOY L.L.S.-99996			
REPLY FROM REPONSE DE		DATE	

TO ORIGINATE - POUR ENVOYER MESSAGE

**GRAND & TOY**

ROUND TRIP MEMO - MEMO INTER BUREAU

TO REPLY - POUR REPONDRE

Write message, remove yellow copy, forward balance of set.  
Ecrire message, conservez la copie jaune, envoyez le reste.

Write reply, retain white, return pink copy.  
Ecrire, conservez blanche, retournez rose.

EOC 416

**Emergency Social Services  
RECEPTION CENTRE / GROUP LODGING  
SITUATION REPORT**



**From:**

☐  
☐

**Reception Centre  
Group Lodging**

**To:**

**ESS Director at EOC – Fax: (    )    -**

**PEP Task #:**

**Update:**

<b>Completed by:</b> Name of person compiling report	<b>This Update Covers Dates and Times:</b> <b>From:</b> <b>To:</b>
---	--

<b>Facility Name:</b>	<b>Community:</b>
<b>Facility Address:</b>	
<b>Designated Facility Contact:</b>	<b>Position:</b>
<b>Phone Number: (    )    -</b>	<b>Fax Number: (    )    -</b>

Services Provided Statistics:	How Many this Report	Running Total
Number of evacuees registered (on ESS File Form) at this Reception Center		
Number of evacuees provided with commercial lodging		
Number of evacuees using billeting resources		
Number of evacuees currently lodged in Group Lodging Maximum lodging capacity of this facility:		
Number of ESS workers activated in this report :		
Local Volunteers		
Community Staff		
Local Authority Staff		

Financial Estimates of Event:	How Much this Report (\$)	Running Total (\$)
Estimated cost of referrals (food, lodging, clothing, transportation, incidentals)	\$	\$

Estimated cost of other on-site ESS operations (food services, equipment rental, etc.)	\$	\$
--	----	----

**Comments / Issues:**

(for completion by Group Lodging Manager or Reception Centre Manager)

--

**PLEASE NOTE:** THIS REPORT DOES NOT CONSTITUTE A REQUEST FOR ADDITIONAL RESOURCES

Approved by:	<input type="checkbox"/>	Group Lodging Manager
	<input type="checkbox"/>	Reception Centre Manager

**FOR USE OF EOC or ESS Office**

**This report was:**

- ☐ Received by fax
- ☐ Created via phone call from facility contact
- ☐ Received via radio transmission
- ☐ Other specify:

**EOC 417**

# Emergency Social Services Local Situation Report



FROM: EOC – ESS BRANCH COORDINATOR ☐ PEP Task #:

TO: PREOC – ESS BRANCH COORDINATOR ☐

Community Name:	Date:	Time:
Community Contact:	Position:	
Phone Number: ( ) -	Fax Number: ( ) -	

Response Outlook: ☐ Improving ☐ Unchanged ☐ Deteriorating

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

## Group Lodging Status:

Reception Centre / Group Lodging Name	Address or Location	Total # Reg'd to Date

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

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

Estimated cost of referrals (food, clothing, lodging) this reporting period	\$
Estimated cost of on-site ESS operations this reporting period	\$

## 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 from community

☐

Created at PREOC via phone call to community contact

☐

Completed at PREOC by:

\_\_\_\_\_

Name

\_\_\_\_\_

Position

**EOC 418**

## Evacuation Plan Message

This is

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Name

From the

\_\_\_\_\_  
Agency / Department

\_\_\_\_\_  
(select)

\_\_\_\_\_  
(select)

Because of the potential danger to life and health,

\_\_\_\_\_  
the authority

(select) (select) everyone within

(select) of that area to (select) (select).

**This message will be repeated.**

Specific instructions and locations for help will be given.

If you are in the following areas, you (select) (select) (select).

The area(s) involved are as follows:

(select)

\_\_\_\_\_  
(select)

\_\_\_\_\_  
(select)

\_\_\_\_\_  
(select)

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

Approved By: \_\_\_\_\_

**EOC 420**



## ***For Immediate Release***

Event: \_\_\_\_\_  
Date and Time: \_\_\_\_\_

---

### **Evacuation Procedures**

The \_\_\_\_\_ Emergency Program and / or Emergency Operations Centre is urging residents affected by the recent \_\_\_\_\_ to be prepared to evacuate if ordered to do so by emergency officials in your area.

#### ***If you have to evacuate:***

- Take an emergency survival kit with you (e.g., battery-operated radio, flashlight, water, food, warm clothing, etc.).
- Make sure you take prescription medicine and identification for the entire family.
- Listen to the radio and follow instructions from local emergency officials.
- Shut off water, gas and electricity, but ONLY if instructed to do so.
- Make arrangements for pets. Local emergency officials will advise you.
- Wear clothes and shoes appropriate to conditions.
- Lock up your home.
- Follow the routes specified by emergency officials.  
Don't take shortcuts. A shortcut could take you to a blocked or dangerous area.
- If you have time, leave a note telling others when you left and where you went.
- If you are evacuated, register with the local ESS emergency reception centre (as advised by emergency officials) so you can be contacted or reunited with your family and loved ones.

Media Contact: \_\_\_\_\_ ( ) - \_\_\_\_\_  
Name Phone Number

(Local Authority) EOC \_\_\_\_\_

EOC Website: \_\_\_\_\_

**EOC 421**

## Spokesperson Media Statement

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

Date: \_\_\_\_\_ Time: \_\_\_\_\_

My name is: \_\_\_\_\_

My position is: \_\_\_\_\_

This is the information I can give you so far:

At \_\_\_\_\_ on \_\_\_\_\_ a(n) \_\_\_\_\_, occurred at \_\_\_\_\_ in \_\_\_\_\_.

Information on number injured and fatalities is (not) known at this time.

Emergency response procedures to protect the public, responders and the environment are underway. The \_\_\_\_\_ has been (select).

**The cause of the** \_\_\_\_\_ is under investigation and no estimate of damage is available at this time. As information becomes available, news releases will be issued.

Any further inquiries should be directed to:

\_\_\_\_\_, \_\_\_\_\_ at

\_\_\_\_\_, ( ) - .

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

Authorized By: \_\_\_\_\_

**EOC 422**

# Media Tracking Report

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Time	Media Source	Reporter's Name	Phone Number	Questions
			(   )   -	
			(   )   -	
			(   )   -	
			(   )   -	
			(   )   -	
			(   )   -	
			(   )   -	
			(   )   -	
			(   )   -	
			(   )   -	
			(   )   -	
			(   )   -	
			(   )   -	
			(   )   -	
			(   )   -	
			(   )   -	
			(   )   -	

EOC 423

## Media Conference Attendance Record

<b>Event:</b>	<b>Date:</b>
<b>Location:</b>	<b>Time:</b>

[illegible]

EOC 424

## After the Disaster (Media Release)

Having just experienced the shock and pain of a disaster, you will be very busy for the next few days or weeks. Caring for your immediate needs, perhaps finding a new place to stay, planning for clean-up and repairs, and filing claim forms may occupy the majority of your time. As the immediate shock wears off, you will start to rebuild and put your life back together. There are some normal reactions we may all experience as a result of a disaster. Generally, these feelings don't last long, but it is common to feel let down and resentful many months after the event. Some feelings or responses may not appear until weeks or even months after the disaster.

Some common responses are:

- Irritability / anger
- Fatigue
- Loss of appetite
- Inability to sleep
- Nightmares
- Fear of storms
- Sadness
- Headaches or nausea
- Hyperactivity
- Lack of concentration
- Increase in alcohol or drug consumption

Many people impacted by the disaster will have at least one of these responses. Acknowledging your feelings and stress is the first step in feeling better. Other helpful things to do include:

- ☒ Talk about your disaster experiences. Sharing your feelings rather than holding them in will help you feel better about what happened.
- ☒ Take time off from cares, worries and home repairs. Take time for recreation, relaxation or a favorite hobby. Getting away from home for a day or a few hours with close friends can help.
- ☒ Pay attention to your health, to good diet, and to getting adequate sleep. Relaxation exercises may help if you have difficulty sleeping.
- ☒ Prepare for possible future emergencies to lessen feelings of helplessness and bring peace of mind.
- ☒ Rebuild personal relationships in addition to repairing other aspects of your life. Couples should make time to be alone together, both to talk and to have fun.
- ☒ If stress, anxiety, depression or physical problems continue, you may wish to contact the post-disaster services provided by the local mental health contact.
- ☒ Please take this sheet with you today and reread it periodically over the next few weeks and months. Being aware of your feelings and sharing them with others is an important part of recovery.

**EOC 425**



**Livestock Impacted:** (Estimated/Confirmed)

Animal Type	# Dead	# Evacuated	# Disposed

**General Situation /Status:**

Transportation	Comments:		
	Routes Closed	Partial Blockages	Reopened Times
Municipal Roads			
Provincial Roads			
DRR (Disaster Response Routes)			
Bridges			
Tunnels			
Transit System			
Rail (Fed.)			
Rail (Prov.)			
<b>Critical Transportation Issues:</b>			

Utilities	Customers Without Service		Comments
	#	%	
Water		%	
Sewers		%	
Hydro		%	
Gas		%	
Telephone		%	
Cable		%	
<b>Critical Utilities Issues:</b>			

<b>Communication Methods:</b>			
<b>Types</b>	<input type="checkbox"/> Telephone	<input type="checkbox"/> Email	<input type="checkbox"/> Call Centre
<b>Functioning:</b>	<input type="checkbox"/> Cellular	<input type="checkbox"/> Fax	# of calls received/hr:
	<input type="checkbox"/> Radio	<input type="checkbox"/> Amateur radio	
	<input type="checkbox"/> Satellite	<input type="checkbox"/> Other:	
Anticipated communication problems:			

**Damage Assessment Report:** ☐ Attached  
☐ Not Attached

**Current Response Information:**

	Resources	Assigned	Available	Out of Service	Reserved	Critical Need
1.	<b>Police:</b>					
	Police staff					
	Police vehicles					
	<b>Search and Rescue:</b>					
	SAR members					
2.	<b>Fire:</b>					
	Structural fire-fighters					
	Structural fire apparatus					
	Wildland fire-fighters					
	Wildland fire apparatus					
	Aircraft					
	Engineering/Public Works Staff					
	Vehicles					
	<b>Equipment</b>					
	BCAS Paramedics Ambulances					
3.	<b>ESS Volunteers</b>					
	Public Information Officers					
	Call Takers					
4.	<b>Military</b>					
	Military crews					
5.	<b>Other:</b>					
6.						
7.						
8.						



