



ALBERNI VALLEY EMERGENCY PLAN

THE ALBERNI-CLAYOQUOT REGIONAL
DISTRICT

February 2014



Emergency Preparedness

**THIS IS A COMPREHENSIVE, ALL-HAZARDS PLAN THAT IS RISK-BASED
AND SUFFICIENTLY FLEXIBLE TO PERMIT ITS USE IN ALL FORESEEABLE
EMERGENCIES WITHIN THE ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

Prepared for:

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Manager of Environmental Services	City Engineer
Emergency Planning Coordinator	Fire Chief
Emergency Support Services Director	Deputy Fire Chief
Chief, Sproat Lake Fire Department	Port Alberni Fire Department Captains
Chief, Beaver Creek Fire Department	Public Works Dispatch

External:

Agency	Position
Cherry Creek Fire Department	Chief
BC Ambulance Service	Unit Chief
BC Ambulance Service	Station
RCMP Port Alberni Detachment	Officer in Charge
RCMP Port Alberni Detachment	Watch Commander's Office
Alberni Valley Rescue Squad	President
Port Alberni Port Authority	Harbour Master
School District #70	Director of Operations
Tseshah First Nation	Planning and Public Works Administrator
Hupacasath First Nation	Forest Resource Manager
Island Health Authority	Environmental Health Officer
Arrowsmith Amateur Radio Club	Secretary
Catalyst Paper	Manager of Health and Safety
Island Radio 93.3 the Peak	Station Manager
Salvation Army	Officer in Charge
District of Tofino	Emergency Planning Coordinator
District of Ucluelet	Emergency Planning Coordinator
Community of Bamfield	Emergency Planning Coordinator



Hard Copies:

- Emergency Planning Coordinator
- Emergency Operations Centre
- Chief Administrative Officer , ACRD
- Manager, City of Port Alberni
- Chief, City of Port Alberni Fire Department



RECORD OF AMENDMENTS

Date	Amendment #	Entered By



A Note from the Chief Administrative Officer:

Hardly a week goes by without a story in the news about a natural or human-caused disaster that wreaks havoc somewhere in the world. It is impossible to eliminate these events but through mitigation and planning, their effects can be managed.

The Alberni-Clayoquot Regional District is committed to providing support and leadership to the residents of the Alberni Valley during and after a catastrophic event. This updated version of the Alberni Valley Emergency Plan (AVEP) delivers a clear and concise framework for responding to the identified hazards.

The AVEP has sections describing the BC Emergency Management Response System and the hazards and vulnerabilities of the ACRD, but the bulk of the Plan is devoted to how to respond to emergencies. It includes details of the roles and responsibilities of all responders, both in an EOC and in the field. It will be provided to appropriate stakeholders in a digital format.

The AVEP was developed in consultation with Black Shield Preparedness Solutions and the Alberni Valley Emergency Planning Committee. Thank you very much to the EPC members who provided input into the plan.

Sincerely,

A handwritten signature in black ink, appearing to be 'R. Dyson'.

Russell Dyson,
CAO, Alberni-Clayoquot Regional District



QUICK REFERENCE DIRECTORY

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EMERGENCY MANAGEMENT BC

Provincial Emergency Coordination Centre
(24 hours)
1-800-663-3456

ISLAND HEALTH

1-877-370-8699

WEST COAST GENERAL HOSPITAL

250-731-1370

BC AMBULANCE SERVICES

250-723-7691

ROYAL CANADIAN MOUNTED POLICE

250-723-2424

PORT ALBERNI FIRE DEPARTMENT

250-724-1351

BC HYDRO SECURITY COMMAND CENTRE

(24 Hours)

1-877-311-8611

CATALYST PAPER

250-723-2161

Plant Protection

(24 Hours)

250-723-6433

FORTIS BC EMERGENCY

1-800-663-9911



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ACRONYMS/ABBREVIATIONS

AAR	After Action Report
ACRD	Alberni-Clayoquot Regional District
AVEP	Alberni Valley Emergency Plan
BCAS	British Columbia Ambulance Service
BCERMS	British Columbia Emergency Response Management System
CF	Canadian Forces
DFA	Disaster Financial Assistance
DND	Department of National Defense
EA	Electoral Area
EMBC	Emergency Management British Columbia
EOC	Emergency Operations Centre
ESS	Emergency Social Services
HRVA	Hazard, Risk and Vulnerability Analysis
MOE	Ministry of Environment
MOHS	Ministry of Health Services
MOA	Ministry of Agriculture
MOT	Ministry of Transportation and Infrastructure
NTWC	National Tsunami Warning Centre
PECC	Provincial Emergency Coordination Centre
PREOC	Provincial Regional Emergency Response Centre
RCMP	Royal Canadian Mounted Police
RCMSAR	Royal Canadian Marine Search and Rescue



EXECUTIVE SUMMARY

The Alberni Valley Emergency Plan (AVEP) is a comprehensive, all-hazards plan that is risk-based and sufficiently flexible to permit its use in all foreseeable emergencies within the Alberni Valley.

This plan is written in accordance with provincial and local legislation and follows the BC Emergency Management System (BCERMS).

This plan is applicable to the City of Port Alberni and Electoral Areas B, D, E and F. Electoral Areas A and C and the Districts of Tofino and Ucluelet will develop their own emergency plans.

The plan assigns responsibility for management of the emergency program and the plan itself to the Regional Emergency Preparedness Committee and a Regional Emergency Program Coordinator who collectively represent ACRD and the City of Port Alberni.

The plan identifies hazards, risks and vulnerabilities that impact the Alberni Valley. It prioritizes these and includes hazard-specific guides for:

- Tsunami;
- Earthquake
- Wildland/Urban Interface Fires;
- Dam Breach Flooding;
- Pandemic; and
- Hazardous Material Release

The ACRD response to an emergency or disaster occurs at two levels: the incident site and the Emergency Operations Centre (site support). This plan describes the relationship between the two and outlines the process to activate and staff the EOC. Detailed direction for the operation of the EOC is included in the ACRD EOC Procedures Manual, a companion document to this plan.

There is a broad spectrum of agencies and organizations that will combine to respond to an emergency or disaster in the Alberni Valley. This plan identifies the roles and responsibilities of Assisting Agencies, those directly involved in emergency response, and Supporting Agencies, those organizations who will provide support in a more indirect manner.

The plan provides an overview of financial issues, in particular the process to secure Disaster Financial Assistance from other orders of government, an overview of Disaster Recovery procedures, and detailed direction for declaring a State of Local Emergency and ordering an evacuation.



1. Introduction

1.1 Key Definitions

In this plan:

An **Emergency** means a present or imminent event or circumstance that is caused by accident, fire, explosion, technical failure or by the forces of nature, and 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;

A **Disaster** means a calamity that is caused by accident, fire, explosion or technical failure or by the forces of nature, and has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property.

1.2 Purpose

The purpose of this plan is to provide the required structure to organize an effective response and recovery operation within the Alberni-Clayoquot Regional District (ACRD) that will:

- 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.

It assigns responsibilities within ACRD for the preparation for, response to, and recovery from emergencies. Furthermore, it guides the immediate actions of emergency response agencies and key officials in the critical hours after an emergency or incident occurs.

1.3 Scope

This plan is not intended to deal with day-to-day emergency situations handled by emergency response agencies. Most disasters will create demands that exceed the normal capacity of any one organization. The intent of this plan is to facilitate and coordinate response to and recovery from disaster by implementing common management strategies for both public service and private sector agencies. The tactics and strategies outlined are to be considered as guidelines. To meet unusual situations, the use of unconventional methods, tempered by sound judgment and past experience can be invaluable.



This plan is intended for implementation only within the jurisdictional boundaries of ACRD. The EOC guided by this plan provides site support only and does not directly control response activities where there is an Incident Commander. If there is no single site and no Incident Commander, the plan serves in coordinating response and recovery activities throughout ACRD. This plan does not address emergencies that are normally handled at the scene by first response departments.

1.4 Jurisdictional Boundaries

This plan is applicable to:

- The City of Port Alberni
- Electoral Area "B" (Beaufort)
- Electoral Area "D" (Sproat Lake)
- Electoral Area "E" (Beaver Creek); and
- Electoral Area "F" (Cherry Creek)

Electoral Area "A" (Bamfield) and Electoral Area "C" (Long Beach) and the Districts of Tofino and Ucluelet have their own emergency plans.

The ACRD boundaries are as show below:





1.5 Authorities

Federal

- a) Emergency Preparedness Act
- b) Emergencies Act

Provincial

- a) Emergency Program Act
- b) Emergency Management Regulation
- c) Local Authority Emergency Management Regulation

Local

- a) City of Port Alberni By-law No. 4836 “City of Port Alberni Emergency Plan Bylaw”, 2014.
- b) Regional District of Alberni-Clayoquot By-law No. PS1006, “Regional District of Alberni-Clayoquot Emergency Plan Bylaw No. PS1006, 2014”

1.6 Organization for Emergency Preparedness

The ACRD emergency program organization includes:

- **The Regional Emergency Preparedness Committee.** This Committee is composed of representatives from ACRD and the City of Port Alberni and is responsible for providing policy guidance and oversight to the ACRD Emergency Program. Membership is outlined in ACRD and City of Port Alberni bylaws.
- **The ACRD Emergency Program Coordinator.** The Coordinator is responsible to the Committee for the effective implementation of the ACRD Emergency Program.

1.7 Related Plans

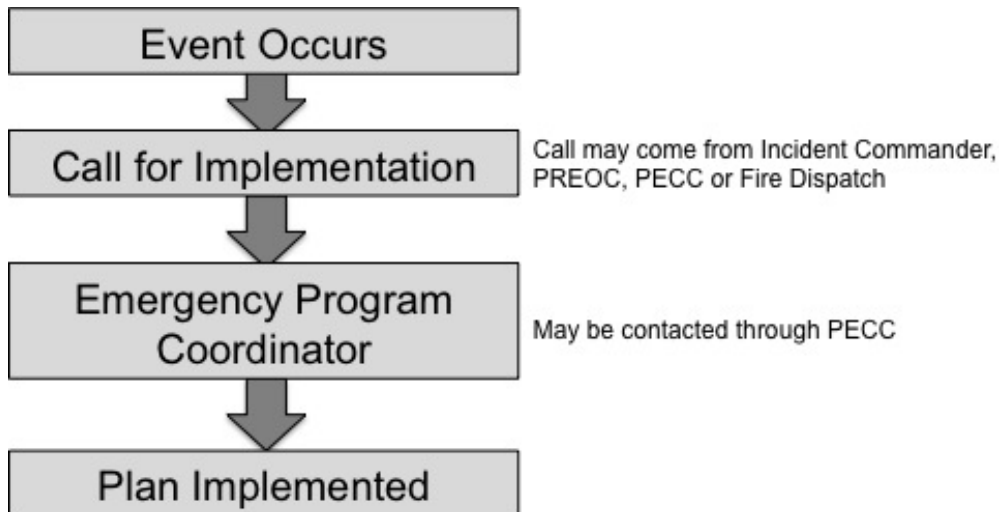
This plan should be read in conjunction with:

- The ACRD EOC Procedures Manual;
- The ACRD Community Wildfire Protection Plan;
- BC Hydro Emergency Planning Guide: Elsie Dam; and
- The Catalyst Dams EPP Manual



1.8 Implementation of the Plan

The plan will be implemented sequentially in response to an emergency event as indicated below:



1.9 Responsibility for the Plan

The Regional Emergency Planning Committee is responsible for this plan. The ACRD Emergency Program Coordinator is responsible to ensure that a yearly review of the plan is conducted and the plan is amended and annexes are updated when required.

1.10 Amendments to the Plan

This plan will undergo revision whenever:

- Provincial requirements change;
- Community hazards or vulnerabilities change;
- Regional government structure and/or policies changes; and
- Exercises, drills or emergencies reveal shortfalls in policies or procedures.

When changes or amendments are made, copies of the plan are to be updated by the owners found in the distribution list.



1.11 Training and Validation

To ensure the validity of operational plans and the effectiveness of education and training, and as required by the *Local Authority Emergency Management Regulation*, exercises will be conducted periodically. The frequency will be determined by the likelihood of hazards causing an emergency as reflected in the HRVA (see Section 3).

The exercises can take one of the forms shown below, working incrementally from the simplest (Level 1) to more complex methodologies.

Level	Type/Format	Structure
1	Orientation (Discussion-based)	The orientation exercise is conducted at an introductory level to familiarize participants with roles, plans, procedures or equipment. It is presented as an informal discussion in a group setting with little or no simulation. A variety of seminar formats can be used, including lecture, discussion, slide or video presentation or panel discussion.
2	Tabletop (Discussion-based)	A tabletop exercise is a facilitated analysis of an emergency situation in an informal, low-stress environment. It is designed to elicit constructive discussion as participants examine and resolve problems based on existing operational plans. Tabletop exercises lend themselves to broad discussion of policies and procedures, provide an opportunity for participating organizations and staffs to become acquainted with one another and are good preparation for more complex exercises.
3	Drill (Operations-based)	A drill is a coordinated, supervised exercise activity normally used to test a single specific operation or function. With a drill, there is no attempt to coordinate organizations or fully activate an EOC. Its role is to practice and perfect one clearly defined part of a response plan and to help prepare for more extensive exercises.
4	Functional (Operations-based)	A functional exercise is a simulated, interactive exercise that tests the capability of an organization to respond to a simulated event. This is a moderate-to-high stress activity that simulates an incident in the most realistic manner possible short of moving resources to a field site. A functional exercise is always a prerequisite to a full-scale exercise.
5	Full-Scale (Operations-based)	A full-scale exercise simulates a real event as closely as possible. It is an exercise designed to evaluate the operational capability of emergency management systems in a stressful environment that simulates actual response conditions and requires the mobilization and actual movement of emergency personnel, equipment, and resources.

ACRD should conduct not less than one emergency exercise and/or training event annually.



2. BC Emergency Response Management System

2.1 Purpose and Scope

BCERMS is a standardized emergency management system with a set of policies and guiding principles and which incorporates the widely used Incident Command System (ICS). All ministries, crown corporations and most local governments in BC have adopted BCERMS.

The integrated response concept incorporates a pan-government approach to emergencies, using a *Provincial Emergency Coordination Centre* (PECC) in Victoria as the single window through which the response is coordinated. The PECC becomes the focal point of the provincial government response in a major emergency or disaster. The PECC is maintained and managed by Emergency Management BC (EMBC).

In the event of a major disaster or emergency, EMBC will also normally open one or more *Provincial Regional Emergency Operations Centres* (PREOCs) from which it coordinates the provincial response and establishes liaison with local governments and federal agencies. The PREOC for ACRD is in Victoria.

In an emergency, volunteers across the province provide an array of public services, including search and rescue, air transportation, highway rescue, emergency social services and radio communications.

2.2 Response Levels

BCERMS has four response levels:

Site Level

At the site level, resources are applied to solve the problems presented by an emergency incident. ICS is used to manage the response.

Responders may represent all levels of government and the private sector. Response on-site is directed by single command or unified command from a single on-site *incident command post*.





Site Support Level

When the site level response requires off-site support, an *Emergency Operations Centre* (EOC) may be activated.

The EOC:

- Provides communication with the site level
- Provides policy guidance
- Manages the local multiple-agency support to the site level
- Acquires and deploys additional resources, obtained locally or from other EOCs or the provincial regional level

Provincial Regional Coordination Level

The provincial regional coordination level acts in support of the site support level, and:

- Manages 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.

The regional level does not normally communicate directly with the site level.

Provincial Central Coordination Level

The provincial central coordination level manages the overall provincial government response, which includes the provision of support for the regional levels, and:

- Seeks direction of senior elected officials
- Obtains authority of the minister for a declaration of a provincial emergency
- Provides provincial policy guidance
- Establishes provincial priorities
- Manages provincial emergency public information activities
- Manages the acquisition and deployment of provincial, federal, inter-provincial and international resources
- Provides coordination and other support services to provincial Ministry Operations Centres (MOCs) and Crown corporation operations centres, as well as federal emergency response agencies



2.3 BCERMS Provisions

Under BCERMS, the site level uses the principles of the Incident Command System (ICS) and provides for:

- Common terminology for titles, organization functions, resources and facilities.
- Modular organization that expands or contracts based on the type and size of an incident. The staff is built from the top down with responsibility and performance placed initially with the Incident Commander.
- Incident Action Plans identify objectives and strategies made by the Incident Commander based on the requirements of the jurisdiction. In the case of unified command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The Incident Action Plan covers the tactical and support activities required for a given operational period.
- Manageable span-of-control within BCERMS is a limitation on the number of emergency response personnel who can effectively be supervised or directed by an individual supervisor. The kind of incident, the nature of the response, distance and safety will influence the span of control range. The ordinary span-of-control range is between three and seven personnel.
- Pre-designated emergency facilities are identified within BCERMS. The determination of the kinds and locations of facilities is based on the requirements of the incident.
- Integrated communications are managed through the use of a common communications plan and an incident-based communications centre.
- BCERMS structure at the various levels (Site, Site Support and higher) will generally follow that demonstrated for the Site Support structure – an Emergency Operations Centre – to be set up and run by ACRD (see Section 4).



3. Alberni Valley Hazards, Risks and Vulnerabilities

3.1 Requirement

The HRVA is a critical part of every emergency program and is mandated by the *Local Authority Emergency Management Regulation*. The HRVA provides a form of relative ranking of which hazards pose the most significant risk and for which planning is most important. This HRVA has been compiled through discussion with ACRD staff and emergency program stakeholders.

3.2 HRVA Structure

Considering hazards alone may lead to a skewed set of priorities for action. It is equally important to consider the consequences of possible impacts from the hazard, as well as the likelihood of a hazard event occurring. The combination of consequences and likelihood is termed the level of risk.

Consequences reflect the cumulative affect the particular hazard may have on ACRD staff, infrastructure and the public.

Likelihood reflects the frequency of occurrence for a particular hazard event and can range from rare events occurring every 200 years to more frequent events, which usually have a high number of recorded incidents or anecdotal evidence.

Vulnerability is defined as people, property, infrastructure, industry and resources, or environments that are particularly exposed to adverse impact from a hazard.

3.3 ACRD Hazards Summary

The following are those hazards that could seriously affect the Alberni Valley. Annex A contains detailed response procedures for those hazards rated moderate or higher.

Tsunami

Tsunamis are seismic waves generated by under-ocean earth movements including earthquakes. The ACRD is a vulnerable area and has been subject to tsunami damage in the past. Tsunamis affecting ACRD can originate in the local area or anywhere along the Pacific Rim.

Earthquake

Earthquakes are unpredictable and strike without warning. The Richter scale measures the amount of energy released (magnitude). The Mercalli Scale measures the amount of damage caused (intensity).

The Alberni Valley lies in the Modified Mercalli Intensity VIII Zone. According to the Mercalli Scale, an earthquake of intensity VIII will result in the following: slight damage to specially designed structures; considerable damage (including partial collapse) to ordinary buildings; great damage to poorly built structures; fall of smokestacks, chimneys, columns, walls and monuments; overturned heavy objects and furniture; broken windows and considerable glass on sidewalks.



HazMat Incident

Large volumes of identified hazardous materials are shipped by road through ACRD. As well, significant amounts of potentially hazardous materials are stored in the various commercial and industrial facilities located in and around Port Alberni.

Dam Breach Flooding

BC Hydro operates several dams located within ACRD and up-stream of Port Alberni. Catalyst operates several dams on the Stamp River and Robertson Creek. The Cherry Creek Water Board owns and operates a dam at Lacey Lake. Failure of these dams could result in the flooding of parts of the residential area of the ACRD.

Wildland/Urban Interface Fire

ACRD commissioned a Community Wildfire Protection Plan in 2010. This document analyzes in detail the risk of wildfire/interface fire. In general, there is a direct risk to people and regional infrastructure from interface fires, and an indirect threat to the closure of the Alberni Highway running from Coombs to Port Alberni.

Pandemic

A pandemic is a worldwide epidemic of influenza due to a new viral subtype occurring simultaneously and with high death rates. ACRD would be as susceptible to a pandemic as any other BC community.

Storm Surge Flooding

A combination of high tides, strong winds and heavy rain could cause the flooding of low-lying sections of ACRD, in particular within the City of Port Alberni.

Structural Fire

All fire departments within the ACRD respond to and deal with structural fires on a daily basis. Improved building and fire codes have significantly reduced the risk from catastrophic structural fires.

3.4 Vulnerability to Isolation

The main urban areas of ACRD – Port Alberni, Ucluelet and Tofino - are all served by one main road, either the Alberni Highway or the Pacific Rim Highway. Any closure of either of these main communication routes could seriously affect emergency response or even routine resupply and communications. These roads are subject to closure by:

- Heavy snowfall
- Flooding
- Landslides
- Earthquake
- Wildfire
- Motor vehicle accident

Although it is unlikely the above events would be likely to cause an extended closure of communication routes the indirect effects of the hazards listed above should be considered in any assessment of the situation.



3.5 Risk Assessment

Alberni Valley hazards are presented in a grid format representing relative consequences and severity below:

LIKELIHOOD	VERY HIGH				Tsunami
	HIGH				Earthquake
	MODERATE		Pandemic HazMat Incident	Wildland/Urban Interface Fire	
	LOW	Structure Fire	Storm Surge Flooding		Dam Breach Flooding
		LOW	MODERATE	HIGH	VERY HIGH
	CONSEQUENCES				

Extreme Risk	Must be addressed immediately
High Risk	Should be addressed as soon as possible
Moderate Risk	Should be addressed once higher-rated risks are addressed
Low Risk	Should be addressed once higher-rated risks are addressed



4. Concept of Operations

4.1 General

Emergency response within ACRD will occur at two levels: the incident site and the EOC (site support). The vast majority of emergency response will be handled at the site level and will not require the activation of an EOC.

4.2 Site Operations

Site response will be managed by an **Incident Commander** at an **Incident Command Post** (per Incident Command System doctrine). The Incident Commander is responsible at all times for the overall direction of activities at the site. For most response activities first response agencies will supply the Incident Commander.

The site response organization has the capability to expand or contract to meet the needs of the incident. Even if the event is very small in geographic scope and only one or two responders are involved, there will always be an Incident Commander. Large incidents may require separate sections within the response organization. The overall structure of the response organization is dictated by the nature of the event and the response requirements. A number of functions may be required at the site of an emergency, and all are controlled by the Incident Commander. The Incident Commander sets priorities, develops strategies, selects tactics and assigns tasks to control the threat. This includes overall responsibility for the safety and health of all personnel and for other persons operating within a control area.

If the response dictates, the Incident Commander establishes a command structure that meets the particular needs of each situation. The Incident Commander is given the widest possible scope to use his or her initiative with minimal jurisdictional restrictions. The Incident Commander may call upon ACRD at any time to provide support, coordination, and policy guidance through the establishment of its **EOC**.

The Incident Commander has overall responsibility for the following functions at the site:

- Command; including
 - Safety
 - Liaison
 - Information
- Operations
- Planning
- Logistics; and
- Finance



4.3 ACRD EOC (Site Support)

Note: complete details for ACRD's Emergency Operations Centre can be found in the separate document "EOC Procedures Manual." The following is an overview only.

The role of the EOC, under the direction of the Policy Group, is to coordinate an efficient emergency response. The EOC is activated and staffed to a level that matches the needs of the incident – the size and composition of the EOC may vary according to the circumstances.

4.4 EOC Location

The **Primary EOC** is located at 3003-4th Avenue



The **Alternate EOC** is located at *TBC*.

4.5 Purpose and Functions

The purpose of the EOC is to provide support to the Incident Commander(s) by obtaining resources, maintaining up-to-date information, coordinating activities and providing the public with information. The EOC also coordinates related activities that are beyond the scope of the Incident Commander, such as media relations and large-scale evacuations.



The EOC utilizes BCERMS's five essential functions:

Function	Role
Management	Responsible for overall emergency policy direction and coordination.
Management Staff	Support the EOC Director in risk management, liaison and information.
Operations	Coordinate the activities of organizational and assisting agencies.
Planning	Develop plans and maintain appropriate documentation.
Logistics	Provide facilities, communications, transportation, equipment and nutritional supplies.
Finance	Provide financial services including recording of time, documentation for all workers involved, preparing and tracking costs and claims.

4.6 Activation Criteria

Criteria for activating the EOC include:

- a. A significant number of people at risk.
- b. Response coordination required because of a large or widespread event, multiple emergency sites or several responding agencies.
- c. Resource coordination required due to limited local resources and/or a significant need for outside resources.
- d. Uncertain conditions.
- e. Possibility of escalation of the event.
- f. Unknown extent of damage.
- g. Potential threat to people, property and / or environment.
- h. Declaration of a State of Local Emergency is made.

4.7 Authority for Activation

The ACRD EOC may be activated by

- The PECC;
- The ACRD Chief Administrative Officer;
- The Port Alberni City Manager;
- The Incident Commander;
- The Fire Chief;
- RCMP Officer in Charge; or
- The Emergency Program Coordinator



4.8 Activation Levels

Level	Event / Situation	Possible Staffing Requirements
One	<ul style="list-style-type: none"> • Small event • One site • Two or more agencies involved • Potential threat of a more serious event 	<ul style="list-style-type: none"> • EOC Director • Information Officer • Liaison Officer • Operations Section Chief • EMBC Notified
Two	<ul style="list-style-type: none"> • Moderate Event • Two or more sites • Several agencies involved • Major scheduled event (e.g., conference or sporting event) • Limited evacuations • Some resources / support required 	<ul style="list-style-type: none"> • EOC Director • Information Officer • Liaison Officer • Risk Mgmt Officer • Section Chiefs (as required) • EMBC / PREOC limited activation
Three	<ul style="list-style-type: none"> • Major event • Multiple sites • Regional disaster • Multiple agencies involved • Extensive evacuations • Resources / support required 	<ul style="list-style-type: none"> • All EOC functions and positions (as required) • Policy Group • PREOC activation

4.9 Call-out Procedures

Activation of an EOC will normally be initiated by a request from the Incident Commander at the site (RCMP, Fire Services, etc.) or the PREOC or the PECC in Victoria.

Any responding agency perceiving the need for site support for any emergency may contact the Port Alberni Fire Department Dispatch and request the activation of the Emergency Operations Centre (EOC). The Port Alberni Fire Department Dispatch will make the primary call-out to ACRD Chief Administrative Officer.

When the person who assumes the Emergency Operations Centre Director (EOCD) duties receives news of an emergency, he/she will authorize the Port Alberni Fire Department Dispatch to conduct the secondary call-out for the activation of the EOC per Annex E to this plan.

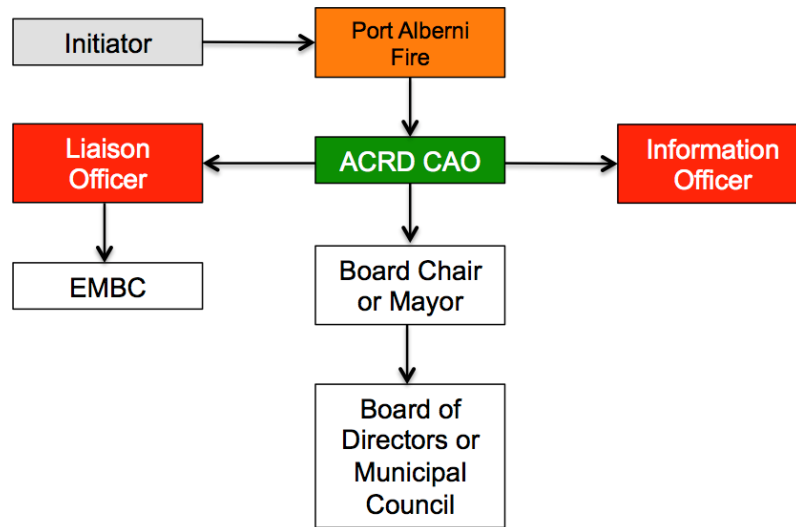


Suggested message wording:

“This is (identify yourself). We have an emergency situation as follows:

- Incident description;
- Location of incident; and
- Any other pertinent information.

The Emergency Operations Centre has been activated at 3003-4th Avenue to deal with the incident. Additional incident information has been faxed or sent to the Emergency Operations Centre (EOC). Your immediate attendance at your assigned function location is required. This is NOT an exercise or test. Are you able to respond?”



Primary Callout Diagram

4.10 Requirement for Task Number

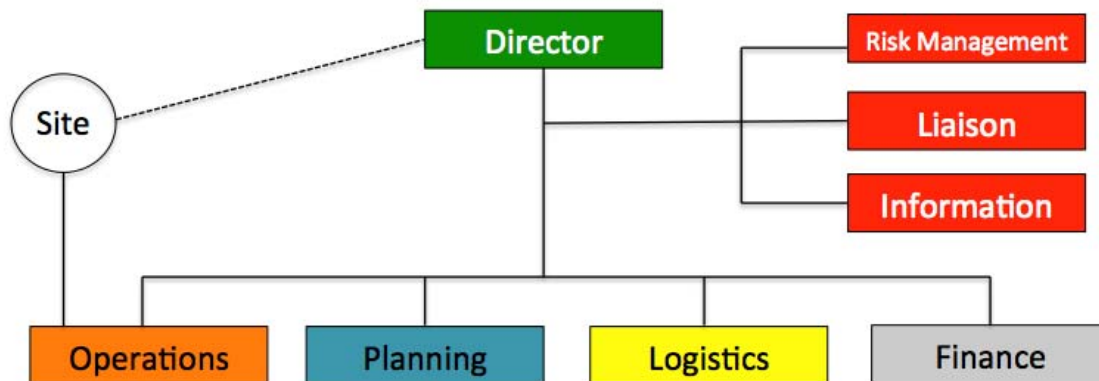
The Emergency Program Coordinator will contact EMBC to obtain a task number for the event and to advise that an EOC has been activated. A task number must be obtained for EOC activation.

4.11 Structure

Under BCERMS, the EOC is modular and expands or contracts based on the needs of the site or sites. The EOC’s main function is to support to the Incident Command Site.