**Current ESS Reception Centre/Group Lodging Information:**

Name of RC/GL Activated	Address/ Location	Facility Capacity	Total # Reg.	Total # still req. help	Comments:
<b>Totals:</b>					

**Current Health Information:**

Hospitals Status Facilities/Location	Operational Status Y/N			# in Hosp.	# Beds Avail.	Comments
	Commun i-ation	Power	Water			
	(select)	(select)	(select)			
	(select)	(select)	(select)			
	(select)	(select)	(select)			
	(select)	(select)	(select)			

**Community Health Status**

Public Health	
Mental Health	
Continuing Care	

**Request for National Emergency Services Stock Pile (CCU and/or 200 bed hospital):**

Yes ☐ or No ☐

**Details:**

**Weather Conditions:**

Temp:	Precip:	Wind:	Air Quality	Tidal Information	Forecast
C°	mm	km/hr			

**Future Outlook/Planned Actions:**

**Other Comments:**

**EOC 501**

## EOC ACTION PLAN

<b>EVENT:</b> _____			<b>Date:</b> _____	<b>Time:</b> _____
<b>Operational Period:</b>	<b>From:</b> <b>To</b>	<b>PEP Task #</b>	<b>Prepared By:</b>	

**Policies and Priorities:**

--

**Objectives:**

--

Task Assignments:	Responsibility	Completion Time	
		Est.	Actual

**Attachments** (Check if Attached)

<input type="checkbox"/> Organization Chart	<input type="checkbox"/> Flood Fighting Plan	<input type="checkbox"/> Interface Fire Plan
<input type="checkbox"/> Section Assignment Lists	<input type="checkbox"/> Transportation Plan	<input type="checkbox"/> Communications Plan
<input type="checkbox"/> Public Information	<input type="checkbox"/> HazMat Plan	<input type="checkbox"/> Medical Plan
<input type="checkbox"/> Map	<input type="checkbox"/> Evacuation Plan	<input type="checkbox"/> Other: _____

**Distribution List:**

<input type="checkbox"/> EOC Director	<input type="checkbox"/> Operations Section Chief
<input type="checkbox"/> EOC Deputy Director	<input type="checkbox"/> Planning Section Chief
<input type="checkbox"/> Liaison Officer	<input type="checkbox"/> Finance/Admin Section Chief
<input type="checkbox"/> Risk Management Officer	<input type="checkbox"/> Logistics Section Chief
<input type="checkbox"/> Information Officer	<input type="checkbox"/> Other: _____

**Approved by** (Planning Section Chief):

\_\_\_\_\_

**Approved by** (EOC Director):

\_\_\_\_\_

**EOC 502**

**Event:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_  
**Operational From:** \_\_\_\_\_ **PEP Task #** \_\_\_\_\_ **Prepared By:** \_\_\_\_\_  
**Period: To:** \_\_\_\_\_

[illegible]

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

EOC 503

## EOC Staff Food & Lodging

<b>Event:</b>			<b>Date:</b>
<b>Operational Period</b>	<b>From:</b>	<b>To:</b>	<b>PEP Task #:</b>
			<b>Prepared by:</b>

### Food

	<b>Time:</b>	<b>Menu</b>	<b>Supplier</b>	<b>Delivered or Picked Up</b>	<b>Qty</b>
<b>B</b>					
<b>L</b>					
<b>D</b>					
<b>S</b>					
<b>Legend:</b> B = Breakfast      D = Dinner L = Lunch                S = Snack					

### Lodging

<b>Lodging Location</b>	<b># of Staff</b>	<b># of Rooms</b>	<b>Date From:</b>	<b>Date To:</b>

**Comments:**

**EOC 508**



## PEP Task Registration Form

<b>Event:</b>	<b>Community:</b>
<b>Region:</b>	<b>PEP Task #:</b>

<b>Name:</b>	<b>Address</b>	<b>Next of Kin</b>	<b>Telephone #</b>	<b>Signature</b>
,			( ) -	
,			( ) -	
,			( ) -	
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,			( ) -	
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,			( ) -	
,			( ) -	

**I certify the people checked off above participated in this task:**

**Logistics/Personnel Unit Coordinator Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**EOC 512**



## REQUEST FOR RESOURCES OR ASSISTANCE

<b>Event:</b>		<b>Request #:</b>	
<b>PEP Task #:</b>		<b>Date:</b> <b>Time:</b>	
<b>Precedence Level:</b>	<input type="checkbox"/> Emergency <input type="checkbox"/> Priority <input type="checkbox"/> Routine	<input type="checkbox"/> Critical Resource Status <input type="checkbox"/> Requires EOC Director's Approval	
<b>Staff/Agency Requesting:</b>			
<b>Contact Person's Name and Position:</b>			
<b>Telephone or Contact #:</b>		(     )     -	
<b>Brief description of problem or task to be accomplished:</b>			
<b>Specific Resource Requested &amp; Number Required:</b>			
<b>Potential Substitute:</b>			
<b>Capacity (Size, Voltage, etc.):</b>			
<b>Supporting Equipment, Fuel, Water, Etc.:</b>			
<b>Personnel Required to Operate/Support:</b>			
<b>Transportation Required:</b>			
<b>How Long is Resource Needed:</b>			
<b>Where to Deliver or Report:</b>			
<b>Specific Resource Requested &amp; Number Required:</b>			
<b>Potential Substitute:</b>			
<b>Capacity (Size, Voltage, etc.):</b>			
<b>Supporting Equipment, Fuel, Water, Etc.:</b>			
<b>Personnel Required to Operate/Support:</b>			
<b>Transportation Required:</b>			
<b>How Long is Resource Needed:</b>			
<b>Where to Deliver or Report:</b>			
<b>Report to Whom (Name, Title, Agency):</b>			
<b>Resource Request completed by (Name and Position):</b>			
<b>Resource Request Approved by</b>		<b>Resource Request Approved by (EOC</b>	



## Resource Planning

<b>Event:</b>				<b>PEP Task #:</b>				<b>Date:</b>				<b>Time:</b>	
<b>Operational Period:</b> <b>From:</b> <b>To</b>								<b>Prepared By:</b>					
Resource Request #	Precedence Level	Critical Resource Status Y / N	Agency / Locations Requesting Resource	Type of Resource	# of Resource Requested	# of Resource Available	# of Resource Approved	Time of Deployment	Location Deployed To	Arrival Time at Site	Estimated Time of Use	Completion Time	
<b>Precedence Levels:</b> Emergency = E Priority = P Routine = R					<b>Distributed to:</b> <input type="checkbox"/> EOC Director <input type="checkbox"/> Operations Section Chief			<input type="checkbox"/> Planning Section (Resource Unit) <input type="checkbox"/> Finance / Administration Section Chief					

**EOC 515**

## Resource Status (By Type)

<b>Event:</b>		<b>PEP Task #:</b>
<b>Operational Period:</b>	<b>From:</b> <b>To:</b>	<b>Date:</b>

Type of Resource	Sites / Location Deployed	Critical Resource Status Y / N	Total # of Resources Deployed / In Use	Total # of Resources Still Available	Availability as of Date/Time

**Distributed to:**

<input type="checkbox"/> EOC Director	<input type="checkbox"/> Logistics Section
<input type="checkbox"/> Operations Section	<input type="checkbox"/> Finance / Administration
<input type="checkbox"/> Planning Section	<input type="checkbox"/> Section
	<input type="checkbox"/> PREOC
	<input type="checkbox"/> Other: _____

**EOC 516**

## Resource Status (By Location)

<b>Event:</b>			<b>PEP Task #:</b>		
<b>Operation Period:</b>	<b>From: To:</b>		<b>Date:</b>		
<b>Site / Location</b>	<b>Types of Resource</b>	<b>Critical Resource Status</b>	<b>Total # of Resources Deployed/ In Use</b>	<b>Comments</b>	<b>Resource Ret'd as of Date / Time</b>

Distributed to:

<input type="checkbox"/> EOC Director	<input type="checkbox"/> Logistics Section
<input type="checkbox"/> Operations Section	<input type="checkbox"/> Finance / Administration Section
<input type="checkbox"/> Planning Section	<input type="checkbox"/> PREOC
	<input type="checkbox"/> Other _____

**EOC 517**

## Facility / Equipment Inventory for the EOC

Event:			PEP Task #:			Date:		
Control/ Inventory #	# of Items	Item Description	Owner	Issued to		Qty	Time	Comments
					Issued:			
					Returned:			
					Issued:			
					Returned:			
					Issued:			
					Returned:			
					Issued:			
					Returned:			
					Issued:			
					Returned:			
					Issued:			
					Returned:			
					Issued:			
					Returned:			
					Issued:			
					Returned:			
					Issued:			
					Returned:			
					Issued:			
					Returned:			

Prepared by (Logistics):

EOC 523

# EOC EXPENDITURE AUTHORIZATION FORM

Event:

PEP Task #:

Date:

Time:

Requesting Authorized Person/Agency: \_\_\_\_\_

Location:

Incident Description: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Expenditure Authorized "Not to Exceed" \$ \_\_\_\_\_

EOC Director Signature and/or Designate \_\_\_\_\_

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

**Distribution:** ☐ Originator ☐ Finance/Administration Section  
☐ EOC Director ☐ Logistics Section  
☐ Operations Section ☐ Planning Section  
☐ Other: \_\_\_\_\_

**EOC 530**

## EOC DAILY EXPENDITURES

<b>Event:</b>	<b>PEP Task #:</b>
<b>Prepared by:</b>	<b>Date:</b>

Time	Payee	Inv. #	Wages	Travel	Supplies/ Materials	Food	Misc.	Total
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$

**Approved by:** \_\_\_\_\_

**Distribution:**    ☐ EOC Director  
                              ☐ PREOC  
                              ☐ Other: \_\_\_\_\_

**EOC 532**



## EOC EXPENDITURES – EVENT TOTALS

**Event:** \_\_\_\_\_ **PEP Task #:** \_\_\_\_\_ **Prepared by:** \_\_\_\_\_

Date	Payee	Invoice #	Wages	Travel	Materials	Total
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$
<b>Totals</b>			<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Approved by:** \_\_\_\_\_