It is important to remember that not every EOC function and/or element will be filled in every emergency or disaster. The situation at hand will dictate the functions and elements to be activated. As a minimum, an active EOC requires only an EOC Director. Other functions are staffed as needed.

The basic structure of an EOC is shown below. A more detailed breakdown is shown in the *EOC Procedures Manual*:



Note: The official communications link from the EOC to the Site is through the Operations Section. The dotted line reflects an unofficial connection from the Director to the Incident Commander.

4.12 Staffing

The staff for the EOC may be composed of designated and trained ACRD staff, City of Port Alberni staff, community members and support agencies. EOC personnel and agencies may change (employing a “shift” system) throughout the course of an emergency.

The EOC Director may determine appropriate staffing based on an assessment of the current and projected situation. The EOC Director is authorized to appoint any qualified person to any EOC function, including volunteers, contractors, and personnel from other jurisdictions.

EOC Management Team positions should be filled as a priority by qualified individuals from the ACRD and Port Alberni as available. Qualified personnel independent of rank or agency affiliation may fill sub-positions within the EOC organization.

While serving in an EOC function, every person acts on behalf of ACRD (with exception of those liaison positions whose tasks include the representation of other levels of government, normally included within the EOC, depending on the event).

Emergency service organizations (Fire, Police, Ambulance, SAR, ESS) may be actively involved at the site during the initial and post-impact stages. During recovery, reconstruction, and renewal, these emergency services may be phased out of direct action and others may become active.



4.13 Policy Group

The Policy Group for ACRD will depend on the scope of the emergency event. For events that include only the City of Port Alberni, the Policy Group will consist of the Port Alberni Mayor, Council and City Manager. For events not including the City of Port Alberni, the Policy Group will consist of the ACRD Board. For events that include both, a Composite Policy Group will be established including:

- The Mayor of Port Alberni;
- The Chair of the ACRD Board;
- The CAO of ACRD; and
- The City Manager of Port Alberni.



5. Roles and Responsibilities

5.1 General

During the Planning, Mitigation, Response and Recovery phases of an emergency, numerous ACRD departments and agencies will participate. A number of key departments and agencies have been identified as important participants in all phases. Clearly, each department and agency is responsible for the development of its own emergency plan. As far as response is concerned (the main topic of this Emergency Plan), additional resources will be called upon should the ACRD require assistance beyond regional and municipal capabilities. All or most of the departments/agencies below will normally provide at least a liaison function to the EOC, particularly if the emergent event is within the regional boundaries. Note also that some departments may provide (trained) staff for Incident Commanders (the latter reporting directly to the EOC), depending on the hazard. Some departments may provide support to both the EOC and Incident Command sites, again depending upon the hazard encountered.

5.2 Assisting and Supporting Agencies

The agencies listed in this section are considered “assisting agencies” – those who play a direct role in ACRD’s emergency response and who may have staff located in the EOC or at the site. Annex C describes agencies that are considered “supporting agencies” and who may provide support to ACRD without being physically present.

5.3 ACRD Board/City of Port Alberni Council

For events occurring totally inside the City of Port Alberni, the Mayor and Council provide the following functions. For events occurring outside the City of Port Alberni the ACRD Board provide the following functions. For events including the City and ACRD, a Composite Policy Group will be formed.

- Declare a *State of Local Emergency* if required;
- Forward a copy of the Declaration to EMBC through the ACRD EOC;
- Advise and update the residents of ACRD regarding the emergency;
- Exercise all powers necessary as conferred by the Emergency Program Act;
- Authorize the expenditure of emergency funds;
- Ensure appropriate information is passed to provincial authorities; and
- Advise and guide the ACRD Board or City Council as appropriate.

5.4 ACRD Corporate Administration

- Initially activate the emergency response system through the Port Alberni Fire Department;
- Advise the ACRD Board or Port Alberni Mayor on policies and procedures as appropriate;
- Call out additional ACRD or City of Port Alberni staff as required, including those designated for the EOC;



- Provide a member, normally designated the Head of Policy Group;
- Ensure all-important decisions made and actions taken by the Policy Group are recorded;
- Notify the required support and advisory staff of the emergency and location of the EOC;
- Coordinate the provision of clerical staff to assist in the EOC, as required;
- Upon direction of the Policy Group, arranging for any special meetings of the ACRD Board of City Council;
- When volunteers are involved, ensure that a volunteer registration is completed and a copy retained for EOC records; and
- Obtain assistance, if required, from other Provincial or Federal government departments.

5.5 ACRD Emergency Program Coordinator

- Lead facilitator for assisting the Corporate Administration to manage the EOC prior to/after EOC activations;
- Act as main liaison with EMBC (PREOC);
- Coordinate the response of volunteer organizations;
- Manage initial setup of EOC and initial reception of arriving EOC staff and liaison;
- Normally act as Liaison Officer within the EOC on activation.

5.6 Port Alberni and Volunteer Fire Departments

ACRD is protected by five fire departments: These are the Beaver Creek Volunteer Fire Department, the Cherry Creek Fire Department, the Port Alberni Fire Department and the Sproat Lake Volunteer Fire Department. Of these, Beaver Creek and Sproat Lake are Alberni-Clayoquot Regional District (ACRD) fire departments. Cherry Creek is controlled by the Cherry Creek Water Works District and the Port Alberni Fire Department by the City of Port Alberni.

- Act as lead agency for dangerous goods spills, urban/wildland fire;
- Direct and assist in evacuation of people;
- Provide fire suppression and fire control;
- Provide medical aid in cooperation with BCAS;
- Provide specialized services as trained in cooperation with other departments and agencies;
- Provide assistance in determining availability of water supplies; and
- Implement mutual aid agreements as necessary.

5.7 Port Alberni RCMP

The RCMP polices the City of Port Alberni and the surrounding area in the Alberni Valley. The detachment area also encompasses the 4 First Nations communities of Hupacasath, Tseshah, Huu-ay-aht and Uchucklesaht.

- Lead agency for major motor vehicle accidents, aircraft incidents and terrorism;
- Maintain law and order;



- Coordinate and assist in search and rescue operations;
- Direct and assist in the evacuation of people;
- Provide warning and alerting services;
- Tag bodies and fragment remains and record locations where bodies are removed;
- Enforce emergency restrictions and regulations;
- Control traffic and routes to facilitate the movement of emergency response vehicles;
- Seal off the affected area;
- Control and, if necessary, disperse crowds within the affected area;
- Ensure the protection of lives, public and private property;
- Coordinate use of auxiliary and/or special police (COPS - Citizens on Patrol);
- Coordinate search and rescue operations; and
- Liaise with the Coroner's Officer.

5.8 Alberni Valley Rescue Squad (AVRS)

AVRS is made up of dedicated volunteers who train in both urban and wilderness search and rescue techniques. AVRS was incorporated in 1956 and has continuously provided search and rescue services to the Alberni-Clayoquot Regional District since that time. AVRS is, in fact, two organizations that go by the same name and consist of the same people: the society and the operational search organization. The society is controlled by the normal society officers and directors and reports to the Provincial Government under the Societies Act. The operational search organization is controlled by the Search Managers and reports directly to EMBC for its actions.

- Assist RCMP in ground and inland water search and rescue operations;
- Assist RCMP and Fire Departments in all types of evacuations;
- Conduct earthquake search and rescue;
- Assist RCMP in traffic control; and
- If required, provide assistance in the Emergency Operations Centre (EOC).

5.9 Arrowsmith Amateur Radio Club (AARC)

AARC provides radio communications when and where required to authorities in event of disaster, whether in the local area or in other areas of Vancouver Island. AARC is part of a dedicated team, which includes the ACRD Emergency Operations Centers, EMBC, Canadian Red Cross and other emergency operations in Tofino, Ucluelet, Alberni Valley and Comox Valley. AARC also has mutual aid agreements with other mid-island radio groups to volunteer and help with tests and exercises and in event of a declared emergency.

- Provide communications in support of response operations;
- Provide back-up communications;
- Coordinate radio frequencies used;
- Establish and coordinate a message control centre; and
- Establish static and mobile communication posts as required.



5.10 BC Ambulance Service

- Provide mass casualty and health care services;
- Controlled and directed by the Ministry of Health;
- Triage, treat and transport casualties;
- Ascertain the ability of hospitals to accept casualties;
- Advise hospitals of type and number of casualties; and
- Coordinate emergency medical activities with Emergency Operations Centre (EOC).

5.11 Emergency Social Services

Emergency Social Services (ESS) is a volunteer-based, community emergency response program that provides for the short-term needs of evacuees and response workers in the event of a disaster or emergency. Generally, these short-term (up to 72 hours) services are required to preserve the emotional and physical well being of evacuees and are typically provided in a Reception Centre.

- Provide for the basic needs of persons impacted by disaster (food, clothing, lodging, family reunification, personal services, etc.);
- Provide support to all emergency response units and EOC staff;
- Coordinate the response of volunteer organizations directly involved in providing social services;
- Provide services and support for any neighbourhood program
- Provide or request mutual aid as necessary

5.12 Building Inspection

- Provide input and assessment regarding key facility seismic stability studies, policy development and long-range planning;
- Develop a training program for rapid damage assessment to be used by employees and volunteers;
- Develop strategies and process for compiling damage assessment information and recommendation during response;
- Develop a “fast track” system for Building Permit and Inspection during recovery; and
- If required, provide assistance in the Emergency Operations Centre (EOC).

5.13 Infrastructure (Engineering and Public Works)

- Lead agency for infrastructure issues;
- Provide and distribute potable water as required;
- Maintain and repair municipal sewage collection system, major watercourses and storm drainage systems, public roads/walks and public buildings, and address water main breaks;
- Maintain ice control and snow removal;
- Provide refuse collection and disposal;
- Assist Ministry of Transportation with maintenance of rural roads and designated



- highways;
- Liaise with Ministry of Environment regarding any environmental concerns;
 - Liaise with utility companies (BC Hydro, Fortis BC, TELUS Communications, etc.); and
 - Assist with inspection of damaged buildings and structures and the signing or demolition of those considered unsafe, through the Building Inspection Department.

5.14 Legal Services

- Provide advice to members of the EOC on matters of a legal nature as it may apply to the actions of the ACRD in its response to the emergency, as requested.

5.17 School District #70

- Provide schools for use as an evacuation or reception center; and
- Provide liaison staff to EOC for coordination and direction with respect to the maintenance, use and operation of the District's facilities being utilized as evacuation centers.

5.18 Port Alberni Port Authority

- Provide emergency response within the Port authority's jurisdiction;
- Liaise with all involved response agencies; and
- Upon request, provide assistance in the Emergency Operations Centre (EOC).

5.19 Island Health (Formerly Vancouver Island Health Authority)

- Coordinate first aid, casualty collection posts, distribution of casualties, real or improvised ambulances and health personnel;
- Provide authority for evacuation of buildings or residential areas for health reasons;
- Provide for emergency medical treatment for injured not requiring hospitalization;
- Provide lists of wholesale distributors of pharmaceutical or surgical supplies, hospitals, clinics and clinical laboratories;
- Oversee water quality checks;
- Provide and disseminate public information on health hazards including epidemiological and disease control;
- Provide immunization if required; and
- Liaise with federal and provincial Health Services.



6. Finance

6.1 General

Provincial guidelines and regulations for financial management in an emergency are contained in the *Emergency Program Act* and its *Compensation and Disaster Financial Assistance Regulation*.

Financial tracking means more than simply being accountable to the local authority taxpayers. It may mean significant dollars in response expenditures are returned to the local government. If multiple local authorities are working together in a coordinated response, each requires separate financial tracking systems for response claims.

Even if the local authority requires resources for which the province will not provide assistance, the local authority is usually expected to keep their Policy Group informed as to costs that the organization may be required to absorb.

6.2 Disaster Financial Assistance

The DFA program is designed to help disaster victims cope with the cost of repairs and recovery from disaster-related property damage. The DFA program is administered by the *Ministry of Public Safety and Solicitor General* through the Emergency Management BC under the authority of the *Compensation and Disaster Financial Assistance Regulation, 1995*.

Financial assistance from EMBC may be provided to local authorities for specified types of response and recovery costs. The EMBC financial guidelines for local governments are contained in *Financial Assistance for Emergency Response and Recovery Costs – A Guide for BC Local Authorities and First Nations, September 2005 (Revised January 2008)*. This document may be reviewed at:

http://www.embc.gov.bc.ca/em/dfa_claims/dfa.html

a) Local Authority Response Costs

- Response costs are those incurred by a local authority to protect lives, property, animals, and the environment from an active threat of injury or damage. This includes efforts related to evacuation, such as ESS Reception Centre operations, and all functions coordinated through the EOC. Some emergency and temporary repairs of critical infrastructure fall into this category when such actions reduce further damage and loss from the same event.
- Response means all efforts to save lives, reduce suffering, protect property, and other immediate objectives to reduce threats from emergencies. Response may begin before impact if early information warns of an imminent



event, and may continue as long as the event is in progress or the imminent threat exists. Examples of response costs include flood fighting and evacuation activities.

- EMBC is permitted under the *C & DFA Regulation* to assist a local authority with 100 percent of eligible response costs. For example, a local authority may receive financial assistance for paid overtime costs of local authority staff while responding to an emergency with the submission of approved time sheets. On the other hand, a local authority will not receive assistance for ineligible costs, such as base salaries or wages for regular staff, or expenditure claims that are not supported by documentation.

b) **Local Authority Recovery Costs**

- Recovery costs are related to repairing or replacing, to pre-disaster condition, local authority facilities or public works that have been damaged by an emergency or disaster.
- Recovery involves efforts to return local authority infrastructure to pre-disaster condition. Local authority recovery applies to the repair or replacement of structures, equipment and materials that are essential to the local authority's functions and operations.
- Under the *C & DFA Regulation*, EMBC is allowed to assist local authorities with 80 percent of eligible costs required to repair or restore public facilities and replace materials, including costs associated with Community Recovery, on the amount of an accepted claim that exceeds \$1,000 per event. To qualify for such payments, the local authority must follow a defined set of steps in planning and documentation set out in the DFA Guide.
- Local authorities may claim recovery costs incurred to repair and/or restore to pre-disaster condition any public facilities or materials that are essential to local authority functions and operations. A local authority will not receive assistance for recovery costs that are not eligible under the Regulation. For example, EMBC will not assist a local authority with stockpiling supplies or with replacing equipment that may have been damaged by incidents other than the event.
- General administrative costs associated with individual recovery projects may qualify for financial assistance for amounts up to 10 percent of eligible costs incurred, as deemed appropriate by EMBC.

6.3 Eligibility of Response Costs

Examples of eligible and ineligible response costs are listed in *Financial Assistance for Emergency Response and Recovery Costs – A Guide for BC Local Authorities and First Nations, September 2005 (Revised January 2008)*, a copy of which is held in the EOC.



7. Recovery (ACRD and City Infrastructure)

7.1 General

This section concerns only the Recovery of ACRD and City Infrastructure, as led by a designated Recovery Team. Eventual development of an overall “Community Recovery Plan” should be undertaken to ensure that recovery aspects are considered and planned for the entire district. Recovery serves several linked objectives as regards ACRD Infrastructure, including:

- Administer financial compensation for critical losses incurred (as outlined in Section 6);
- Capturing lessons learned during the emergency so that they may be applied to any future emergency response; and
- Continuing to provide community support for those who have suffered severe impacts from the event.

7.2 Recovery Objectives

Overall Recovery objectives may include damage assessment, restoration and reconstruction, economic impact studies and financial assistance. The objective of ACRD Infrastructure Recovery is not just an end in itself but is directly related to the foregoing -- critical to implement early on in the process so that some or all of the these recovery objectives can be attained.

7.3 Recovery Functions

Disaster recovery in the ACRD may require a number of functions, depending on the severity of the damage and extent of impact. In a fully developed recovery organization the following functions are anticipated:

- Policy Group
- Recovery Director
- Recovery Task Force
- Risk Management Officer
- Liaison Officer
- Information Officer
- Client Advisory Branch
- Infrastructure Services
- Needs Committee
- ESS
- Transition Branch
- Service Branch
- Goods Branch
- Funds Branch
- Planning Section
- Logistics Section
- Finance Section

Not every recovery function or position will be filled in every disaster, or throughout the complete recovery period. The situation at hand will dictate the functions and elements to be activated. As a minimum, an active recovery organization requires only a Recovery Director.

Note that all staff for these functions need not work directly for the ACRD. In consultation with partner agencies, identified opportunities may arise for functions to be filled by service agency staff or, in some cases, community volunteers.



7.4 Recovery Team

A recovery team will normally be required to guide the recovery process, actually commencing with the establishment of Recovery Unit in the EOC during the Response phase. The eventual composition of the Recovery team will depend on the scale and extent of the emergency. ACRD authorities should work closely with any provincial and/or regional recovery team that may be instituted.

It is important to note that for the purpose of assessing/tracking recovery activity necessary to bring City Infrastructure back to reasonable operating capacity, the Recovery Task Force and/or possibly the Policy Group should include a position to this effect. Depending upon the both the nature and the damage to ACRD's infrastructure, some sections (likely Operations and Planning) could have positions dedicated to this function – as separate from "Community Recovery." Potential concern related to providing such staff positions for ACRD Infrastructure can be tempered by the knowledge that, unless City Infrastructure recovery is addressed in a capable and rapid manner, subsequent Community Recovery efforts could also be hampered/jeopardized.



ANNEXES

A. HAZARD-SPECIFIC GUIDES

B. ASSISTING AGENCIES

C. DECLARING A STATE OF
LOCAL EMERGENCY

D. EVACUATION GUIDELINES

E. GLOSSARY

F. CALL-OUT AND CONTACT
LISTS

G. EMERGENCY SOCIAL
SERVICES PLAN



ANNEX A HAZARD-SPECIFIC GUIDES

This Annex contains the following hazard-specific guides:

Tsunami

Earthquake

Wildland/Urban Interface Fire

Hazardous Materials Release

Dam Breach Flooding

Pandemic



Tsunami

Nature of the Hazard

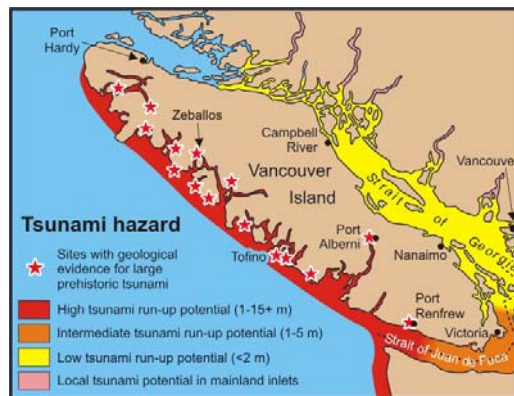
Tsunamis are seismic sea waves generated by under-ocean earth movements including earthquakes. ACRD could be impacted by a tsunami resulting from a local earthquake or from a seismic event anywhere along the Pacific Rim.

Vulnerabilities and Effects

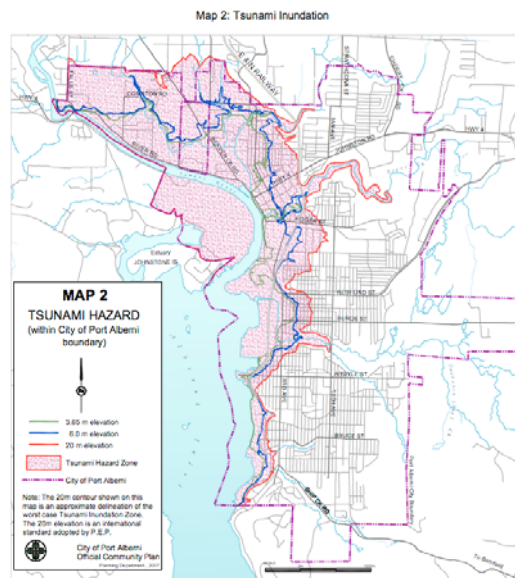


The Alberni Valley is a vulnerable area and has been subject to tsunami damage in the past. On Good Friday, March 27, 1964, a four-meter high wave generated by an earthquake in Anchorage, Alaska caused \$5 million damage to homes and businesses in Port Alberni.

As shown on this map, all coastal areas within ACRD are potentially vulnerable to a tsunami:



Within the City of Port Alberni, the following areas are vulnerable to tsunami flooding:





	<p>The possible major effects of a tsunami are:</p> <ul style="list-style-type: none"> • Extensive flooding • Casualties and deaths • Trapped and/or missing people • Evacuation and relocation of people and animals • Damaged structures (dwellings, docks, fuel storage tanks, shipping, industrial, water, sewer) • Disruption of utilities (hydro, communications, natural gas) • Hazardous materials spills • Dangers to public health 		
<p>Tsunami Notification System</p>	<p>Tsunamis generated by a local earthquake may happen suddenly and with no warning.</p> <p>For tsunamis generated further away a formal notification system has been developed. Tsunami notification bulletins will be generated by the National Tsunami Warning Centre (NTWC) in Palmer, Alaska and issued to EMBC, who will in turn advise Port Alberni Fire Department. These bulletins will take one of the following forms:</p>		
	<p>Notification</p>	<p>Meaning</p>	<p>ACRD Actions</p>
	<p>WATCH</p>	<p>Early seismic information indicates that an area could be impacted if a tsunami has been generated.</p>	<p>Monitor the situation and wait for further information</p>
	<p>ADVISORY</p>	<p>The threat of a tsunami has the potential to produce strong currents dangerous to those in or near the water</p>	<p>One or all of the following:</p> <ul style="list-style-type: none"> • Close public waterfront including beaches and marinas • Notify the Port Authority and local industries on the water • Make community safety announcements
	<p>WARNING</p>	<p>There is imminent threat of a tsunami or confirmation of a tsunami wave</p>	<ul style="list-style-type: none"> • Immediately activate the Tsunami Warning System • Activate the EOC and implement the emergency evacuation plan



	<p>CANCELLATION</p>	<p>A Warning or Advisory message has been issued but where damaging waves have NOT been generated</p>	<p>Advise the public</p>
	<p>ALL CLEAR</p>	<p>A tsunami has been generated and the threat of further tsunami is over. This message is to advise stakeholders that the tsunami event is over and no further waves are expected</p>	<p>Advise the public</p>
<p>Responding to a Significant Local Earthquake</p>	<p>City of Port Alberni Tsunami Warning System</p> <p>The City of Port Alberni has a sophisticated tsunami warning system consisting of a network of radio controlled public address speakers located at four sites at the edge of the inundation zone.</p> <p>In the event of a distant earthquake with the potential to cause a tsunami, the Alberni Valley Emergency Program will be activated. Notification of the event will be received by the Port Alberni Fire Department (PAFD) from EMBC or National Oceanic and Atmospheric Administration (National Weather Service). PAFD will immediately notify the ACRD CAO and the ACRD Emergency Planning Coordinator by pager and/or phone call. Actions following the review of the event may include:</p> <ul style="list-style-type: none"> • Activation of Tsunami Warning System with instruction to immediately evacuate to high ground • Activation of Tsunami Alert pagers • Emergency email notification • Opening of an EOC • Opening of reception centres • Other actions as deemed necessary by the CAO. <p>A significant local earthquake lasts longer than 20 seconds, is difficult to stand during, and within minutes may be followed by a tsunami in the Alberni Valley. In this situation, PAFD may activate the Tsunami Warning System immediately once the shaking stops, and notify the ACRD CAO and Emergency Planning Coordinator following the activation.</p> <p>Residents should follow the earthquake immediate action (Drop, Cover and Hold-On) and as soon as it is safe to do so immediately move to higher ground. The following locations are considered safe from tsunami flooding:</p>		



	<ul style="list-style-type: none"> • Above the tracks on Johnson Street • Top of Watty’s Hill • Falls St at Lugin Rd • Golden St above Nelson Rd • Above the tracks on Roger St • Redford St and 5th Ave • Argyle St and 2nd Ave • Kitsukis Rd above Neill Middle School <p>The public should be reminded NOT to go to the beach or waterfront to watch. Tsunamis move at extreme speeds and faster than people can run, or drive.</p>
<p>Potential Response Actions at the Site</p>	<ul style="list-style-type: none"> • Establish Incident Command Post (Incident Commander) • Establish communications (Incident Commander) • Evacuate area (RCMP) • Organize and direct search and rescue (RCMP) • Eliminate hazards from damaged utilities (Engineering) • Eliminate hazards from fire and hazmat release (Fire) • Establish traffic control (RCMP) • Establish reception centre (ESS) • Establish casualty triage (BCAS)
<p>EOC Checklists</p>	<p>EOC Director / Management Staff</p> <p><u>Following Receipt of Tsunami Notice from EMBC.</u> Review and make sure all aspects of the message are clear. Send an email to EMBC confirming receipt of the tsunami message. Ask for clarification by telephone by calling 800-663-3456.</p> <ul style="list-style-type: none"> • <u>Activate EOC.</u> Following a major earthquake or on receipt of a tsunami warning, activate the EOC to receive and process information, including the potential for tsunami. • <u>Ensure Responder Safety.</u> Remind all responders that areas impacted by tsunami contain numerous hazards, including chemical spills, potential sinkholes, strong water currents, and other threats that may not be obvious. • <u>Keep Public Informed.</u> Establish adequate news release systems, including the use of social media (Information Officer). Inform all ACRD staff who may answer phones about the tsunami notice and the messages for waterfront residents. <p>Operations</p> <ul style="list-style-type: none"> • Provide support to site, including evacuee reception centres. (All) • Coordinate the establishment of a temporary morgue with BC Coroner (RCMP) • Coordinate restoration of utilities and public facilities (Engineering) • Coordinate requests for additional resources (All) • Coordinate psychosocial services (ESS)



Planning

- Track Tsunami Progress – Obtain and disseminate current tsunami forecasts by working with EMBC and tracking the progress of the tsunami situation via the following websites:
 - EMBC <http://www.emergencyinfobc.gov.bc.ca/>
 - National Tsunami Warning Center: <http://ntwc.arh.noaa.gov/>
- Collect Damage Information – Gather information to determine the extent of any damage and identify needs for emergency response and recovery. Observers should photograph and document damage, and submit written observations to the EOC carefully noting the location.
- Initiate Recovery – Consider the need for a formal recovery effort, separate from response, and advise the EOC Director and Policy Group of the need to coordinate community recovery.
- Anticipate Hazards – Consider the implications of:
 - Casualties
 - Damage to property
 - Escape of hazardous materials, chemicals, etc.
 - Contamination of normal water supplies
 - Dangers to public health
 - Evacuation of the population
 - Loss of local economic activities

Logistics

- Contact the PREOC for additional personnel, if needed.
- Identify and locate additional heavy equipment resources in anticipation of site requests
- Anticipate long term feeding / accommodation support of responders and recovery workers and evacuees
- Consider these potential equipment needs:

Resource	Source
Transportation	Road/Air authorities
Boats	Local marinas, public, Port Authority
Communications equipment	EOC Communications Unit
Heavy engineering equipment	Local industry
Auxiliary lighting	private
Auxiliary power facilities	Utilities
Medical and health supplies	Island Health/BCAS
Food and lodging	ESS
Pumps	Private
Mobile public address equipment	RCMP/Fire/AVRS



Earthquake

Nature of the Hazard

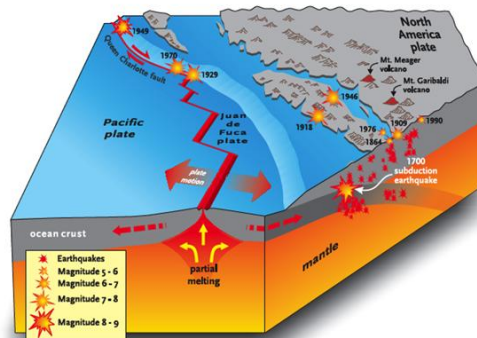


Earthquakes rank among the most severe hazards threatening British Columbia. Damaging earthquakes can occur anywhere in British Columbia, but the highest hazard is in the coastal regions.

Southwest British Columbia lies over the active Cascadia subduction zone in an earthquake environment similar to the coasts of Japan, Alaska, and Central and South America. The Queen Charlotte Fault, similar to the San Andreas Fault, lies along the west coast of the Queen Charlotte Islands presenting that region with an earthquake environment similar to parts of California.

Historically, British Columbia has experienced some of the world's largest earthquakes: a magnitude 9.0 event along the Cascadia subduction zone in 1700 and a magnitude 8.1 along the Queen Charlotte Fault in 1949. The 1918 magnitude 7.0 and 1946 magnitude 7.3 earthquakes on Vancouver Island were amongst the largest earthquakes in North America in the 20th century.

Annually, a few thousand earthquakes occur in and adjacent to British Columbia. A small number of these are large enough to cause damage if they occur in populated areas.



Vulnerabilities and Effects

The primary effect of an earthquake is shaking of the ground surface. Depending on the magnitude, location, and depth this can lead to a wide range of secondary effects, including soil liquefaction, landslides, ground subsidence, and tsunami.

Other damaged infrastructure examples of major consequences from earthquakes. Aftershocks, which may be nearly as large as the original earthquake, can compound these impacts. Aftershocks can occur for several weeks following the initial event. Although the frequency and magnitude of aftershocks will decrease over time, their unpredictability will affect the safety and ability of residents and responders, and require additional precautionary measures during response.