**Distribution:**  
Director

☐

EOC

☐

PREOC

☐

Other: \_\_\_\_\_

**EOC 534**

## EOC Major Incident Report

<b>Event:</b>		<b>PEP Task #:</b>	
<b>Date:</b>		<b>Time:</b>	
<b>Reported by:</b> _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Name</span> <span>Position</span> <span>Agency</span> </div>			
<b>Type of Incident:</b>			
<b>Location of Incident:</b>			
<b>Details of what happened:</b>			
<b>Responding Agencies:</b>			
<b>Deaths:</b>		<b>Injured:</b>	
<b>Damage, or Potential Damage:</b>			
<b>Situation Forecast:</b>			
<b>Regional / Provincial Support Provided or Required:</b>			
<b>Public Information / Media Requirements:</b>			
<b>Prepared By:</b> _____, <b>Operations Branch</b> <b>Approved by:</b> _____, <b>Operations Chief</b>			
<b>Distribution:</b>	<input type="checkbox"/> EOC Director <input type="checkbox"/> Liaison Officer <input type="checkbox"/> Risk Management <input type="checkbox"/> Officer <input type="checkbox"/> Information Officer	<input type="checkbox"/> Operations Branch Coordinator <input type="checkbox"/> Planning Section Chief <input type="checkbox"/> Logistics Section Chief <input type="checkbox"/> Finance & Administration Section <input type="checkbox"/> Chief	<input type="checkbox"/> Other: _____

**EOC 550**



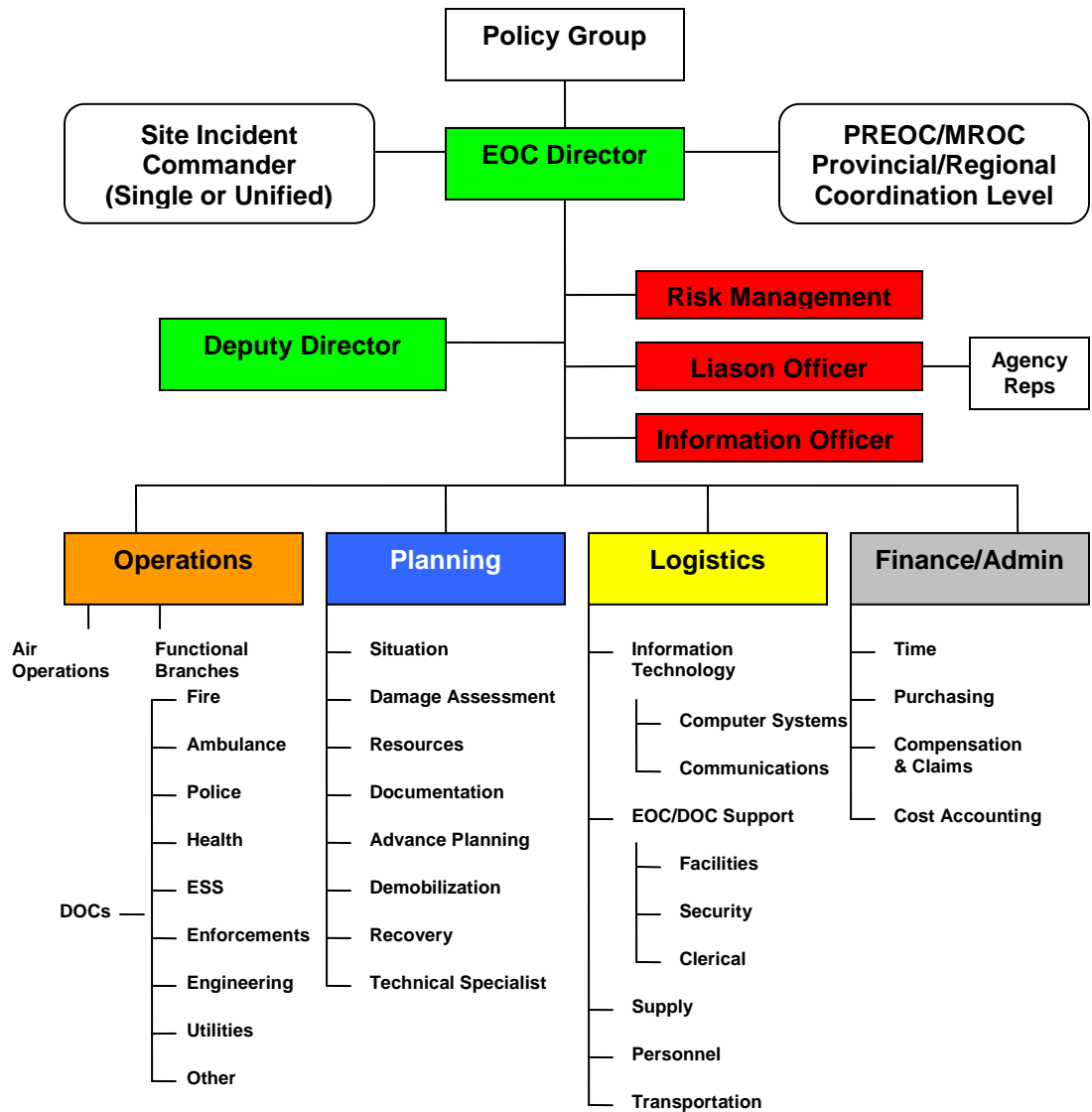
# All Positions Checklists

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**Important Note: Section 6 – Priority Hazard-Specific Roles and Procedures was designed to simplify this Emergency Management Plan and to provide focus to key personnel in the event that a high priority hazard would occur. *This* section is intended to be used as a supplement to Section 6 and includes all positions relevant, even though all are not likely to be filled. The essential positions are outlined in Section 2.**

Checklists have been proven to be an effective tool during emergencies. They help guide staff that may not be familiar or practiced in their function, and provide useful reminders of items that should be done during an emergency. It is important that the entire checklist be read through once first, before initiating action items.

**As emergencies and exercises are reviewed, the applicability of the checklists should also be reviewed and revised as needed. The responsibility for this review lies with the EOC Director and Emergency Program Coordinator.**



## **Generic Checklist – For All Positions**

### **Activation Phase**

- ❑ Check in with the Personnel Unit (in Logistics) upon arrival at the EOC. Obtain an identification card and vest, if available
- ❑ If you are a volunteer, register with the Liaison Officer
- ❑ Report to EOC Director, Section Chief, or other assigned supervisor
- ❑ Set up your workstation and review your position responsibilities
- ❑ Establish and maintain a position log that chronologically describes the actions you take during your shift
- ❑ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents

### **Demobilization Phase**

- ❑ Deactivate your assigned position and close out logs when authorized by the EOC Director or designate
- ❑ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure
- ❑ Be prepared to provide input to the after-action report
- ❑ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation
- ❑ Clean up your work area and provide a contact number before you leave

## **Elected Officials/Policy Group**

### **Responsibilities**

1. The Chair and Board of the Skeena-Queen Charlotte Regional District are responsible for providing emergency policy direction to the EOC Director and staff. The EOC Director is responsible for interpreting this policy and, in turn, providing response priorities to Incident Commanders, who establish objectives and strategies at the site of the incident.
2. Elected officials are the only ones permitted by law to declare a state of local emergency. The steps and the officials involved in this process are contained in Section 2 of this plan. It is recommended that the EOC Director and Skeena Queen Charlotte Regional District Administrator, as well as the Director of the Provincial Emergency Program, be consulted and their advice sought prior to any declaration being proclaimed.
3. Accurate public information is extremely important during major emergencies. Elected officials should work closely with the EOC Director and the Information Officer to ensure that one coordinated message be delivered to the public at risk and the media.

### **Activation Phase**

- ❑ Monitor ongoing operations
- ❑ Respond to the EOC and meet with EOC Director and Information Officer
- ❑ Establish Policy Group adjacent to, but not in, EOC
- ❑ Request additional representation from Council
- ❑ Receive briefing from EOC Group and determine if special policies are required
- ❑ Based on situation briefing, provide priorities to EOC Director
- ❑ Follow the Generic Activation Phase checklist (3.1)
- ❑ Operational Phase:
- ❑ Monitor ongoing operations
- ❑ At request of, and coordinated with the EOC Director and Information Officer, provide updates to media and public from elected officials perspective
- ❑ Declare state of local emergency if warranted and requested
- ❑ Provide policy direction to the EOC Director
- ❑ Liaise with senior elected officials if required
- ❑ Provide recovery priorities to EOC Director
- ❑ Establish and maintain contacts with elected officials from adjacent jurisdictions as appropriate

## **Demobilization Phase**

- ❑ Continue liaison with EOC Director and Information Officer
- ❑ Ensure recovery policies are established if required
- ❑ Follow the Generic Demobilization Checklist (3.1)
- ❑ Leave a forwarding phone number where you can be reached



## EOC Director

### Responsibilities

1. Exercise overall management responsibility for the coordination between emergency response agencies. In conjunction with the General Staff, set priorities for response efforts in the affected area. Provide support to local authorities and provincial agencies and ensure that all actions are accomplished within the priorities established.
2. Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
3. Ensure that inter-agency coordination is accomplished effectively within the EOC.
4. In consultation with the Information Officer, direct that appropriate emergency public information actions be implemented using the best methods of dissemination. Approve the issuance of press releases.
5. Liaise with elected officials.
6. In the event of a wide spread emergency, a unified management approach may be taken. In these rare circumstances, one or more senior agency representatives from the regional district should respond to the EOC to provide coordination.
7. Ensure risk management is being practiced by all EOC participants.

### Activation Phase

- ❑ Leave a forwarding phone number where you can be reached
- ❑ Determine appropriate level of activation based on situation as known
- ❑ Mobilize appropriate personnel for the initial activation of the EOC
- ❑ Mobilize Liaison Officer for all EOC activations
- ❑ Respond immediately to EOC location and determine operational status
- ❑ Obtain briefing from whatever sources are available
- ❑ Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required

Operations Section Chief  
Planning Section Chief

Logistics Section Chief  
Finance/Administration Section Chief

- ❑ Determine which additional Management Staff positions are required and ensure they are filled as soon as possible
  - Information Officer
  - Liaison Officer
  - Risk Management Officer

- ❑ Schedule the initial EOC Action Planning meeting
- ❑ Confer with the General Staff to determine what representation is needed at the EOC from other emergency response agencies
- ❑ Assign the Liaison Officer to coordinate outside agency response to the EOC and to assist as necessary
- ❑ Obtain personal telecommunications equipment if required
- ❑ Follow the Generic Activation Phase checklist (3.1)

## **Operational Phase**

- ❑ Monitor general staff activities to ensure that all appropriate actions are being taken
- ❑ Ensure that Operational Periods are established and that response priorities and objectives are decided and communicated to all involved parties
- ❑ In conjunction with the Information Officer, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings
- ❑ Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination
- ❑ Based on current status reports, establish initial priorities for the EOC
- ❑ In coordination with Management Staff, prepare response priorities and management function objectives for the initial EOC Action Planning Meeting
- ❑ Convene the initial EOC Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate planning procedures are followed. Ensure the Planning Section facilitates the meeting appropriately
- ❑ Once the Action Plan is completed by the Planning Section, review, approve and authorize its implementation
- ❑ Conduct periodic briefings with the General Staff to ensure response priorities and objectives are current and appropriate
- ❑ Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate
- ❑ Conduct periodic briefings for elected officials or their representatives
- ❑ In conjunction with the Liaison Officer, prepare to brief elected officials on possibility for declaration of a local state of emergency
- ❑ Ensure local elected officials are informed of State of Provincial Emergency if declared by the Solicitor General, and coordinate local government Proclamations (if any) with other emergency response agencies, as appropriate
- ❑ Assign in writing, delegated powers allowed under declaration if any are given

- ❑ Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known

## **Demobilization Phase**

- ❑ Authorize demobilization of sections, branches and units when they are no longer required
- ❑ Ensure that any open actions not yet completed will be handled after demobilization
- ❑ Ensure that all required forms or reports are completed prior to demobilization
- ❑ Be prepared to provide input to the after action report
- ❑ Proclaim termination of the emergency response and proceed with recovery operations
- ❑ Follow the Generic Demobilization Phase checklist (3.1)

## **Liaison Officer**

### **Responsibilities**

1. Function as a point of contact for and interaction with representatives from other agencies arriving at the EOC. This also includes liaising with any Provincial Regional Emergency Operation Centres and organizations not represented in the EOC.
2. Seek out agency representatives for the EOC as required.
3. Assist and serve as an advisor to the EOC Director and General Staff as needed, providing information and guidance related to the internal functions of the EOC.
4. Assist the EOC Director in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.
5. Liaise with regional, provincial, federal and other EOCs and organizations as directed.

### **Activation Phase:**

- ☐ Report to EOC
- ☐ Ensure that an EOC staff check-in Procedure is established immediately
- ☐ Assist the EOC Director in determining appropriate staffing for the EOC
- ☐ Ensure that an EOC organization and staffing chart is posted and completed
- ☐ Provide assistance and information regarding section staffing to all General Staff
- ☐ Ensure that agency representative's telephone and/or radio communications are established and functioning
- ☐ Obtain personal telecommunications equipment
- ☐ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase**

- ☐ Assist the EOC Director and the General Staff in developing overall priorities as well priorities for the Action Plan
- ☐ Provide information to the Planning Section in the development, continuous updating, and execution of the EOC Action Plan
- ☐ Provide general advice and guidance to agencies as required
- ☐ Ensure that all notifications are made to agencies not represented in the EOC
- ☐ Ensure that communications with appropriate emergency response agencies is established and maintained
- ☐ Assist the EOC Director in preparing for and conducting briefings with Management Staff, elected officials, the media, and the general public

- ❑ Assist the EOC Director in establishing and maintaining an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC
- ❑ Assist the Information Officer with coordination of all EOC visits
- ❑ Provide assistance with shift change activity as required

### **Demobilization Phase**

- ❑ Notify external agencies, local authorities, and other appropriate organizations of the planned demobilization, as appropriate
- ❑ Assist with the deactivation of the EOC at the designated time, as appropriate
- ❑ Assist the EOC Director with recovery operations
- ❑ Follow the Generic Demobilization Phase checklist (3.1)

## Risk Management Officer

### Responsibilities

1. ***Risk Management*** – Ensure that good risk management practices are applied throughout the response organization, and that every function contributes to the management of risk. Protect the interests of all EOC participants, agencies, and organizations by ensuring due diligence in information collection, decision-making, and implementation. Monitor situation for risk exposures and ascertain probabilities and potential consequences of future events.
2. ***Safety*** – The Risk Management Officer provides advice on safety issues. The Risk Management Officer has the authority to halt or modify any and all unsafe operations within or outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.
3. ***Management Support*** – The Risk Management Officer provides support for the EOC Director in the management of the centre. The support consists of, but is not limited to, ensuring key functions are accomplished. Assess alternative courses of action in working with the other EOC functions and highlight relative risks to core objectives.

### Activation Phase

- ❑ Follow the Generic Activation Phase checklist
- ❑ Tour the entire facility area and determine the scope of ongoing operations

### Operational Phase

#### ***Risk Management***

- ❑ Establish and maintain position log and other necessary files
- ❑ Assess damage and loss, working with the Situation Unit
- ❑ Identify and document risk and liability issues; keep Planning Section Chief advised at all times
- ❑ Gather and organize evidence that may assist all EOC organizations in legal defence and that may be more difficult to obtain later
- ❑ Conduct interviews and take statements to address major concerns
- ❑ Identify potential claimants and the scope of their needs and concerns
- ❑ Advise members of the response organization regarding options for risk control, during operational meetings and upon request
- ❑ Advise on action to reduce loss and suffering and, where appropriate, proactively support response and recovery objectives

- ❑ Ensure Documentation Unit is secure and operating effectively. Advise Documentation Unit on the types of information to collect, flow of information, and confidentiality
- ❑ Organize and prepare records for final audit

### ***Safety***

- ❑ Work with the EOC Support Branch Coordinator to become familiar with any hazardous conditions of the facility, especially following a seismic event
- ❑ Coordinate with EOC Support Branch to obtain assistance for any special safety requirements
- ❑ Provide guidance to EOC staff regarding actions to protect themselves from the emergency event, such as smoke from a wildfire or aftershocks from an earthquake
- ❑ Coordinate with Finance / Administration on any EOC personnel injury claims or records preparation as necessary for proper case evaluation and closure

### ***Management Support***

- ❑ Perform supporting duties as assigned by the Director or Deputy
- ❑ Evaluate conditions and advise the EOC Director of any conditions and actions that might result in liability—e.g. oversights, improper response actions, etc.
- ❑ Assist the EOC Director and Planning Section Chief with preparation of the After-Action Report
- ❑ Advise members of the response organization

## **Demobilization Phase**

- ❑ Follow the generic Demobilization Checklist
- ❑ Assist the Director in de-activation activities including:
  - Collection of all relevant papers and electronic records
  - Collection of all material necessary for post-operation reporting procedures

## **Information Officer**

### **Responsibilities**

1. Serve as the coordination point for all media releases for the EOC.
2. 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.
3. Coordinate media releases with officials representing other affected emergency response agencies by requesting they fill the position(s) of Assistant Information Officer.
4. Develop the format for press conferences, in conjunction with the EOC Director.
5. Maintain a positive relationship with the media representatives.
6. Supervise the Assistant Information Officer(s).

### **Activation Phase**

- ❑ Determine staffing requirements and make required personnel assignments for the Information Section, as necessary
- ❑ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase**

- ❑ Obtain policy guidance from the EOC Director with regard to media releases
- ❑ Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavourable media comments. Recommend procedures or measures to improve media relations
- ❑ Coordinate with the Situation Unit and identify methods for obtaining and verifying significant information as it develops
- ❑ Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials
- ❑ Implement and maintain an overall information release program
- ❑ Establish a Media Information Centre, as required, providing necessary space, materials, telephones, and electrical power
- ❑ Maintain up-to-date status boards and other references at the media information centre. Provide adequate staff to answer questions from members of the media
- ❑ Interact with area EOCs as well as the PREOC and obtain information relative to public information operations



- ❑ In coordination with other EOC sections and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- ❑ At the request of the EOC Director, prepare media briefings for elected officials and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
- ❑ Ensure that a rumour control function is established to correct false or erroneous information
- ❑ Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the disaster areas when safe
- ❑ Provide appropriate staffing and telephones to efficiently handle incoming media and public calls
- ❑ Prepare, update and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- ❑ Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired etc.)
- ❑ Monitor all media, using information to develop follow-up news releases and rumour control. Liaise with Risk Management Officer
- ❑ Ensure that file copies are maintained of all information released
- ❑ Provide copies of all media releases to the EOC Director
- ❑ Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known
- ❑ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories

## **Demobilization Phase**

- ❑ Follow the Generic Demobilization Phase checklist (3.1)

## Operations Section Chief

### Responsibilities

1. Ensure that the Operations Coordination Function is carried out including coordination of response for all operational functions assigned to the EOC.
2. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
3. Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
4. Coordinate with any activated EOCs in the operational area.
5. Ensure that the Planning Section is provided with Branch Status Reports and Major Incident Reports.
6. Conduct periodic Operations briefings for the EOC Director as required or requested.
7. Supervise the Operations Section.

### Activation Phase

- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place, including telecommunications, maps and status boards
- Meet with Planning Section Chief and obtain a preliminary situation briefing
- Based on the situation, activate appropriate branches based on functions or geographical assignments within the section. Designate Branch Coordinators as necessary.

Fire	Engineering
Health and B.C. Ambulance	ESS
Environmental	Utilities
Police	Air
	Operations

- Request additional personnel for the section as necessary for 24-hour operation
- Obtain a current communications status briefing from the Information Technology Branch Coordinator in Logistics. Ensure that there is adequate equipment and frequencies available for the section.
- Determine estimated times of arrival of section staff from the Personnel Unit in Logistics
- Confer with the EOC Director to ensure that the Planning and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section

- ❑ Establish radio or telephone communications with EOCs, or the PREOC operating in the area, and coordinate accordingly
- ❑ Determine activation status of other EOCs and establish communication links with their Operations Sections if necessary
- ❑ Based on the situation known or forecasted, determine likely future needs of the Operations Section
- ❑ Identify key issues currently affecting the Operations Section, meet with Section personnel and determine appropriate section objectives for the first operational period
- ❑ Review responsibilities of branches in section; develop an Operations Plan detailing strategies for carrying out Operations objectives
- ❑ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur
- ❑ Obtain personal telecommunications equipment
- ❑ Follow the Generic Activation Phase checklist (3.1)

## **Operational Phase**

- ❑ Ensure that all section personnel are maintaining their individual position logs
- ❑ Ensure that situation and resources information is provided to the appropriate units in the Planning Section on a regular basis or as the situation requires, including Branch Status Reports and Major Incident Reports
- ❑ Ensure that all media contacts are referred to the Information Officer
- ❑ Conduct periodic briefings and work to reach consensus among staff on objectives for forthcoming operational periods
- ❑ Attend and participate in EOC Director's Action Planning meetings
- ❑ Provide the Planning Section Chief with the Operations Section's objectives prior to each Action Planning meeting
- ❑ Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed
- ❑ Ensure that the branches coordinate all resource needs through the Logistics Section
- ❑ Ensure that intelligence information from Branch Coordinators is made available to the Planning Section (Situation Unit) in a timely manner
- ❑ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets)
- ❑ Brief the EOC Director on all major incidents
- ❑ Complete a Major Incident Report for all major incidents and forward a copy to the Planning Section

- ❑ Brief Branch Coordinators periodically on any updated information you may have received
- ❑ Share status information with other sections as appropriate