	<p>The Alberni Valley lies in the Modified Mercalli Intensity VIII Zone. According to the Mercalli Scale, an earthquake of intensity VIII will result in the following: slight damage to specially designed structures; considerable damage (including partial collapse) to ordinary buildings; great damage to poorly built structures; fall of smokestacks, chimneys, columns, walls and monuments; overturned heavy objects and furniture; broken windows and considerable glass on sidewalks.</p> <p>The possible major effects of an earthquake are:</p> <ul style="list-style-type: none">• Injuries and fatalities• Trapped people• Displaced persons• Damage to property• Material damage to roads, bridges and buildings• Fire, explosions and fire hazards• Escape of gases• Flooding• Landslides, mudslides and sea surges• Emotional distress• Danger to public health• Evacuation of people and livestock
<p>Responding to a Significant Local Earthquake</p>	<p>A significant local earthquake lasts longer than 20 seconds, is difficult to stand during, and within minutes may be followed by a tsunami in the Alberni Valley.</p> <p>Residents should follow the earthquake immediate action (Drop, Cover and Hold-On) and as soon as it is safe to do so immediately move to higher ground. The following locations are considered safe from tsunami flooding:</p> <ul style="list-style-type: none">• Above the tracks on Johnson Street• Top of Watty's Hill• Falls St at Lugin Rd• Golden St above Nelson Rd• Above the tracks on Roger St• Redford St and 5th Ave• Argyle St and 2nd Ave• Kitsukis Rd above Neill Middle School <p>The public should be reminded NOT to go to the beach or waterfront to watch. Tsunamis move at extreme speeds and faster than people can run, or drive.</p>



<p>Potential Response Actions at the Site</p>	<ul style="list-style-type: none"> • Establish Incident Command Post (Incident Commander) • Establish communications (Incident Commander) • Evacuate area (RCMP) • Organize and direct search and rescue (RCMP) • Eliminate hazards from damaged utilities (Engineering) • Eliminate hazards from fire and hazmat release (Fire) • Establish traffic control (RCMP) • Establish reception centre (ESS) • Establish casualty triage (BCAS)
<p>EOC Checklists</p>	<p>EOC Director / Management Staff</p> <ul style="list-style-type: none"> • <u>Activate EOC</u>. Following a major earthquake activate the EOC to receive and process information, including the potential for tsunami. • <u>Ensure Responder Safety</u>. Remind all responders that areas impacted by tsunami contain numerous hazards, including chemical spills, potential sinkholes, strong water currents, and other threats that may not be obvious. • <u>Keep Public Informed</u>. Establish adequate news release systems including the use of social media (Information Officer). Inform all ACRD staff who may answer phones about the tsunami notice and the messages for waterfront residents. <p>Operations</p> <ul style="list-style-type: none"> • Provide support to site, including evacuee reception centres. (All) • Coordinate the establishment of a temporary morgue with BC Coroner (RCMP) • Coordinate restoration of utilities and public facilities (Engineering) • Coordinate requests for additional resources (All) • Coordinate psychosocial services (ESS) <p>Planning</p> <ul style="list-style-type: none"> • <u>Monitor for Potential Aftershocks</u> – Obtain and disseminate current aftershock information by working with EMBC and tracking the progress of potential aftershocks via the following websites: <ul style="list-style-type: none"> ○ EMBC: http://www.emergencyinfobc.gov.bc.ca/ ○ Natural Resources Canada: http://www.earthquakescanada.nrcan.gc.ca/index-eng.php • <u>Collect Damage Information</u> – Gather information to determine the extent of any damage and identify needs for emergency response and recovery. Observers should photograph and document



damage, and submit written observations to the EOC carefully noting the location.

- Initiate Recovery – Consider the need for a formal recovery effort, separate from response, and advise the EOC Director and Policy Group of the need to coordinate community recovery.
- Anticipate Hazards – Consider the implications of:
 - Casualties
 - Damage to property
 - Escape of hazardous materials, chemicals, etc.
 - Contamination of normal water supplies
 - Dangers to public health
 - Evacuation of the population
 - Loss of local economic activities

Logistics


- Contact the PREOC for additional personnel, if needed.
- Identify and locate additional heavy equipment resources in anticipation of site requests
- Anticipate long term feeding / accommodation support of responders and recovery workers and evacuees
- Consider these potential equipment needs:

Resource	Source
Transportation	Road/Air authorities
Rescue Equipment	All agencies
Communications equipment	EOC Communications Unit
Heavy engineering equipment	Local industry
Auxiliary lighting	Private
Auxiliary power facilities	Utilities
Medical and health supplies	Island Health/BCAS
Food and lodging	ESS
Pumps	Private
Mobile public address equipment	RCMP/Fire



Wildland/ Urban Interface Fire

(This should be read in conjunction with the ACRD Community Wildfire Protection Plan, May 2010).

<p>Nature of the Hazard</p> 	<p>A major fire requiring implementation of the Alberni Valley Emergency Plan is one that threatens to engulf a significant area at the interface between the bush and one or more residential and/or industrial areas of the Alberni Valley.</p> <p>A wildland/interface fire has the ability to spread from the forest into the community or from the community out into the forest. Although these two scenarios are quite different they are of equal importance when considering interface fire risks. Within ACRD the probability of a fire moving out of the community and into the forest is equal or greater to the probability of fire moving from the forest into the community.</p>
<p>Vulnerabilities and Effects</p>	<p>Besides the direct threat to the public from the fire itself, ACRD has the additional vulnerability of a limited road network. In many areas there only one road into and out of the area. Due to the restricted road network, evacuation orders should be given as early as possible to allow the movement of evacuees before escape routes become blocked.</p> <p>Additionally, other forms of transportation, such as helicopters or boats, should be considered in cases where primary evacuation routes have been blocked.</p> <p>The possible major effects of an interface fire are:</p> <ul style="list-style-type: none"> • Casualties • Disruption of traffic, communications and utilities • Extensive damage to public and private property • Hazards to people and livestock • Infrastructure damage (roads, bridges, utilities and buildings) • Danger to public health • Economic impact • Isolation of Port Alberni and other areas • People trapped in isolated areas • Evacuation
<p>Potential Actions at Scene</p>	<p>Interface fires will be managed using unified command, with Incident Commanders supplied by BC Forest Service and local fire departments.</p> <ul style="list-style-type: none"> • Establish Incident Command Post(s) (BCFS, Fire) • Fire suppression and rescue (Fire) • Evacuation (RCMP)



	<ul style="list-style-type: none"> • Define working area and establish control (Fire/RCMP) • Establish adequate communications (Communications Unit) • Eliminate hazards from damaged utilities (Utilities) • Establish routes for emergency vehicles (RCMP) • Establish traffic control (RCMP) • Warn of fire spread Fire (RCMP) • Establish reception centres (ESS)
<p>EOC Checklists</p>	<p>EOC Director / Management Staff</p> <ul style="list-style-type: none"> • Establish link with Incident Commander and EOC. • Notify EMBCP that EOC is established. • Ensure interface fire command is unified. • Establish news release system (Information Officer). • Ensure news media have safe access to damaged area, with the authority of the Incident Commander. • Establish public inquiry system (Information Officer). <p>Operations</p> <ul style="list-style-type: none"> • Establish communication with Incident Commander (Operations Chief). • Notify Fire Commissioner (Fire Branch). • Establish emergency public health facilities (Health Authority). • Establish temporary morgue, if needed (Police Branch). • Establish ESS Reception Centres (ESS Branch) • Staff ESS positions for possible Reception Centres (ESS Branch). <p>Planning</p> <ul style="list-style-type: none"> • Provide information support to Incident Commander, e.g., maps. • Supervise damage assessment. • Assess limited egress in some areas to determine need for early evacuation orders. • Assess damaged areas to determine hazards for returning residents. • Consider possible major effects: <ul style="list-style-type: none"> ○ Casualties, deaths ○ Damage to property ○ Disruption of traffic ○ Disruption of communications ○ Disruption of utilities ○ Complaints of smoke and adverse impact on tourism industry ○ Complaints of smoke and adverse impact on tourism industry



- Monitor the current wildfire situation:
 - BC Wildfire Management Branch:
<http://bcwildfire.ca/Situation/>


Logistics

- Contact the PREOC for additional personnel, if needed.
- Identify and locate additional heavy equipment resources in anticipation of site requests
- Anticipate long term feeding / accommodation support of responders and recovery workers and evacuees
- Consider these potential equipment needs:

Resource	Source
Fire fighting and rescue equipment	Fire/industry
Ambulances	BCAS
Road clearing equipment	Public works/private
Communications equipment	EOC Communications Unit
Auxiliary power facilities	Utilities
Medical and health supplies	Island Health/BCAS
Food and lodging	ESS
Relay Pumps	Private
Water tankers (street cleaners)	Engineering
Water sources for heli-bucketing	Engineering
Barricades	Public works
Mobile public address equipment	RCMP/Fire



Hazardous Material Release

<p>Nature of the Hazard</p> 	<p>A hazardous material is any substance that may be explosive, flammable, poisonous, corrosive, reactive, or radioactive. A hazardous materials accident involves the uncontrolled release of a hazardous material during storage, use, or transport and can have a wide range of impacts depending on the nature of the material released. Possible impacts range from road closures to widespread evacuation and injury requiring hospitalization.</p> <p>In extreme cases with large amounts of released materials or small amounts of highly toxic materials, the accident may be fatal. In addition, hazardous materials accidents often have damaging impacts on the environment.</p>
<p>Vulnerabilities and Effects</p>	<p>ACRD has two sources of hazardous materials – stored materials and materials being transported.</p> <p>The main user of large volumes of chemicals in the Alberni Valley is Catalyst Paper. While it stores several natures of potentially dangerous chemicals, the one of most interest to ACRD, and Port Alberni Fire, is Sulphur Dioxide – SO₂. Catalyst maintains a self-response and suppression capability for an SO₂ release and maintains a planning relationship with Port Alberni Fire in regards to a potential spread and the need for public evacuation or shelter-in-place.</p> <p>The second area of concern is the transport of hazardous materials through the ACRD, almost always by road. The scale of this transportation could range from a large tanker truck to a local propane delivery vehicle. In this case the Fire Department must be prepared to respond to a hazardous material spill virtually anywhere in the ACRD.</p>
<p>Potential Actions at Scene</p>	<ul style="list-style-type: none"> • Establish Incident Command Post (Incident Commander). • Establish communications (Fire). • Contact CANUTEC for information (Fire). • Determine nature of hazardous materials (Fire). • Rescue and fire fighting (Fire). • Evacuate area (RCMP). • Warn adjacent areas (RCMP). • Eliminate further escape of liquids or gases (Carrier). • Establish traffic control (RCMP). • Establish evacuation routes (RCMP). • Establish media/public information system (Incident Commander)



EOC Checklists

EOC Director / Management Staff

- Ensure Safety Officer is appointed at scene.
- Ensure MOE and other appropriate agencies are notified.
- Establish Information Officer function.
- Establish adequate public information systems (Information Officer).
- Establish public inquiry system (Information Officer).

Operations

- Ensure Fire Commissioner and Hospitals are notified of product type.
- Provide support to Incident Commander and coordinate agencies.
- Activate ESS if evacuation is likely.
- Establish temporary morgue, if needed (Police Branch).
- Ensure Public Health Officer is notified.

Planning

- Ensure appropriate technical specialists are contacted and available.
- Determine nature of substance spilled and inform Operations Section Coordinator, EOC Director, and Incident Commander.
- Define area of risk.
- Commence evacuation planning, if required.
- Establish identification of spiller for cost recovery purposes (Recovery Planning Unit).
- Consider possible major effects:
 - Injuries and fatalities need to evacuate population.
 - 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.
 - Dangers to public health and livestock.
 - Disruption of business and industrial activities, including fishing, water users downstream.



Logistics

- Check on availability of specialized hazardous material supplies.
- Consider support of long-term field operations.
- Consider these potential equipment needs:

Resource	Source
Fire fighting and rescue equipment, including respirators and resuscitators	Fire/industry
Protective equipment	All agencies
Communications equipment	EOC Communications Unit
Decontamination equipment	Local industry
Barricades	Engineering
Mobile public address equipment	RCMP/Fire



Dam Breach Flooding

(This should be read in conjunction with the BC Hydro Emergency Planning Guide for the Elsie Dam, Revision November 2012 and the Catalyst Dams EPP Manual Revision December 2012).

Nature of the Hazard



Elsie Dam, BC Hydro

Construction of the Elsie Dam on the Ash River was completed in 1958 and the Ash River Generating Station entered service in 1959. As part of its Dam Safety Program, BC Hydro conducted a review in 1999 and, based on current earthquake design standards, upgraded Elsie Dam to enhance dam safety during a major earthquake. BC Hydro has shared information with the Alberni Valley Emergency Program including a list of residential areas that might be affected due to a dam breach.

Stamp River Dam, Catalyst Paper

The Stamp River dam was originally constructed in 1923 and raised in 1957 to provide flow augmentation during low flow periods to mitigate the effects of mill effluent in the lower reaches of the Somass River and Alberni harbour. The dam also provides minimal flood control. After the installation of sophisticated effluent treatment facilities at the Catalyst mill in 1993, the dam is currently used for regulation of river flows and lake levels for fisheries enhancement. The current water license (March 25, 2004) lists the purpose of the dam as “conservation (storage)”.

Robertson Creek Dam, Catalyst Paper

The Robertson Creek River dam was originally constructed in 1957 to provide flow augmentation during low flow periods to mitigate the effects of mill effluent in the lower reaches of the Somass River and Alberni harbour. Specifically, the dam impounds the water of Boot Lagoon to provide flow control for Robertson Creek and the downstream fish hatchery before discharging into the Stamp River at the hatchery site (Stamp Lagoon). The Stamp River Dam provides the primary level control into the Stamp River. After the installation of secondary effluent treatment facilities at the Catalyst mill in 1993, the dam is currently used for regulation of Robertson Creek flow (and subsequently small contribution to the Stamp River flow) and lake levels for fisheries enhancement. The current water license (March 25, 2004) lists the purpose of the dam as “conservation (storage)”

The original timber crib dam was replaced with a larger earth fill embankment dam in 2011 because the original was found to be at risk of possible failure due to overtopping under severe winter conditions. The earth fill embankment dam was sized to safely withstand the probable maximum flood (PMF) lake levels and was designed according the 2008 Canadian Dam Safety Standards.