## **Demobilization Phase**

- ❑ Deactivate branches when no longer required. Ensure that all paperwork is complete and logs are closed
- ❑ Authorize deactivation of organizational elements within the section when they are no longer required. Ensure that any open actions are handled by section or transferred to other EOC elements as appropriate
- ❑ Deactivate the Section and close out logs when authorized by the EOC Director
- ❑ Ensure that any open actions are assigned to the appropriate agency or element for follow-on support
- ❑ Ensure that any required forms or reports are completed prior to your release and departure
- ❑ Be prepared to provide input to the After-Action Report
- ❑ Follow the Generic Demobilization Phase Checklist (3.1)

## **Air Operations Branch Coordinator**

### **Responsibilities**

1. Organize aviation resources at the local level to support field operations
2. As appropriate, initiate requests for Notice to Airmen (NOTAM)
3. Establish procedures for emergency reassignment of aircraft, if required
4. Coordinate with any provincial regional air operations in the operational area
5. Liaise with Air Operations at the PREOC

### **Activation Phase**

- ☐ Determine current level of provincial regional air operations in the operational area
- ☐ Determine activation status of PREOC aviation resources and establish communication links with their Air Operations, if necessary
- ☐ Identify key issues currently affecting air operations; prepare initial report for Operations Section Chief
- ☐ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase**

- ☐ Establish and maintain individual position log
- ☐ Obtain briefing from Operations Section Chief
- ☐ Liaise with BCAS Unit
- ☐ Receive resource requests and pass on to OSC
- ☐ Organize preliminary air operations
- ☐ Initiate request for NOTAM if required
- ☐ Schedule flights of non-emergency aircraft into the operational area if approved
- ☐ Evaluate requests for non-tactical use of emergency aircraft assigned to the EOC
- ☐ Ensure proper safety and risk management measures are being taken in regards to aircraft
- ☐ Pass critical status information to Situation Unit and Resource Unit
- ☐ Provide reports on air operations issues to OSC

## **Demobilization Phase**

- ❑ Determine demobilization status of any aviation resources in operational area and advise OSC and Situation Unit
- ❑ Follow the Generic Demobilization Phase Checklist (3.1)

## **Fire Branch Coordinator**

### **Responsibilities**

1. Coordinate or arrange for urban and interface fire suppression, hazardous materials support operations
2. Acquire mutual aid resources, as necessary
3. Coordinate the mobilization and transportation of all resources through the Logistics Section
4. Complete and maintain branch status reports for major incidents requiring or potentially requiring provincial and federal response support and maintain status of unassigned fire and haz/mat resources in the area in conjunction with the Resources Unit
5. Implement the objectives of the EOC Action Plan assigned to the Fire Branch
6. Overall supervision of the Fire Branch

### **Activation Phase**

- ❑ Based on the situation, activate the necessary Units within the Fire Branch:
  - Structural Fire Suppression Unit
  - Wildland Fire Suppression Unit
- ❑ If local authority mutual aid system is activated, coordinate use of area fire suppression resources with the respective EOCs
- ❑ Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief
- ❑ Prepare objectives for the Fire Branch; provide them to the Operations Section Chief prior to the first Action Planning meeting
- ❑ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase**

- ❑ Ensure that Branch and Unit position logs and other files are maintained
- ❑ Ensure that all interface fire operations are being managed utilizing Unified Command with the appropriate agencies
- ❑ Confirm and resolve through the EOC Director, any response boundary issues that may restrict mutual aid
- ❑ Liaise with Provincial Fire Commissioner as required
- ❑ Liaise with Operational Area Coordinator(s) at the PREOC if established
- ❑ Maintain current status on Fire suppression missions being conducted in the area

- ❑ Provide the Operations Section Chief and the Planning Section with an overall summary of Fire Branch operations periodically or as requested during the operational period
- ❑ Refer all contacts with the media to the Information Officer but be prepared to speak on technical matters when requested
- ❑ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets)
- ❑ Prepare objectives for the Fire Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting
- ❑ Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information

## **Demobilization Phase**

- ❑ Follow the Generic Demobilization Phase Checklist (3.1)



## **Police Branch Coordinator**

### **Responsibilities**

1. Coordinate movement and evacuation operations during a major emergency
2. Alert and notify the public of the impending or existing emergency within the region if required
3. Coordinate law enforcement and traffic control operations during the major emergency
4. Coordinate all ground and inland waters search and rescue operations in the jurisdiction of local authorities
5. Coordinate Police Mutual Aid requests
6. Supervise the Police Branch

### **Activation Phase**

- ❑ Based on the situation, activate the necessary Units within the Police Branch:

Police Operations Unit  
Search and Rescue Unit

Coroner Unit  
Evacuation Unit

- ❑ Contact the PREOC Police Branch Coordinator, if established, for the coordination of mutual aid resources requested
- ❑ Provide an initial situation report to the Operations Section Chief
- ❑ Based on the initial EOC priorities, prepare objectives for the Police Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting
- ❑ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase**

- ❑ Ensure that Branch and Unit position logs and other appropriate files are maintained
- ❑ Maintain current status on Police and SAR missions being conducted in the area
- ❑ Provide the Operations Section Chief and the Planning Section with an overall summary of Police Branch operations periodically or as requested during the operational period
- ❑ On a regular basis, complete and maintain the Police Branch Status Report
- ❑ Refer all contacts with the media to the Information Officer but be prepared to speak when requested by the Information Officer on technical matters
- ❑ Determine need for Police mutual aid
- ❑ Determine need for Search and Rescue mutual aid
- ❑ Determine need for Coroner's mutual aid

- ❑ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets)
- ❑ Prepare objectives for the Police Branch for the subsequent Operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning Meeting
- ❑ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information

## **Demobilization Phase**

- ❑ Follow the Generic Demobilization Phase Checklist (3.1)

## Health Branch Coordinator

### Responsibilities

1. Ensure coordination of hospitals, health units, continuing care, mental health and environmental health occurs
2. Coordinate with BCAS Unit Coordinator to ensure casualties are evenly distributed to receiving facilities
3. Coordinate the provision of public health measures including epidemic control and immunization programs
4. Ensure potable water supplies are inspected and monitored
5. Ensure food quality is regulated and inspected
6. Coordinate support and supervision services for physically challenged or medically disabled persons
7. Coordinate the use of emergency hospital and advanced treatment centres supplied by Health Canada
8. Ensure that all available ambulance and auxiliary ambulance resources are identified and mobilized as required
9. Coordinate emergency medical needs at Reception Centres with ESS Branch Director
10. Determine the status of medical facilities within the affected area
11. Coordinate the transportation of injured victims to appropriate medical facilities as required

### Activation Phase

- ☐ Follow the Generic Activation Phase checklist (3.1)

### Operational Phase:

- ☐ Establish and maintain position logs and other necessary files
- ☐ Determine the status and availability of medical facilities in the area
- ☐ Establish communications with Environmental Health Officers and Public Health Nurses
- ☐ Prioritize health issues
- ☐ Establish BC Ambulance Service Unit and Regional Health Authorities Unit
- ☐ Liaise with ESS Branch Coordinator to assist with sheltering of displaced home care clients if needed

- ❑ Request Logistics Section assistance to move and establish advanced treatment centre and/or a 200 bed emergency hospital if needed. **REMEMBER:** These units are not small and take time to establish
- ❑ If local facilities are, or soon will be overwhelmed, contact other unaffected areas to receive patients
- ❑ If mass feeding areas are established, ensure food quality is inspected
- ❑ Consider need for critical incident stress debriefings for responders and victims
- ❑ Work closely with all Operations Section Branch Coordinators to determine the scope of ambulance assistance required
- ❑ Determine the status and availability of mutual aid resources in the operational area, specifically those qualified in industrial first aid , St. John Ambulance and private/industrial ambulances
- ❑ Establish radio or telephone communication with the Skeena-Queen Charlotte Regional District Health Centre and other medical facilities to determine their capability to treat disaster victims
- ❑ Establish radio or telephone communication with BCAS Regional Dispatch Centre
- ❑ Determine status and availability of specialized treatment facilities such as burn centres
- ❑ Coordinate with the Search and Rescue Unit Leader to ensure adequate resources available at rescue sites to triage, treat and transport extricated victims
- ❑ Coordinate with the Logistics Section to acquire suitable non-ambulance transportation such as buses for injured victims as required or requested
- ❑ Establish and maintain communication with the EOC and determine status and availability of ambulance resources
- ❑ Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations in the field
- ❑ Inform the Fire Branch Coordinator of all significant events
- ❑ Reinforce the use of proper Procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media
- ❑ Liaise with Operational Area Coordinator

## **Demobilization Phase**

- ❑ Follow the Generic Demobilization Phase Checklist (3.1)

## **Environmental Branch Coordinator**

### **Responsibilities**

1. Coordinate local response to hazardous spills, waste disposal and water system failure
2. Liaise with regional provincial environment officials and the private sector

### **Activation Phase**

- ☐ Report to EOC as directed
- ☐ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase**

- ☐ Establish and maintain position logs and other necessary files
- ☐ Work closely with all Operations Section Branch Coordinators to determine the scope of environmental assistance required
- ☐ Determine the status and availability of waste storage and disposal facilities in the area
- ☐ Liaise with Environmental Health Officers as needed
- ☐ Prioritize environmental issues
- ☐ Liaise with Engineering and Utilities Branch Coordinators to assist with water system safety issues as required
- ☐ Liaise with Fire Branch Coordinator to provide Hazmat support as required

### **Demobilization Phase**

- ☐ Follow the Generic Demobilization Phase Checklist (3.1)

## **Emergency Social Services Branch Coordinator**

The Skeena Queen Charlotte Regional District does not have an ESS Branch. Logistics will be required to contact PREOC and designate an ESS Branch Coordinator.