<p>Vulnerabilities and Effects</p>	<p>There are two dam safety hazards which will result in the issue of a formal notification to ACRD:</p> <ul style="list-style-type: none"> • Dam Alert: Declared when an abnormal situation is observed at the dam or the dam performs abnormally and, without swift and rapid intervention, the condition could deteriorate and lead to dam breach. • Dam Breach: Occurs when the dam has failed or there is a severe abnormal condition that has a significant probability of leading to dam breach. <p>It is estimated that floodwaters from a breach of the Elsie Dam will reach Port Alberni within 2.2 – 2.5 hours after a breach, and for the Stamp River Dam, 60-90 minutes after a breach (flood timings are estimated to be similar for the Robertson Creek Dam). The dam operators have provided ACRD with dam breach inundation mapping and the dam breach flood inundation area in Port Alberni is very similar to the tsunami flood inundation area.</p> <p>It should be assumed that any serious earthquake will result in a dam breach.</p> <p>The possible major effects of a dam breach and the resulting flooding are:</p> <ul style="list-style-type: none"> • Casualties • Disruption of traffic, communications and utilities • Extensive damage to public and private property • Hazards to people and livestock • Infrastructure damage (roads, bridges, utilities and buildings) • Danger to public health • Economic impact • Evacuation
<p>Dam Breach Warning and ACRD Actions</p>	<p>Dam operators will advise ACRD through the Port Alberni Fire Department of a Dam Alert or Dam Breach. However, it is possible that following a major earthquake a breach may occur without a warning being given.</p> <p>On receipt of a Dam Alert Port Alberni Fire will advise the ACRD CAO who will assess the situation and make a recommendation on EOC activation and/or public warning.</p> <p>On receipt of a Dam Breach the EOC will be activated and flood warnings issued.</p> <p>For Port Alberni, because the tsunami flood inundation and dam breach flood inundation zones are similar the tsunami warning system will be used to alert residents to evacuate to higher ground. For residents located outside the audible range of the warning system</p>



	ACRD will have to contact residents in the flood inundation zone either by phone or by physical contact.
Potential Response Actions at the Site	<ul style="list-style-type: none"> • Establish Incident Command Post (Incident Commander) • Establish communications (Incident Commander) • Evacuate area (RCMP) • Organize and direct search and rescue (RCMP) • Eliminate hazards from damaged utilities (Engineering) • Eliminate hazards from fire and hazmat release (Fire) • Establish traffic control (RCMP) • Establish reception centre (ESS) • Establish casualty triage (BCAS) • Coordinate emergency health facilities (Island Health)
EOC Checklists	<p>EOC Director / Management Staff</p> <ul style="list-style-type: none"> • <u>Confirm Public Warning</u>. Ensure warning systems are activated and other impacted residents outside the audible warning range and located within the dam breach flood inundation areas have been warned. • <u>Keep Public Informed</u>. Establish adequate news release systems (Information Officer). Inform all ACRD staff who may answer phones about the tsunami notice and the messages for waterfront residents. <p>Operations</p> <ul style="list-style-type: none"> • Provide support to site, including evacuee reception centres. (All) • Coordinate the establishment of a temporary morgue with BC Coroner (RCMP) • Coordinate restoration of utilities and public facilities (Engineering) • Coordinate requests for additional resources (All) • Coordinate psychosocial services (ESS) <p>Planning</p> <ul style="list-style-type: none"> • <u>Evaluate Flood Status</u>. Establish and maintain contact with BC Hydro and Catalyst to track the dam breach situation and identify any potential ongoing hazards. • <u>Collect Damage Information</u> – Gather information to determine the extent of any damage and identify needs for emergency response and recovery. Observers should photograph and document damage, and submit written observations to the EOC carefully noting the location. • <u>Initiate Recovery</u> – Consider the need for a formal recovery effort, separate from response, and advise the EOC Director and Policy Group of the need to coordinate community recovery. • <u>Anticipate Hazards</u> – Consider the implications of:



- Casualties
- Damage to property
- Escape of hazardous materials, chemicals, etc.
- Contamination of normal water supplies
- Dangers to public health
- Evacuation of the population
- Loss of local economic activities


Logistics

- Contact the PReOC for additional personnel, if needed.
- Identify and locate additional heavy equipment resources in anticipation of site requests
- Anticipate long term feeding / accommodation support of responders and recovery workers and evacuees
- Consider these potential equipment needs:

Resource	Source
Transportation	Road/Air authorities
Boats	Local marinas, public, Port Authority
Communications equipment	EOC Communications Unit
Heavy engineering equipment	Local industry
Auxiliary lighting	RCMP/Fire/private
Auxiliary power facilities	Utilities
Medical and health supplies	Island Health/BCAS
Food and lodging	ESS
Pumps	Private
Mobile public address equipment	RCMP/Fire



Pandemic

<p>Nature of the Hazard</p> 	<p>Due to the unusually high number of hospitalizations during a pandemic, local health authorities will likely be overwhelmed. ACRD should work with Island Health to create contingency plans on how they will handle the surge in patients and what support they may request.</p> <p>In addition, ACRD and the City of Port Alberni will need to continue providing essential services and support to residents. Through business continuity planning process, controls and specific contingency plans need to be developed for staffing of critical business operations.</p>
<p>Policies</p>	<ul style="list-style-type: none"> • The EOC will not normally be activated during a pandemic unless there are mass casualties in ACRD or the City of Port Alberni. • Island Health has responsibility for medical services and health care in response to pandemic conditions. • Pandemic response is guided by The World Health Organization, Health Canada and BC Government MOH pandemic plans. Local governments (municipalities and regional districts) provide support. • The EOC will support Island Health as required. • ACRD will provide ESS services under guidance from Northern Health. • ACRD will ensure residents are given accurate information on the status of the pandemic in the community.
<p>Potential Actions at Scene</p>	<ul style="list-style-type: none"> • Care for flu victims at home by providing food, water, heating, family notification. • Assist Island Health by finding and providing facilities for mass care, isolation, immunization, and quarantine if required. • Provide security at health facilities, especially vaccine storage areas, at the request of Island Health. • Keep routes open for emergency vehicles.
<p>EOC Checklists</p>	<p><u>EOC Director / Management Staff</u></p> <ul style="list-style-type: none"> • Notify Island Health, EMBC and PREOC if EOC is activated and provide contact information. • Establish communication link with Island Health EOC. • Establish communications as required. • Work directly with the Island Health Public Affairs in developing media strategy (Information Officer). • Set up a Call Centre (Information Officer). • Consider the potential requirement to close public facilities and cancel public events, as ordered by Island Health.



Operations

- Staff ESS positions for possible use of reception centres as quarantine facilities or vaccination centres (ESS Branch).
- Consider restricting travel into and out of the affected area as part of an infection control protocol (Police Branch).
- Identify facilities that Island Health may require for alternate care centres and immunization sites. Facilities with primary designation will include the Reception Centres identified under the ESS Plan.
- Consider the need to provide non-medical support (i.e., food, water, pet care, garbage collection, snow shoveling) for persons in need of support.
- Consider the need to support Island Health with security resources.

Planning

- Anticipate the need for backup personnel in the EOC in case of illness.
- Activate special cleaning requirements in the EOC.
- In case of high mortalities, develop a body disposal plan, including procedures for caring for the dead based on consultations between Island Health, Coroner, and local funeral directors. Consider the use of the local ice arena as a staging area.
- Consider possible major effects:
 - Very seriously ill population occurring in two or more waves, each about 6 weeks long and spaced 3 to 9 months apart.
 - Population requiring outpatient care may require transportation.
 - Population requiring hospitalization may have pets at home.
 - Deaths may overwhelm the community capacity to deal with bodies, including funerals, mortuaries, and gravesites.
 - Sudden hospital requirements and ill medical workers may lead to an immediate need for volunteers and rapid training.
 - Disruption of transportation, utilities and communications due to decline in workforce.
 - Potential restrictions on public travel, with concurrent loss of local economic stability.
 - Economic effects on local businesses, local government.
 - Vaccine may not arrive when initially expected, due to problems with manufacturer.

Logistics

- Discuss with Island Health the need for infection control measures in the EOC to maintain an illness-free environment (e.g., hand washing, surface cleaning).
- Consider professional groups as a possible source of volunteers, such as retired nurses, as trained alternate vaccine administrators.



- Anticipate long term feeding / accommodation support of temporary care workers.
- Consider these potential equipment needs:
- Transportation vehicles for seriously ill.
- Medical units and supplies.
- Emergency feeding facilities.

Finance

- Determine methods for reporting costs to PREOC.



ANNEX B SUPPORTING AGENCIES

Provincial, Federal and volunteer entities that play key roles in the response may not have representatives at the ACRD EOC and are referred to as “supporting agencies”.

It may not be feasible for some agencies that have a region-wide response role to provide representatives to all EOCs. Such agencies will likely be represented at the operational area level, most often through the PREOC.

Coordination with agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community organizations that represent several agencies, or involvement of agencies in special multi-agency groups on specific issues.

Provincial Agencies (Requests for provincial assistance should always be made through the PREOC/PECC).	
Ministry of Agriculture And Lands	<p>Ministry for contagious plant and animal diseases.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Advise farmers, fishers and livestock producers on the protection of crops, livestock and fish stocks in emergency situations. • Advise on the emergency evacuation and care of livestock and/or poultry. • Liaise with agriculture sector. • Provide geographic information services
Ministry of Environment	<p>Ministry responsible for:</p> <ul style="list-style-type: none"> • Aquatic oil spills • Dangerous goods spills, discharges and emissions • Landslides, mudslides and debris flows • Major industrial accidents <p>Minister of Environment has the power under Section 5 of the Environment Management Act to declare an environmental emergency.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Provide professional and technical advice and direction at dangerous goods/pollution spills. • Ensure the proper disposal of hazardous wastes and pollutants. • Assess and monitor air quality. • Provide flood forecasts and bulletins. • Provide technical services to response agencies in minor floods.



	<ul style="list-style-type: none"> • Provide flood assessment and planning staff in major floods. • Provide conservation officers to act as special constables to reinforce the Police in law and order/traffic duties. • Provide maps, aerial photographs and survey information. • Provide air survey and photo-grammetric services. <p><u>Environmental Protection Division</u></p> <p>The Environmental Protection Division (EPD) works to protect human and environmental health. Its main goals are to:</p> <ul style="list-style-type: none"> • Protect and enhance the quality of British Columbia's water, land and air in a way that contributes to economic development; • Establish the foundation for human and environmental health (via ambient quality standards, policies, etc.) using a science based and risk based approach; • Establish legislation, regulations, policies, best management practices, and stewardship agreements for those who use the environment and to ensure environmental objectives are met; • Monitor and report on the quality of water, land and air. <p>Responsibilities</p> <ul style="list-style-type: none"> • Regulate discharges and emissions through a permitting system. • Monitor and report on water, land and air quality, including regulatory compliance. • Communicate expectations, standards and goals relating to pollution to government agencies, industry, individuals and communities. • Ensure environmental protection standards are met. • Provide government leadership on climate change. • Work in partnership with the provincial emergency program to prevent and respond to environmental emergencies.
<p>Ministry of Forests, Lands and Natural Resource Operations</p>	<p>Ministry responsible for:</p> <ul style="list-style-type: none"> • Forest fires • Wildland/Urban Interface fires in unorganized areas <p><u>Forest Protection Branch</u></p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Provide Ministry of Forests personnel, equipment, supplies and telecommunications equipment to assist in non-forestry response operations: • Provide electronic communications support in remote areas



	<ul style="list-style-type: none">• Provide field supplies and remote camps• Provide photometric mapping and remote satellite services• Provide resource management / tracking services• Assist in providing food services and accommodation for field personnel. <p>The Forest Service Protection Program's mandate is to protect the province's forest and range resource from an average of 2,500 wildfires each year.</p> <p>Although the Protection Program is mandated to protect forests and rangelands, it gives high priority to fires that threaten people and property (known as an interface area). When homes or lives are threatened, or local governments request help, the Protection Program efficiently responds with air tankers, helicopters, equipment, and fire control staff.</p>
<p>Ministry of Health Services</p>	<p><u>British Columbia Ambulance Service (BCAS)</u></p> <p>The BCAS is Canada's only provincially operated ambulance service, and provides emergency pre hospital treatment and transportation by ambulance to the public and visitors to B.C.</p> <p>BCAS provides all public ambulance service in BC. The commission is mandated to oversee the broad responsibility of overall emergency medical service provision, regulation and direction in the province.</p> <p>Role</p> <p>To provide ambulances, personnel, communications and management expertise in order to assess, provide initial treatment, stabilize, transport and deliver patients with medical needs to appropriate medical centres.</p> <p>Responsibilities</p> <ul style="list-style-type: none">• Triage, treatment and transportation of casualties from a multi casualty incident or disaster.• Establish an <i>Emergency Medical Coordinator</i> to control the medical response at the emergency or disaster site.• Ascertaining the ability of hospitals to accept casualties.• Advising hospitals of the numbers and types of casualties they may expect.• Provide a representative to the applicable EOC when requested.• Directing the transfer of casualties to hospitals.• Contact BC Transit to utilize buses for large-scale medical evacuation.• Activation of regional and national emergency medical stockpile.



	<ul style="list-style-type: none"> • Control activation of St. John Ambulance <p><u>Medical Health Officer</u></p> <ul style="list-style-type: none"> • Liaison with the EOC. • Providing advice on matters, which may adversely affect public health. • Providing authoritative instructions on health and safety to the public through the public information office. • Coordinating the response to disease related emergencies or anticipated emergencies, such as epidemics, in accordance with Ministry of Health policies. <p><u>West Coast General Hospital</u></p> <ul style="list-style-type: none"> • Implementing any hospital emergency plans required. • Acting in conjunction with the BC Ambulance representative to coordinate all emergency health services. • Liaison with the Ministry of Health. • Liaison with the local Medical Health Officer. • Ensuring the coordination of care of bedridden citizens and invalids in hospitals, care homes and evacuee centers during an emergency. • Ensuring liaison with voluntary and private agencies, as required for augmenting and coordinating public health resources. • Liaison with the ESS on areas of mutual concern regarding health services in evacuee centers.
<p>Ministry of Public Safety and Solicitor General</p>	<p>Coordinates emergency response by provincial agencies through EMBC or police agencies and responsible for:</p> <ul style="list-style-type: none"> • Aircraft crashes (Policing) • Drought and emergency water supply (EMBC) • Earthquakes (EMBC) • Public Order emergencies (Policing) • Severe storms (EMBC) • Tsunamis (EMBC) • Volcanic eruptions (EMBC) <p><u>EMBC</u></p> <p>EMBC is responsible for coordinating the response of the provincial government to emergencies occurring within BC.</p> <p>Responsibilities</p>



Coordinates all requests for provincial or federal emergency assistance through establishment of a Provincial Regional Emergency Operations Centre (PREOC).

- Makes the appropriate request to the provincial ministries and agencies for assistance if the local authority's resources are not adequate for an effective response to the emergency.
- Arrange for WorkSafeBC coverage to registered emergency workers.
- Recommend to the Provincial Government that a Provincial State of Emergency be declared.
- Provide and maintain a Provincial Public Information Program during all phases of a disaster.

Police Services

Responsibilities

Through the Police force having jurisdiction:

- Prepare, promulgate and implement regulations relating to law enforcement and internal security during emergencies.
- Advise 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 for missing persons (land and inland waters).
- Provide Coroner's services including the operations of temporary morgues, identification of the dead and registration of death.
- If required, assume jurisdiction and control over all Police forces in the province when a provincial state of emergency has been declared under the Emergency Program Act.

BC Coroner's Service

In the event of an emergency involving fatalities, the BC Coroner's Service will provide personnel to attend the scene and assume responsibility for the removal of human remains.

Responsibilities

Tag bodies and fragment remains.

- Stake location where body is removed.
- Provide body bag or disaster pouch.
- Provide transportation of remains to designated loading area, then to hospital morgue or temporary morgue.
- Record and secure personal property of the deceased.



- Coordinate forensic pathology to determine cause and manner of death.
- Coordinate odontology service to determine identification through dental comparison.
- Complete Coroners Medical Certificate of Death.
- Obviously deceased persons should not be removed until the Coroner attending the scene has authorized.

Office of the Fire Commissioner

Responsibilities

- Order the evacuation of buildings or areas in connection with an emergency arising from a fire hazard or risk of explosion, if required.
- If required, assume the jurisdiction and control of all fire fighting and fire prevention services within the province when a provincial state of emergency has been declared.