### **Responsibilities**

1. In coordination with volunteer and private agencies, provide clothing, shelter and other mass care services as required to disaster victims within the area
2. Supervise the ESS Branch

### **Activation Phase:**

- ☐ Follow the Generic Activation Phase Checklist (3.1)

### **Operational Phase:**

- ☐ Establish and maintain an ESS position log and other necessary files
- ☐ Provide the Operations Section Chief and the Planning Section with an overall summary of ESS operations periodically during the operations period or as requested
- ☐ Coordinate activities with other volunteer agencies as required
- ☐ Prepare objectives for the ESS Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting
- ☐ Refer all contacts with the media to the Information Officer
- ☐ Be prepared to open a Respite Centre for emergency responders in the field

### **Demobilization Phase**

- ☐ Follow the Generic Demobilization Phase Checklist (3.1)

## Engineering Branch Coordinator

### Responsibilities

1. Survey all local facilities, assessing the damage to such facilities and coordinating the repair of damage
2. Survey all other infrastructure systems, such as local roads and bridges within the village
3. Assist other sections, branches, and units as needed
4. Supervise the Engineering Branch
5. Liaise with local authorities engineering representatives

### Activation Phase

- ❑ Based on the situation, activate the necessary units within the Engineering Branch:  
Roads and Bridges Unit                      Damage/Safety Assessment Unit
- ❑ Provide an initial situation report to the Operations Section Chief
- ❑ Based on the initial EOC priorities, prepare objectives for the Engineering Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting
- ❑ Follow the Generic Activation Phase checklist (3.1)

### Operational Phase

- ❑ Ensure that branch and unit position logs and other necessary files are maintained
- ❑ Maintain current status on all engineering activities being conducted in the village
- ❑ Ensure that damage and safety assessments are being carried out for both public and private facilities
- ❑ Determine and document the status of transportation routes into and within affected areas
- ❑ Coordinate debris removal services as required
- ❑ Liaise with Ministry of Transportation and highway contractor regarding road conditions
- ❑ Provide the Operations Section Chief and the Planning Section with an overall summary of Engineering Branch activities periodically during the operational period or as requested
- ❑ Ensure that all Status Reports, as well as the Initial Damage Assessment are completed and forwarded to the Situation Unit
- ❑ Refer all contacts with the media to the Information Officer

- ❑ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets)
- ❑ Prepare objectives for the Engineering Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting
- ❑ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information

## **Demobilization Phase**

- ❑ Follow the Generic Demobilization Phase Checklist (3.1)



## **Utilities Branch Coordinator**

### **Responsibilities**

1. Survey all utility systems and provide restoration priorities to providers
2. Assist other sections, branches, and units as needed
3. Liaise with other utility representatives not present in EOC

### **Activation Phase**

- ❑ Provide an initial situation report to the Operations Section Chief
- ❑ Based on the initial EOC priorities, prepare objectives for the Utilities Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting
- ❑ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase**

- ❑ Establish and maintain communications with the utility providers in the affected area
- ❑ Determine the extent of damage to utility systems in the affected area
- ❑ Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to attend the EOC
- ❑ Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems
- ❑ Keep the Health Branch Coordinator informed of any regional threats regarding water contamination issues
- ❑ Keep the Engineering Branch Coordinator informed of the restoration status
- ❑ Complete and maintain the Utilities Status Reports
- ❑ Refer all contacts with the media to the Information Officer

### **Demobilization Phase**

- ❑ Follow the Generic Demobilization Phase Checklist (3.1)

## **Electrical Branch Coordinator**

### **Responsibilities**

1. Survey all electrical and communication utilities (telephone, cable, satellite and TV) and provide restoration priorities to providers
2. Assist other sections, branches, and units as needed
3. Liaise with other utility representatives not present in EOC

### **Activation Phase**

- ❑ Provide an initial situation report to the Operations Section Chief
- ❑ Based on the initial EOC priorities, prepare objectives for the Electrical Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting
- ❑ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase**

- ❑ Establish and maintain communications with the utility providers in the affected area
- ❑ Determine the extent of damage to utility systems in the affected area
- ❑ Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to attend the EOC
- ❑ Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems
- ❑ Keep the Engineering Branch Coordinator informed of the restoration status.
- ❑ Complete and maintain the Utilities Status Reports
- ❑ Refer all contacts with the media to the Information Officer

### **Demobilization Phase**

- ❑ Follow the Generic Demobilization Phase Checklist (3.1)

## Planning Section Chief

### Responsibilities

Ensure that the following responsibilities of the Planning Section are addressed as required:

1. Collect, analyze, and display situation information
2. Prepare periodic Situation Reports
3. Prepare and distribute EOC Action Plan and facilitate Action Planning meeting
4. Conduct Advance Planning activities and report
5. Provide technical support services to the various EOC sections and branches, and document and maintain files on all EOC activities
6. Establish the appropriate level of organization for the Planning Section
7. Exercise overall responsibility for the coordination of branch/unit activities within the section
8. Keep the EOC Director informed of significant issues affecting the Planning Section
9. In coordination with the other Section Chiefs, ensure that Branch Status Reports are completed and utilized as a basis for Situation Status Reports, and the EOC Action Plan
10. Supervise the Planning Section

### Activation Phase

- ❑ Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards
- ❑ Based on the situation, activate units within section as needed and designate Unit Leaders for each element:

Situation Unit	Documentation Unit
Resources Unit	Advance Planning Unit
Demobilization Unit	Recovery Unit
Technical Specialists Unit	Damage Assessment Unit
- ❑ Request additional personnel for the section as necessary to maintain a 24-hour operation
- ❑ Establish contact with the PREOC when activated, and coordinate Situation Status Reports with their Planning Section
- ❑ Meet with Operations Section Chief; obtain and review any major incident reports
- ❑ Review responsibilities of units in section; develop Plans for carrying out all responsibilities
- ❑ Make a list of key issues to be addressed by Planning; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.

- ❑ Keep the EOC Director informed of significant events
- ❑ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur
- ❑ Follow the Generic Activation Phase checklist (3.1)

## **Operational Phase**

- ❑ Ensure that Planning position logs and other necessary files are maintained
- ❑ Ensure that the Situation Unit is maintaining current information for the situation status report
- ❑ Ensure that major incident reports and branch status reports are completed by the Operations Section and are accessible by the Planning Section
- ❑ Ensure that a situation status report is produced and distributed to EOC Sections and the PREOC at least once, prior to the end of the operational period
- ❑ Ensure that all status boards and other displays are kept current and that posted information is neat and legible
- ❑ Ensure that the Information Officer has immediate and unlimited access to all status reports and displays
- ❑ Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods
- ❑ Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period
- ❑ Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting
- ❑ Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period
- ❑ Work closely with each branch/unit within the Planning Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed.
- ❑ Ensure that the Advance Planning unit develops and distributes a report, which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations, which may influence the overall priorities of the EOC
- ❑ Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required
- ❑ Provide technical services, such as environmental advisors and other technical specialists to all EOC sections, as required
- ❑ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section
- ❑ Ensure Risk Management Officer involved in Action Planning process

## **Demobilization Phase**

- ❑ Follow the Generic Demobilization Phase Checklist (3.1)

## **Situation Unit Coordinator**

### **Responsibilities**

1. Oversee the collection, organization, and analysis of disaster situation information, including damage assessments.
2. Ensure that information collected from all sources is validated prior to posting on status boards.
3. Ensure that situation status reports are developed for dissemination to EOC staff and also to the PREOC.
4. Ensure that an EOC Action Plan is developed for each operational period, based on objectives developed by each EOC Section.
5. Ensure that all maps, status boards and other displays contain current and accurate information.
6. Supervise the Situation Unit.

### **Activation Phase**

- ❑ Ensure there is adequate staff, including Field Observers (if needed) available to collect and analyze incoming information and facilitate the Action Planning Process
- ❑ Prepare Situation Unit objectives for the initial Action Planning meeting
- ❑ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase**

- ❑ Ensure position logs and other necessary files are maintained
- ❑ Oversee the collection and analysis of all incident or disaster related information
- ❑ Oversee the preparation and distribution of the Situation Status Report. Coordinate with the Documentation Unit for Plan distribution and reproduction as required
- ❑ Ensure that each EOC Section provides the Situation Unit with Status Reports on a regular basis
- ❑ Meet with the Information Officer to determine the best method for ensuring access to current information
- ❑ Prepare a situation summary for the EOC Action Planning meeting
- ❑ Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting
- ❑ Convene and facilitate the Action Planning meeting following the meeting Process guidelines

- ❑ In preparation for the Action Planning meeting, ensure that all EOC priorities are posted on chart paper, and that the meeting room is set up with appropriate equipment and materials (easels, markers, situation status reports, etc.)
- ❑ Following the meeting, ensure that the Documentation Unit publishes and distributes the Action Plan prior to the beginning of the next operational period
- ❑ Ensure that adequate staff members are assigned to maintain all maps, status boards and other displays

## **Demobilization Phase**

- ❑ Follow the Generic Demobilization Phase Checklist (3.1)

## **Damage Assessment Unit Coordinator**

### **Responsibilities**

1. Oversee the collection of damage information
2. Identify and evaluate the nature and extent of damage caused by the event
3. Provide damage information to EOC members and others requesting damage information
4. Prepare a regular damage assessment report for the PREOC if one established
5. Supervise the Damage Assessment Unit

### **Activation Phase**

- ❑ Collect maps of the appropriate scale for the affected area and other property assessment information
- ❑ Prepare Damage Assessment Unit objectives for the initial Action Planning meeting
- ❑ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase**

- ❑ Ensure position logs and other necessary files are maintained
- ❑ Oversee the collection and analysis of all damage related information
- ❑ Determine the geographic extent of damaged area
- ❑ Ensure that each EOC Section provides the Unit with Status Reports on a regular basis
- ❑ Meet with the Information Officer to determine the best method for ensuring access to current information
- ❑ Prepare a damage summary for the EOC Action Planning meeting
- ❑ Determine the need for field damage observers
- ❑ Obtain photographic and video documentation of damage. Ensure copies for Risk Management and Documentation
- ❑ Identify the type of primary and secondary losses from the event. A widespread loss of electrical power, for example, may also result in the loss of access to potable water and firefighting water where residents rely on electrically powered pumps
- ❑ Determine or estimate and display on maps the following: Geographic extent, fatalities, injuries, households damaged, businesses damaged, transportation infrastructure damage
- ❑ Provide lists of above to Planning Section Chief and Situation Unit. NOTE: Keep identities of all people who suffered losses confidential



## **Demobilization Phase**

- ❑ Ensure all materials that identify persons who suffered a loss are placed in sealed envelopes marked 'confidential' and delivered to Documentation Unit
- ❑ Liaise with Recovery Unit, Compensation and Claims Unit and Risk Management Officer
- ❑ Follow the Generic Demobilization Phase Checklist (3.1)

## Resource Unit Coordinator

### Responsibilities

1. Coordinate with the other units in the Logistics Section to capture and centralize resource status information. **Note: This position tracks resources; it does not obtain or supply them**
2. Develop and maintain resource status boards
3. Supervise the Resource Unit

### Activation Phase

- ❑ Follow the Generic Activation Phase checklist (3.1)

### Operational Phase

- ❑ Establish and maintain a position log and other necessary files
- ❑ Coordinate closely with all units in the Logistics Section particularly Supply, Personnel and Transportation
- ❑ As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled
- ❑ Status boards should track requests by providing, at a minimum, the following information: date and time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party
- ❑ Work closely with logistics units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request
- ❑ An additional status board may be developed to track resource use by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use and an estimate of how long the resource will be needed
- ❑ Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section

### Demobilization Phase

- ❑ Follow the Generic Demobilization Phase checklist (3.1)

## **Demobilization Unit Coordinator**

### **Responsibilities**

1. Develop a Demobilization Plan for the EOC based on a review of all pertinent Planning Section documents and status reports
2. Supervise personnel assigned to the Demobilization Unit

### **Activation Phase**

- ❑ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase:**

- ❑ Monitor the current situation report to include recent updates
- ❑ Meet individually with the General Staff and administer the section worksheet for the Demobilization Plan
- ❑ Meet with the EOC Director and administer the EOC Director's worksheet for the Demobilization Plan
- ❑ Utilizing the worksheets, develop a draft Demobilization Plan and circulate to the EOC Director and General Staff for review
- ❑ Finalize the Demobilization Plan for approval by the EOC Director
- ❑ Demobilization Planning must occur at least once during the operational period for as long as EOC Sections are formally staffed
- ❑ Advise all Section Chiefs to ensure that demobilized staff complete all reports, time sheets and exit surveys in coordination with the personnel unit prior to leaving the EOC

## **Advance Planning Unit Coordinator**

### **Responsibilities**

1. Develop an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours
2. Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the event or disaster; particularly issues that might modify the overall EOC priorities
3. Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues
4. Supervise the Advance Planning Unit

### **Activation Phase:**

- ❑ Follow the Generic Activation Phase checklist (3.1).