The Office of the Fire Commissioner is the senior fire authority in the province with respect to fire safety and prevention. Services include administration and enforcement of fire safety legislation, training of local assistants to the fire commissioner, fire loss statistics collection, fire investigation, fire inspection, response to major fire emergencies, advice to local governments on delivery of fire protection services, public fire safety education and fire fighter certification.

Where there is serious and imminent danger to life and property from fire or explosion, the Office of the Fire Commissioner has legislated authority to issue and enforce orders to evacuate a building or area, such as when forest fires threaten communities. The Office is also responsible for coordinating fire fighting resources during provincially declared emergencies, and is available to advise and/or assist other provincial and municipal agencies in their emergency programs.

The Fire Commissioner has authority to order an evacuation of a building or area under the Fire Services Act of British Columbia, Section 25, Sub Sections 1 3, which states:

25 (1) If an emergency arising from a fire hazard or from a risk of explosion causes the fire commissioner to be apprehensive of imminent and serious danger to life or property, or of a panic, the fire commissioner may immediately take the steps he or she thinks advisable to remove the hazard or risk.

For the purposes of subsection (1), the fire commissioner may evacuate a building or area, and may call on the police and fire



	<p>prevention authorities who have jurisdiction to provide assistance.</p> <p>If the fire commissioner believes that conditions exist in or near a hotel or public building, that, in the event of a fire, might seriously endanger life or property, the fire commissioner may immediately take the action he or she believes advisable to remedy the conditions to eliminate the danger and may evacuate and close the hotel or public building.</p>
<p>Ministry of Transportation and Infrastructure</p>	<p>Ministry responsible to direct and coordinate provincial flood-fighting operations in the case of major floods:</p> <ul style="list-style-type: none"> • Coordinate and arrange for transportation, engineering and construction resources. • Provide and coordinate heavy equipment and services. • Provide road condition reports. • Clear and repair provincial roadways.
<p>Provincial Crown Corporations</p>	<p>In addition to the above services several BC Crown Corporations may offer specific services during an emergency:</p> <ul style="list-style-type: none"> • <u>BC Hydro and Power Authority</u> – Electrical power for response facilities and staging areas • <u>WorkSafeBC</u> – Worker safety advice and support
<p>Federal Agencies (Requests for provincial assistance should always be made through the PREOC/PECC).</p>	
<p>Department of National Defence/Canadian Forces</p>	<p>The Canadian Forces are an entity separate and distinct from the Department. They too are established by the National Defence Act that enables the Governor in Council and the Minister to make regulations for the organization, training, discipline, efficiency, administration and good governance of the Canadian Forces.</p> <p>The Minister of National Defence directs the Department and the Canadian Forces in all matters relating to national defence, and is the Minister responsible for emergency preparedness. Together, the Department of National Defence and the Canadian Forces perform core functions of government, including:</p> <ul style="list-style-type: none"> • Surveillance and control of Canadian approaches and territory • Response to terrorist and asymmetric threats • Critical infrastructure protection • Emergency preparedness



	<ul style="list-style-type: none"> • Search and rescue • Assistance to civil authorities • Aid of the civil power • Support to other government departments <p>Providing Canadians with a civil emergency response capability, humanitarian assistance and disaster relief is a key commitment for the Department of National Defence and the Canadian Forces. The Department of National Defence is involved across the entire spectrum of Emergency Management, which includes policy, mitigation (prevention), preparedness, response and recovery.</p>
<p>Environment Canada</p> <p>Environmental Emergencies Branch</p>	<p>The Environmental Emergencies Branch of Environment Canada is the federal agency responsible for dealing with environmental emergencies. Marine/ship oil spills are the responsibility of the Canadian Coast Guard.</p> <p>Federal government policy is that a municipality should not expect to recover costs for clean up operations of a spill under federal jurisdiction unless the municipality has an unequivocal statement from an authorized federal spokesman, that reimbursement will be forthcoming from the federal department concerned.</p>
<p>Fisheries And Oceans Canada</p> <p>Canadian Coast Guard</p>	<p>Canadian Coast Guard, Pacific Region carries out its responsibilities over 27,000 km of coastline, throughout Yukon Territory and British Columbia in a wide variety of work including maintaining aids to navigation, search and rescue, fisheries patrol and research duties. Marine pollution monitoring and clean up, channel sounding, scientific studies and projects are also part of the Coast Guard's role.</p> <p>While Search and Rescue is the primary role of many Coast Guard vessels, any Coast Guard unit may be assigned to this function. There are also more than 1,000 volunteers and 200 boats of the Royal Canadian Marine Search and Rescue (RCMSAR) that can respond to incidents as part of the search and rescue system.</p> <p>The Coast Guard also provides environmental response reporting, surveillance and response capabilities to deal with accidental or intentional spills of oil or other harmful substances. Oil booms and clean up equipment are strategically located on the coast, and can be moved to the spill sites by air, land or water. The region may call up equipment in other Coast Guard depots across Canada, and also relies on assistance from other federal, provincial and municipal government agencies, as well as the private sector in Canada and the United States.</p>



<p>Public Safety Canada</p>	<p>Public Safety Canada coordinates the federal response to an emergency or disaster and works closely with Provincial governments.</p> <p>Public Safety Canada also manages the Disaster Financial Assistance Arrangements (DFAA) in conjunctions with the provinces and territories</p>
<p>Transport Canada</p> <p>CANUTEC</p>	<p>The Canadian Dangerous Goods Information Centre (CANUTEC) operates 24 hours a day, seven days a week, including holidays.</p> <p>CANUTEC's scientists can provide immediate advice and recommend actions to be taken and those to avoid in dangerous goods emergencies.</p> <p>Taking into consideration the characteristics of the dangerous goods involved and the particular conditions at the emergency site, CANUTEC's professional staff can provide immediate advice on:</p> <ul style="list-style-type: none"> • Chemical, physical and toxicological properties and incompatibilities of the dangerous goods • Health hazards and first aid • Fire, explosion, spill or leak hazards • Remedial actions for the protection of life, property and the environment • Evacuation distances • Personal protective clothing and decontamination
<p>Volunteer Agencies (Volunteer agency support can be coordinate either directly or through the PREOC)</p>	
<p>Canadian Red Cross</p>	<p>Canadian Red Cross helps people affected by emergencies and disasters situations ranging from a house fire to a flood that disrupts an entire region of the country. Following a disaster, Red Cross works with governments and other humanitarian organizations to provide for people's basic needs food, clothing, shelter, first aid, emotional support and family reunification. The specific services offered will be based on the community's needs and the role that Red Cross has in the local disaster response plan.</p> <p>During an emergency, the Red Cross will work with the ACRD ESS team at Emergency Reception Centres to ensure Registration and Inquiry is provided accurately and safely by:</p> <ul style="list-style-type: none"> • Registering evacuees while ensuring their confidentiality, and taking inquiries from family and friends seeking to know the location of evacuees. • Assisting to re unite family members.



	<ul style="list-style-type: none"> Establishing a system to answer inquiries from outside the emergency area. <p>Upon ACRD ESS request, the Red Cross may:</p> <ul style="list-style-type: none"> Assist to provide temporary lodging for evacuees. Assist to provide emergency supplies such as clothing and blankets. Assist to provide individual and family assistance. <p>Red Cross Personal Disaster Assistance (PDA)</p> <p>The Red Cross provides recruitment and training for Personal Disaster Assistance (PDA) Volunteers. PDA volunteers assist one or two families who have been forced from their home due to a small-scale emergency (e.g. fire, flood) and who have no other immediate means of meeting their basic needs.</p> <p>An EMBC Task Number must be obtained before PDA volunteers can provide assistance.</p>
<p>Salvation Army</p>	<p>The Salvation Army, an Evangelical Christian Church, is recognized as one of the world's most effective and trusted social service agencies that reaches out constantly to those in need. The Salvation Army has assisted communities for over 125 years.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> Coordinate the delivery of Personal Services, including emotional support, to communities requiring such assistance during a locally declared disaster. At the request of ACRD's ESS Director, the Salvation Army may provide personal services, emergency clothing, and blankets to evacuees at ACRD Emergency Reception Centres. The Salvation Army may also assist with the registration of evacuees.
<p>St. John Ambulance</p>	<p>St. John Ambulance is devoted to emergency and primary patient care. St. John Ambulance community based uniformed volunteers are trained in an integrated system of first aid, CPR and health care.</p> <p>St. John Ambulance volunteers take an active role during a disaster or major emergency. This total patient care is ideal in disaster situations when follow through care after first aid may be essential. Each of the eleven Provincial and Territorial Councils have developed disaster response plans in conjunction with local, regional and provincial emergency services. In a national emergency, St. John Ambulance</p>



	<p>assistance is requested by the federal government department responsible for social services.</p> <p>The type of services provided by St. John Ambulance during an emergency or natural disaster may vary. Services may include first aid in evacuation centres, first aid posts at reception centres, casualty care, casualty evacuation, elderly and child care.</p>
<p>Society For The Prevention Of Cruelty To Animals (S.P.C.A.)</p>	<p>The BC SPCA is a service driven organization dedicated to protecting and enhancing the quality of life for animals. Formed in 1895, the BC SPCA currently operates 36 branches, two animal care clinics, and a wildlife rehabilitation centre. The BC SPCA is a not for profit society organized under the provincial Prevention of Cruelty to Animals Act. This act enables the Society to provide services through its Administration Centre, Branches/Shelters and Agents.</p> <p>Responsibilities</p> <ul style="list-style-type: none">• Notify affected kennels, veterinary clinics/hospitals or animal shelters of an impending evacuation.• Send SPCA vans to staging areas, kennels, veterinary hospitals about to be evacuated to identify, tag and transport animals to temporary shelter.• Send SPCA vans to reception centres to identify, tag and transport animals to temporary animal shelters (larger animals).• Assist ESS volunteers at reception centres to take care of the animals at the emergency animal centre.• Establish telephone # for public information regarding their pets.• Liaison with Federal Department of Agriculture for control and elimination of contagious diseases.• Transport and treatment of ill or injured domestic or wild animals.



ANNEX C DECLARING A STATE OF LOCAL EMERGENCY

Introduction

Declaring a state of local emergency enables local authorities to exercise emergency powers listed in the Emergency Program Act (and as listed in Appendix 2). The emergency powers are utilized by the local authority to order the evacuation of residents from their homes, prohibiting travel and enter private property when an emergency threatens lives, property or the environment within the local authority's jurisdiction.

Local authority emergency program staff and elected officials must be prepared to declare a state of local emergency in response to an emergency or disaster at a moment's notice. Therefore local authority emergency plans must outline the process for declaring the state of local emergency as well as managing the application of the emergency powers.

**FOR COMPLETE INFORMATION ON DECLARING A STATE OF LOCAL EMERGENCY REFER TO THE EMBC GUIDELINES AT:
http://embc.gov.bc.ca/em/Community/declaring_state_of_local_emergency.pdf**

Need to Declare Local Emergency

Section 12 of the *Emergency Program Act* allows the **local authority** (municipal council or board of a regional district) to declare a state of local emergency if emergency powers are required to respond effectively to an emergency or disaster.

The Mayor (or delegate in the Mayor's absence) or Chair (or delegate in the Chair's absence) may, by order declare a state of local emergency if the consent of council or board members cannot be obtained in a reasonable time. A local authority's declaration is applicable only to geographic areas within the local authority's jurisdiction.

A distinct declaration will be required for the City of Port Alberni for events occurring within City limits, and by ACRD for events occurring outside city limits.

When Declaration Not Required

A declaration is *not* needed:

- To implement part or all of a local emergency response plan, as long as access to emergency powers is not required;
- To gain liability protection under the Emergency Program Act;
- To issue evacuation alerts;
- To recover eligible response costs; and
- To access recovery of response costs or to qualify for DFA.



Reasons for Declaring Local Emergency

The most frequently cited reason to declare a state of local emergency is the mandatory evacuation of people and livestock, or the need to access private property when public safety is threatened.

Information to be Included in Declaration

The declaration order contains:

- The nature of the emergency;
- The geographic boundaries (preferably with attached map) within which the declaration will apply;
- The date and time of the declaration; and
- The signature of the head of the local authority.

Declaration Procedures

Step	Activity
1	ACRD/City of Port Alberni drafts the order for a declaration of state of local emergency as well as a delegation document on the direction of the mayor, chair of the board or alternates.
2	ACRD/City of Port Alberni should, if time permits, send a draft of the declaration order with accompanying maps to the Vancouver Island PREOC, if activated, or directly to EMBC for review and discussion/verification.
3	ACRD/City of Port Alberni sends the final copy of the signed declaration order, accompanying maps to the appropriate PREOC, if activated, or directly to EMBC. The PREOC/EMBC will ensure that the Solicitor General is informed as required by legislation.
4	ACRD/City of Port Alberni immediately causes the details of the declaration order to be communicated to the affected residents using any method that it considers most likely to reach all residents.

How Does ACRD/City of Port Alberni Use the Emergency Powers?

ACRD/City of Port Alberni may authorize, in writing, the selected persons or agencies approved to use the emergency powers assumed under a declared state of local emergency. Authorized use of emergency powers, together with such terms, conditions or limitations imposed by ACRD/City of Port Alberni, must be defined in writing upon issuing a declaration of a state of local emergency order.

When Does a Local Declaration Terminate?

A local declaration expires seven (7) days from the date it is signed unless it is extended. The seven-day period is determined by the Interpretation Act Section 25(5) which states that “the first day must be excluded and the last day included.” For example, if ACRD/City of Port Alberni declares a state of local emergency on a Friday at any time



between 0001hr and 2359hr, this local declaration will remain in effect until the following Friday at midnight.

How Is a Local Declaration Extended?

When necessary, the ACRD/City of Port Alberni may seek the approval of the Minister to extend the term of the declaration beyond the seven-day period. A completed Extension Request form should be submitted to the PREOC, if activated, or to the local EMBC regional office. ACRD/City of Port Alberni should submit the request for extension as soon as it determines emergency powers to be required beyond the current expiry date.

The Minister will issue an approval of the extension as appropriate. Each extension is valid for a seven-day period and further extensions may be requested. ACRD/City of Port Alberni must then cause the details of the extension 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.

How is a Local Declaration Cancelled?

ACRD/City of Port Alberni must, when of the opinion that an emergency no longer exists and the continued use emergency powers is therefore not justified, cancel the declaration of a stage of local emergency. This can be accomplished through:

- Bylaw or resolution, if the cancellation is effected by the local authority; or
- Order, if the cancellation is effected by the head of the local authority.

Appendices:

1. Declaration of State of Local Emergency Order
2. Delegation of Emergency Powers Matrix



Appendix 1

Detailed description of the components of a
Declaration of State of Local Emergency
ORDER

type of hazard
Identify the threatening hazard as it relates to the *Emergency Program Management Regulation* and the hazards listed in *Schedule 1*.

name of local authority
Use the corporate name of the local authority. For example, The Corporation of The District of Saanich.