### **Operational Phase**

- ❑ Maintain a position log
- ❑ Monitor the current situation report to include recent updates
- ❑ Meet individually with the General Staff and determine best estimates of the future direction & outcomes of the event or disaster
- ❑ Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame
- ❑ Submit the Advance Plan to the Planning Section Chief for review and approval prior to conducting briefings for the General Staff and EOC Director
- ❑ Review Action Planning objectives submitted by each section for the forthcoming operational period. In conjunction with the General Staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations

### **Demobilization Phase:**

- ❑ Follow the Generic Demobilization Phase checklist (3.1)

## Recovery Unit Coordinator

### Responsibilities

1. Assess the requirements for assistance to community and individual recovery from a major emergency or disaster
2. Identify immediate steps that can be taken to initiate and speed recovery within the area
3. Anticipate actions required over the long term to restore local services and to return the area to pre-emergency conditions
4. Initiate the Regional District Business Continuation Plan to ensure mission critical operations continue to function
5. Supervise the Recovery Unit and **all** recovery operations unless otherwise directed by EOC Director

### Activation Phase

- ❑ Follow the Generic Activation Phase checklist (3.1)

### Operational Phase

- ❑ Establish and maintain position log and other necessary files
- ❑ Act as the liaison for the EOC and other disaster assistance agencies to coordinate the recovery process
- ❑ Prepare Recovery Plan, including actions required, by priority, for recovery of roads, potable water, sewers systems, hospitals and methods for recovery
- ❑ Assist the Liaison Officer and Planning Section Chief with preparation of the After-Action Report
- ❑ Coordinate with the Compensation & Claims Unit

### Demobilization Phase

- ❑ Follow the Generic Demobilization Phase checklist (3.1)

## **Documentation Unit Coordinator**

### **Responsibilities**

1. Collect, organize and file all completed event or disaster related forms, to include: all EOC position logs, situation status reports, EOC Action Plans and any other related information, just prior to the end of each operational period
2. Provide document reproduction services to EOC staff
3. Distribute the EOC situation status reports, EOC Action Plan, and other documents, as required
4. Maintain a permanent archive of all situation reports and Action Plans associated with the event or disaster
5. Assist the Liaison Officer in the preparation and distribution of the After-Action Report
6. Supervise the Documentation Unit

### **Activation Phase**

- ☐ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase**

- ☐ Maintain a position log
- ☐ Meet with the Planning Section Chief to determine what EOC materials should be maintained as official records
- ☐ Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes
- ☐ Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift
- ☐ Reproduce and distribute the Situation Status Reports and Action Plans. Ensure distribution includes the PREOC
- ☐ Keep extra copies of reports and Plans available for special distribution as required
- ☐ Set up and maintain document reproduction services for the EOC

### **Demobilization Phase**

- ☐ Follow the Generic Demobilization Phase checklist (3.1)

## **Technical Specialists Unit Coordinator**

### **Responsibilities**

1. Provide technical observations and recommendations to the EOC in specialized areas, as required
2. Ensure that qualified specialists are available in the areas required by the particular event or disaster
3. Supervise the Technical Specialists Unit

### **Activation Phase**

- ❑ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase**

- ❑ Maintain a position log and other necessary files
- ❑ Coordinate with the Logistics Section to ensure that technical staff are located and mobilized
- ❑ Assign technical staff to assist other EOC Sections in coordinating specialized areas of response or recovery
- ❑ Assign technical staff to assist the Logistics Section with interpreting specialized resource capability and requests
- ❑ Maintain inventory of technical specialists
- ❑ On request, prepare to provide centralized technical specialties such as meteorological, fire behaviour or engineering expertise for multiple incident sites

### **Demobilization Phase**

- ❑ Follow the Generic Demobilization Phase checklist (3.1)

## Logistics Section Chief

### Responsibilities

1. Ensure the Logistics function is carried out in support of the EOC. This function includes providing communication services, resource locating; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required both for the EOC and field requirements.
2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame
4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation within the Operational Area
5. Keep the EOC Director informed of all significant issues relating to the Logistics Section
6. Supervise the Logistics Section

### Activation Phase:

- ❑ Ensure the Logistics Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps, status boards, vendor references and other resource directories
- ❑ Based on the situation, activate branches/units within section as needed and designate Branch and Unit Leaders for each element:

Information Technology Branch	EOC Support Branch
Communications Unit, Computer Systems Unit	Facilities Unit, Security Unit, Clerical Unit
Transportation Unit	Supply Unit
	Personnel Unit
- ❑ Mobilize sufficient section staffing for 24-hour operations
- ❑ Establish communications with the Logistics Section at the PREOC if activated
- ❑ Advise Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Commanders and DOCs. This should be done prior to acting on the request
- ❑ Meet with the EOC Director and General Staff and identify immediate resource needs
- ❑ Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section



- ❑ Assist Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period or in accordance with the Action Plan
- ❑ Provide periodic Section Status Reports to the EOC Director
- ❑ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur
- ❑ Follow the Generic Activation Phase checklist (3.1)

## **Operational Phase**

- ❑ Ensure that Logistic Section position logs and other necessary files are maintained
- ❑ Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods
- ❑ Provide the Planning Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting
- ❑ Attend and participate in EOC Action Planning meetings
- ❑ Ensure that the Supply Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed
- ❑ Ensure that transportation requirements, in support of response operations, are met
- ❑ Ensure that all requests for facilities and facility support are addressed
- ❑ Ensure that all resources are tracked and accounted for in cooperation with the Resources Unit, as well as resources ordered through Mutual Aid
- ❑ Provide section staff with information updates as required

## **Demobilization Phase**

- ❑ Identify high cost resources that could be demobilized early and advise other section chiefs
- ❑ Ensure coordination with Operations before commencing demobilization
- ❑ Follow the Generic Demobilization Phase checklist (3.1)

## **Information Technology Branch Coordinator**

### **Responsibilities**

1. Ensure radio, telephone, and computer resources and services are provided to EOC staff as required
2. Oversee the installation of communications resources within the EOC. Ensure that a communications link is established with Incident Commander(s), PREOC and any other established EOCs or DOCs
3. Determine specific computer requirements for all EOC positions
4. Implement emergency management software (EM 2000, e-Team) if available, for internal information management to include message and e-mail systems
5. Ensure that the EOC Communications Centre is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage
6. Develop and distribute a Communications Plan that identifies all systems in use and lists specific frequencies allotted for the event or disaster
7. Supervise the Communications Branch

### **Activation Phase**

- ☐ Based on the situation, activate the necessary units within the Information Technology Branch:
  - Communications Unit
  - Computer Systems Unit
- ☐ Prepare objectives for the Information Technology Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting
- ☐ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase**

- ☐ Ensure that Information Technology Branch position logs and other necessary files are maintained
- ☐ Keep all sections informed of the status of communications systems, particularly those that are being restored
- ☐ Coordinate with all EOC sections/branches/units regarding the use of all communication systems
- ☐ Ensure that the EOC Communications Centre is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC

- ❑ Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required
- ❑ Ensure that communications links, if available, are established with the PREOC
- ❑ Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required
- ❑ Ensure that technical personnel are available for communications equipment maintenance and repair
- ❑ Mobilize and coordinate amateur radio resources to augment primary communications systems as required
- ❑ Keep the Logistics Section Chief informed of the status of communications systems
- ❑ Prepare objectives for the Communications Unit; provide them to the Logistics Section Chief prior to the next Action Planning meeting
- ❑ Refer all contacts with the media to the Information Officer

## **Demobilization Phase**

- ❑ Follow the Generic Demobilization Phase checklist (3.1)

## **Transportation Unit Coordinator**

### **Responsibilities**

1. In coordination with the Engineering Branch Coordinator and the Situation Unit, develop a Transportation Plan to support field operations
2. Arrange for the acquisition or use of required transportation resources
3. Supervise the Transportation Unit

### **Activation Phase**

- ❑ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase**

- ❑ Establish and maintain a position log and other necessary files
- ❑ Routinely coordinate with the Situation Unit to determine the status of transportation routes in and around the area
- ❑ Routinely coordinate with the Engineering Branch Coordinator to determine progress of route recovery operations
- ❑ Develop a Transportation Plan that identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected population and shipment of resources and materiel
- ❑ Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed
- ❑ Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit

### **Demobilization Phase**

- ❑ Follow the Generic Demobilization Phase checklist (3.1)

## **Personnel Unit Coordinator**

### **Responsibilities**

1. Provide personnel resources as requested in support of the EOC and Field Operations
2. Identify, recruit and register volunteers as required
3. Develop an EOC organization chart
4. Supervise the Personnel Unit

### **Activation Phase**

- ❑ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase**

- ❑ Establish and maintain personal log and other necessary files
- ❑ In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- ❑ Coordinate with the Liaison Officer and Risk Management Officer to ensure that all EOC staff, including volunteers, receives a current situation and safety briefing upon check-in.
- ❑ Establish communications with volunteer agencies and other organizations that can provide personnel resources
- ❑ Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- ❑ Maintain a status board or other reference to keep track of incoming personnel resources
- ❑ Coordinate with the Liaison Officer and Risk Management Officer to ensure access or identification, and proper direction for responding personnel upon arrival at the EOC
- ❑ Assist the Fire Branch and Police Branch with ordering of mutual aid resources as required
- ❑ To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request
- ❑ In coordination with the Risk Management Officer, determine the need for crisis counselling for emergency workers; acquire mental health specialists as needed
- ❑ Arrange for childcare services for EOC personnel as required

- ❑ Establish registration locations with sufficient staff to register volunteers, and issue them disaster service worker identification cards
- ❑ Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit

## **Demobilization Phase**

- ❑ Follow the Generic Demobilization Phase checklist (3.1)

## **Supply Unit Coordinator**

### **Responsibilities**

1. Oversee the allocation of supplies and materiel not normally provided through mutual aid or normal agency channels
2. Coordinate actions with the Finance/Administration Section
3. Coordinate delivery of supplies and materiel as required
4. Supervise the Supply Unit

### **Activation Phase**

- ❑ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase**

- ❑ Establish and maintain a position log and other necessary files
- ❑ Determine if requested types and quantities of supplies and materiel are available in inventory
- ❑ Determine spending limits with the Purchasing Unit in Finance/Administration. Obtain a list of pre-designated emergency purchase orders as required
- ❑ Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materiel and also verify that the request has not been previously filled through another source
- ❑ In conjunction with the Resource Unit, maintain a status board or other reference depicting supply actions in progress and their current status
- ❑ Determine if the item can be provided without cost from another jurisdiction or through the PREOC
- ❑ Determine unit costs of supplies and materiel, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.
- ❑ Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed
- ❑ If vendor contracts are required for specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements
- ❑ Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Unit
- ❑ Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying and distributing usable donations

- ❑ Keep the Logistics Section Chief informed of significant issues affecting the Supply Unit

## **Demobilization Phase**

- ❑ Follow the Generic Demobilization Phase checklist (3.1)



## **EOC Support Branch Coordinator**

### **Responsibilities**

1. Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies and materials necessary to configure the facilities in a manner adequate to accomplish the mission
2. Ensure adequate and nutritious food and refreshment is provided to EOC staff
3. Ensure adequate security measures are taken to secure all facilities from access by unauthorized people
4. Ensure acquired buildings, building floors and/or workspaces are returned to their original state when no longer needed
5. Supervise the Support Branch

### **Activation Phase**

- ❑ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase**

- ❑ Establish and maintain a position log and other necessary files
- ❑ Activate Facilities Unit, Security Unit and Clerical Unit if required
- ❑ Work closely with the Liaison Officer and other sections in determining facilities and furnishings required for effective operation of the EOC
- ❑ Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level
- ❑ Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly
- ❑ If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager
- ❑ Develop and maintain a status board or other reference, which depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager
- ❑ Ensure all structures are safe for occupancy and that they comply with appropriate legislation
- ❑ Arrange for and supervise food-catering services for EOC staff
- ❑ Arrange for and supervise security staff for EOC facilities
- ❑ Arrange for and supervise clerical staff for the EOC

- ❑ As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility
- ❑ Keep the Logistics Section Chief informed of significant issues affecting the Support Branch

## **Demobilization Phase**

- ❑ Follow the Generic Demobilization Phase checklist (3.1)

## **Finance/Administration Section Chief**

### **Responsibilities**

1. Ensure that all financial records are maintained throughout the event or disaster
2. Ensure that all on-duty time is recorded and collected for all personnel
3. Ensure there is a continuum of the payroll Process for all employees responding to the event or disaster
4. Determine purchase order limits, if any, for Logistics
5. Ensure that any workers' compensation claims resulting from the response are processed within a reasonable time, given the nature of the situation
6. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation
7. Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed
8. Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to PEP
9. Supervise the Finance/Administration Section

### **Activation Phase:**

- ☐ Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place
- ☐ Based on the situation, activate units within section as needed and designate Unit Coordinators for each element:
  - Time Unit
  - Purchasing Unit
  - Compensation & Claims Unit
  - Cost Unit
- ☐ Ensure that sufficient staff is available for a 24-hour schedule, or as required
- ☐ Meet with the Logistics Section Chief and review financial and administrative support requirements and Procedures; determine the level of purchasing authority to be delegated to Logistics Section
- ☐ Meet with all Unit Leaders and ensure that responsibilities are clearly understood
- ☐ In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period
- ☐ Notify the EOC Director when the Finance/Administration Section is operational

- ❑ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur
- ❑ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase:**

- ❑ Ensure that Finance/Administration position logs and other necessary files are maintained
- ❑ Ensure that displays associated with the Finance/Administrative Section are current and that information is posted in a legible and concise manner
- ❑ Participate in all Action Planning meetings
- ❑ Brief all Unit Leaders and ensure they are aware of the EOC priorities as defined in the Action Plan
- ❑ Keep the EOC Director, General Staff, and elected officials aware of the current fiscal situation and other related matters, on an on-going basis
- ❑ Ensure that the Cost Unit maintains all financial records throughout the event or disaster
- ❑ Ensure that the Time Unit tracks and records all agency staff time
- ❑ In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner
- ❑ Ensure that the Compensation & Claims Unit Processes all workers' compensation claims, resulting from the disaster, in a reasonable time frame, given the nature of the situation
- ❑ Ensure that the Time Unit Processes all timesheets and travel expense claims promptly
- ❑ Ensure that all cost documentation is accurately maintained by the Cost Unit during the response, and submitted on the appropriate forms to PEP

### **Demobilization Phase**

- ❑ Follow the Generic Demobilization Phase checklist (3.1)

## **Time Unit Coordinator**

### **Responsibilities**

1. Track, record and report all on-duty time for personnel working during the event or disaster
2. Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to budget and payroll office
3. Supervise the Time Recording Unit

### **Activation Phase**

- ❑ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase**

- ❑ Establish and maintain position logs and other necessary files
- ❑ Initiate, gather or update time reports from all personnel, including volunteers assigned to each shift; ensure that time records are accurate and prepared according to policy.
- ❑ Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC Personnel as well as personnel assigned to the field level
- ❑ Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them
- ❑ Establish a file for each employee or volunteer within the first operational period to maintain a fiscal record for as long as the employee is assigned to the response
- ❑ Keep the Finance/Administration Section Chief informed of significant issues affecting the Time-Recording Unit

### **Demobilization Phase**

- ❑ Follow the Generic Demobilization Phase checklist (3.1)

## **Purchasing Unit Coordinator**

### **Responsibilities**

1. Coordinate vendor contracts not previously addressed by existing approved vendor lists
2. Supervise the Purchasing Unit. Coordinate with Supply Unit on all matters involving the need to exceed established purchase order limits

### **Activation Phase**

- ❑ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase**

- ❑ Establish and maintain position logs and other necessary files
- ❑ Review emergency purchasing procedures
- ❑ Prepare and sign contracts as needed; obtain concurrence from the Finance/Administration Section Chief
- ❑ Ensure that all contracts identify the scope of work and specific site locations
- ❑ Negotiate rental rates not already established, or purchase price with vendors as required
- ❑ Identify and report vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters
- ❑ Finalize all agreements and contracts, as required
- ❑ Verify costs data in the pre-established vendor contracts and/or agreements
- ❑ In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner
- ❑ Keep the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit

### **Demobilization Phase**

- ❑ Follow the Generic Demobilization Phase checklist (3.1)

## **Compensation and Claims Unit Coordinator**

### **Responsibilities**

1. Oversee the investigation of injuries and property / equipment damage claims arising out of the emergency
2. Complete all forms required by Worker's Compensation Act
3. Maintain a file of injuries and illnesses associated with the event or disaster, which includes results of investigations
4. Supervise the Compensation and Claims Unit

### **Activation Phase**

- ❑ Follow the Generic Activation Phase checklist (3.1)

### **Operational Phase:**

- ❑ Establish and maintain a position log and other necessary files
- ❑ Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster
- ❑ Ensure all injury and damage claims are investigate as soon as possible
- ❑ Prepare appropriate forms for all verifiable injury claims and forward them to WCB within the required time frame consistent with Program policies and procedures
- ❑ Coordinate with the Risk Management Officer regarding the mitigation of hazards
- ❑ Keep the Finance/Administration Chief informed of significant issues affecting the Compensation and Claims Unit
- ❑ Forward all equipment or property damage claims to the Recovery Unit

### **Demobilization Phase**

- ❑ Follow the Generic Demobilization Phase checklist (3.1)

## Cost Accounting Unit Coordinator

### Overview

In general, a local authority will be able to claim most of the costs involved with emergency response, including:

#### Site costs

#### Emergency Operation Centre costs

#### Emergency Social Services costs

There are exceptions, however, and it is important that each local authority understand the rules of eligibility that apply to the nature of response expenditures. For reference, refer to the *PEP Financial Assistance for Emergency Response and Recovery Costs - Guide for Local Authorities and First Nations (September 2005 – Revised August 2007)* for a complete manual to PEP policies and procedures ([www.pep.bc.ca](http://www.pep.bc.ca)). It is essential that all PEP requirements are considered before the EOC incurs response expenses and this is the responsibility of the EOC Director working with the Finance Section Chief.

### Responsibilities

1. Collect and maintain documentation of all disaster costs for reimbursement through PEP
2. Coordinate all fiscal recovery with agencies offering emergency assistance
3. Prepare and maintain a cumulative cost report for the event or disaster
4. Supervise the Cost Accounting Unit and all financial assistance operations

### Activation Phase

- ❑ Follow the Generic Activation Phase checklist (3.1)

### Operational Phase

- ❑ Establish and maintain a position log and other necessary files
- ❑ Compute costs for use of equipment owned, rented, donated or obtained through aid
- ❑ Obtain information from the Resource Unit regarding equipment use times
- ❑ Ensure that PEP has provided a task number for the incident
- ❑ Ensure that each section is documenting cost recovery information from the onset of the event or disaster; collect required cost recovery documentation daily at the end of each shift
- ❑ Meet with the Documentation Unit Leader and review EOC position logs, journals, all status reports and Action Plans to determine additional cost recovery items that may have been overlooked



- ❑ Prepare all required provincial documentation necessary to recovery all allowable emergency response funds and disaster financial assistance, according to Chapter 6 of the Provincial Emergency Program Policy and Procedures Plan
- ❑ Contact and assist Incident Commanders, and obtain their cumulative cost totals for the event or disaster, on a daily basis
- ❑ Prepare and maintain a cost report for the Finance/Administration Chief, EOC Director, and local authorities. The report should provide cumulative analyses, summaries and total emergency related expenditures for the local authority
- ❑ Organize and prepare records for final audit
- ❑ Assist the Liaison Officer and Planning Section with preparation of the After-Action Report

## **Demobilization Phase**

- ❑ Follow the Generic Demobilization Phase checklist (3.1)