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

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

explanation of ongoing or imminent threat to life or property
Describe how the hazard is going to impact the local authority. For example, "in response to the extreme danger and flooding risk caused by ice jams on Naver Creek".

short hazard description
Provide a unique description of the imminent threat or hazard to the local authority jurisdiction. For example, "The Okanagan Park Fire" uniquely identifies that one fire as opposed to any other fire occurring in the local authority jurisdiction.

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

NOW THEREFORE:

IT IS HEREBY ORDERED pursuant to Section 12 (1) of the *Emergency Program Act* (RS, 1996, Chap 111) that a state of local emergency exists in *[specific geographic boundaries of designated area]*

specific geographic boundaries of designated area
Use geographic boundaries that are easily recognized by the general public and do not require extensive searching. To avoid having to issue multiple declarations, as an event evolves consider including an entire electoral region. The boundaries stated should encompass any areas that are likely to be impacted by the event. For example, a flood event may very well start off locally in a street or neighbourhood but has the potential to spread to a much larger area.

short consequence statement
Describe in general terms the potential consequences should the local authority lack the emergency powers indicated by the declaration order. For example, "potentially resulting in severe impact on the local economy and the well being of the community".

due to *[short hazard description]* and *[short consequence statement]*;

IT IS FURTHER ORDERED THAT the *[name of local authority]*, its employees, servants and agents are empowered pursuant to Section 13 (1) of the *Emergency Program Act* to do all acts and implement all procedures that are considered necessary to prevent or to alleviate the effects of the emergency.

head of local authority
In a municipality, this role belongs to the mayor and in a regional district's electoral area, it belongs to the chair of the board of the regional district.

ORDERED by the *[head of local authority]* this date *[date]* to remain in force for seven days until *[date]* at midnight unless cancelled by *[name of local authority]* or the Minister responsible.

(Head of local authority)

date
The format for dates should be; the month, written out fully, followed by numerical date, and then the numerical year. For example, September 19, 2011



Appendix 2

Delegation of Powers Matrix

Under Section 13 of the Emergency Program Act, ACRD or the City of Port Alberni may delegate of the following powers after declaring a state of local emergency:

[check ✓ to delegate specific powers]

Delegated Powers	EOC Director	-----	-----	-----	-----
1. Acquire or use any land or personal property considered necessary to prevent, respond to, or alleviate the effects of an emergency or disaster.					
2. 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.					
3. Control or prohibit travel to or from any area designated within the declaration.					
4. 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 the area designated within the declaration.					
5. Cause the evacuation of persons and the removal of livestock, animals and personal property from any area designated within the declaration that is or may be affected by an emergency of a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property.					
6. 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 council to be necessary to prevent, respond to, or alleviate the effects of an emergency or disaster.					
7. Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the council to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster.					
8. Construct works considered by the council to be necessary or appropriate to prevent, respond to, or alleviate the effects of an emergency or disaster.					
9. 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 the area (designated within the declaration) for the duration of the State of Local Emergency.					

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



ANNEX D EVACUATION GUIDELINES

General

Evacuation is the process of removing persons from an area of imminent or actual threat to an area of safety. Depending on the nature and scope of the event, evacuations may be limited to a single building or group of buildings, or affect a large area such as a whole community. Successful and detailed planning is the key to effectively executed evacuations when an event occurs that requires these actions.

Evacuation Planning

Comprehensive Operational Guidelines for evacuation in BC and a process for developing an evacuation plan are available online at:

http://embc.gov.bc.ca/em/management/Evacuation_Operational_Guidelines.pdf

Three-stage Evacuation Process

BC has a common policy and format for ordering an evacuation for local jurisdictions. These operational guidelines outline the “Three Stage Evacuation Process” approved by the provincial Interagency Emergency Preparedness Council (IEPC) and are available online at:

Stage 1 - Evacuation Alert

The purpose of the Evacuation Alert is to inform the population at threat of a potential or impending danger. An Evacuation Alert may allow for the affected population to begin an orderly preparation to leave the affected area while informing them of the hazard as well as identify hazard/emergency zone, evacuation route(s) and Reception Centres. Evacuation alerts **do not** require a declaration of a state of local emergency.

At this point, the movement of at-risk populations, transient populations and in some cases, school populations should become a consideration and potentially a priority.

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

Appendix 1 provides an Evacuation Alert template.



Stage 2 - Evacuation Order

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

The hazard and situation is the primary indicator when making the decision to evacuate. In some cases clear and obvious risks will indicate the need for evacuation; in other cases a precautionary evacuation may be justified to avoid an anticipated impact or threat. Ordering an evacuation too far in advance in cases when the hazard recedes can expose the evacuees to unnecessary risk. Waiting too long to make the decision may force the community to evacuate under high-risk conditions.

Under a formal written Evacuation Order the impacted population is ordered to evacuate the area specified **immediately**. It is an Order and as such does not allow for any discretionary action on the part of the population at risk. All persons in the affected area are to be told that, in the interest of their own safety and considering the risk, they are **now ordered** to leave the area. The written Evacuation Order is to be in a consistent form with no allowance for discretion clearly indicating immediate evacuation. It should be stated that while the evacuation order is in effect, the area in question will have controlled access.

Appendix 2 provides an Evacuation Order template.

A declaration of a state of local emergency must be declared for an **evacuation order** to be valid. Boundaries of the declaration of a state of local emergency **must cover all areas under evacuation**. Declarations of emergency automatically expire after seven days. If it is required to leave the evacuation order in place beyond the seven days, local authorities should ensure that the local declaration is extended.

Stage 3 - Evacuation Rescind

When the emergency that necessitated the evacuation is under control and the hazard/emergency zone is declared safe, a Rescind of the Evacuation Order is issued. In many situations the population should be advised that although they are being allowed to return to their homes, the risk may reoccur and the potential for the reinstatement of the Evacuation Order remains. Should a second evacuation of the same area be required, the process recommences from Stage 1 or 2 depending on the situation.

In cases where an Evacuation Alert continues to exist some local authorities combine the Evacuation Alert with the rescind notice.

If it is determined that a rescind is appropriate for a **portion** the evacuation area, it is recommended that the entire original Evacuation Order be rescinded and a new evacuation order be issued with the new boundaries. All Evacuation Orders require a formal Rescind.

Appendix 3 provides an Evacuation Rescind template.



Alternatives to Evacuation

Alternatives to evacuation, such as *Shelter-in-Place* are also available and will be at the discretion of the Policy Group in consultation with the EOC Director.

Appendices:

1. Evacuation Alert Template
2. Evacuation Order Template
3. Evacuation Rescind Template



**Appendix 1
Evacuation Alert Template**

EVACUATION ALERT

An Evacuation Alert has been issued by _____ (*local authority*) at the Emergency Operations Centre (EOC).

(Briefly describe event and potential risk). Because of the potential danger to life and health, the _____ (*local authority*) has issued an Evacuation Alert for the following areas:

(Geographic description including boundaries and properties potentially impacted.)

An Evacuation Alert has been issued to prepare you to evacuate your premises or property should it be found necessary.

Residents will be given as much advance notice as possible prior to evacuation; however you may receive limited notice due to changing conditions.

(Provide map or description of potential evacuation route and map of evacuation alert area.)

WHAT YOU SHOULD DO WHEN AN ALERT IS IN EFFECT

Upon notification of an **ALERT**, you should be prepared for the evacuation order by:

- Locating all family members or co-workers and designate a Reception Centre outside the evacuation area, should an evacuation be called while separated.
- Gathering essential items such as medications, eyeglasses, valuable papers (i.e. insurance), immediate care needs for dependents and, if you choose, keepsakes (photographs, etc). Have these items readily available for quick departure.
- Preparing to move any disabled persons and/or children.
- Moving pets and livestock to a safe area.
- Arranging to transport your household members or co-workers in the event of an evacuation order. If you need transportation assistance from the area please call (*contact number*).
- Arranging accommodation for your family if possible. In the event of an evacuation, Reception Centres will be opened if required.
- Monitoring news sources for information on evacuation orders and locations of Reception Centres.
- Further information will be issued at _____ (*insert time or meeting location*) or should the situation change (*or visit local authority website at*).

For more information contact: (*Local Authority Contact - Potentially Call Centre*).



(Signature of, Mayor or Designate).
(Name of Local Authority) .

Appendix 2
Evacuation Order Template

EVACUATION ORDER ISSUED

(DATE AND TIME)

Pursuant to *(cite legal authority)* an Evacuation Order has been issued by *(local authority)* due to immediate danger to **life safety** due to *(briefly describe event)* .

Members of the *(local police department and other applicable agencies)* will be expediting this action.

The Evacuation Order is in effect for the following areas:

(Geographic description including boundaries and properties impacted).
(Include map of evacuation area and evacuation route).

WHAT YOU SHOULD DO:

- You must leave the area **immediately**.
- Follow the travel route provided and register at *(ESS Reception Centre address and name of facility)*.
- If you need transportation assistance from the area please advise the individual providing this notice or call *(contact number)*.
- Close all windows and doors.
- Shut off all gas and electrical appliances, other than refrigerators and freezers.
- Close gates (latch) but do not lock.
- Gather your family: take a neighbour or someone who needs help. Take critical items (medicine, purse, wallet, and Keys) only if they are immediately available. Take pets in pet kennels or on leash.
- Do not use more vehicles than necessary.
- Do not use the telephone unless you need emergency service.

----- YOU MUST LEAVE THE AREA IMMEDIATELY -----

For more information contact: *(Local Authority Contact- Potentially Call Centre)*.

(Signature of, Mayor or Designate)
(Name of Local Authority)



**Appendix 3
Evacuation Rescind Template**

EVACUATION RESCIND

(DATE AND TIME)

The Evacuation Order, pursuant to *(cite authority and legislation)* issued *(date and time)* to the area(s) *(geographic locations(s))* is rescinded. *(indicate if Evacuation Alert is in place)*.

An Evacuation Order may need to be reissued: however if that is deemed necessary the process will re-commence.

For more information contact:

(Local Authority Contact – Potentially Call Centre).

(Signature of, Mayor or Designate).

(Name of Local Authority).



ANNEX E GLOSSARY

A

Agency (Agencies): An agency is a division of government with a specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance). (See Assisting Agency, Cooperating Agency, and Multi-Agency.)

Agency Representative(s): An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer.

Assistant(s): Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Assisting Agency: An agency directly contributing tactical or service resources to another agency.

Available Resources: Incident-based resources which are ready for deployment.

B

Base: The location at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located or shared with the Base.

Branch: The organizational level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.).

British Columbia Response Management System (BCERMS): The British Columbia Response Management System is a comprehensive management scheme that ensures a coordinated and organized provincial response and recovery to any and all emergency incidents. The broad spectrum of components of the BCERMS includes: operations and control management, qualifications, technology, training and publications.

C

Check-in: The process whereby resources first reports to an incident. Check-in locations include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibase and Division/Group Supervisors (for direct line assignments).

Chain of Command: A series of management positions in order of authority.



Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning, Logistics, and Finance. The term Chief is used at the incident and area command levels.

Clear Text: The use of plain English in all communications. No “Ten Codes” or agency-specific codes are used when utilizing Clear Text.

Command: The act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post: (See Incident Command Post.)

Command Staff: The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander at the site and to the Director at other levels. They may have an assistant or assistants, as needed.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Centre.

Compensation Unit/Claims Unit: Units within the Finance Section responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident.

Cooperating Agency(s): An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., Emergency Social Services, utility companies, etc.).

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc.

Coordinator: The BCERMS title for the individual responsible for coordination of functional section; Operation Coordinators, Planning Coordinators, Logistics Coordinator, and Finance Coordinators. The term coordinator is used at levels of Emergency Operations Centre, Provincial Regional Emergency Operations Centre, and Provincial Emergency Coordination Centre. Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be oral between authorized agency and jurisdictional representatives at the incident.

Cost Unit: Unit within the Finance Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Critical Resource: Material, personnel and finances that are in short supply and are needed by more than one incident management team, or are needed for high priority assignments.



D

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Agencies may require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Deputy: A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors. Deputies can also be utilized at the site support level e.g.: EOC, PEOC, PECC.

Demobilization Unit: Unit within the Planning Section responsible for assuring controlled, orderly, safe, and efficient demobilization of incident resources.

Department Operations Centre (DOC): A group of senior staff and the facility within a department who coordinate the department's activities in support of the department's responsibilities and commitment to the emergency response. DOCs interact with the overall EOC and their agency representatives or senior personnel at the scene. (e.g.: Fire Department, Public Works Department, etc.)

Director(s): The ICS title for individuals responsible for supervision of a Branch at the Site Level.

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Centre: A facility from which resources are assigned to an incident.

Division: Divisions are used to divide an incident into geographical areas of operation. A Division is located within the ICS organization between the Branch and the Task Force/Strike Team. (See Group.) Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings.

Documentation Unit: Unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

E

Emergency: A situation as defined by Emergency Program Act, Environment Management Act and other provincial acts and regulations. (see Incident)

Emergency Operations Centre (EOC): A designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency response. (see Site Support Level)

Emergency Program Coordinator: The individual within a local authority that has coordination responsibility for jurisdictional emergency management.

Emergency Response Plan: The plan that each jurisdiction has and maintains for responding to incidents based on hazard and risk analysis.



Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

F

Finance Section: The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Purchasing Unit, Compensation/Claims Unit, and Cost Unit.

Function: In BCERMS, function refers to the five major activities e.g., Command, Operations, Planning, Logistics, and Finance. The term function is also used when describing the activity involved, e.g., the planning function.

G

General Staff: The group of management personnel, reporting to the Incident Commander at the site and Director at the other levels. They may each have a Deputy, as needed. The General Staff consist of:

SITE LEVEL ICS	SITE SUPPORT LEVEL
Operations Section Chief	Operations Section Coordinator
Planning Section Chief	Planning Section Coordinator
Logistics Section Chief	Logistics Section Coordinator
Finance Section Chief	Finance Section Coordinator

Ground Support Unit: Unit within the Support Branch of the Logistics Section responsible for the fuelling, maintaining, and repairing vehicles, and the surface transportation of personnel and supplies.

Group: Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (see Division)

H

Helibase: The main location for parking, fuelling, maintenance, and loading of helicopters operating in support of an incident.

Helispot: Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading and unloading of supplies, equipment, personnel and medical evacuation.



Incident(s): An occurrence either human caused or by natural phenomena, that requires action by response personnel to prevent or minimize loss of life or damage to property, environment and reduce economic and social losses.

Incident Action Plan: Contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The Plan may be oral or written. When written, the Plan may have a number of forms as attachments (e.g., traffic plan, safety plan, communications plan, map, etc.).

Incident Base: Location at the incident where the primary logistics functions are coordinated and administered. (Incident name will be added to the term Base.) The Incident Command Post may be co-located or shared with the Base. There is only one Base per incident.

Incident Commander: The individual responsible for the management of all incident operations at the incident site. The term 'Incident Commander' shall be deemed to include Unified Command.

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be co-located or shared with the incident base or other incident facilities.

Incident Command System (ICS): 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 Communications Centre: The location of the Communications Unit and the Message Centre.

Incident Management Team: The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Incident Name: When multi-agencies are responding to one incident the jurisdictional agency will name the incident (in clear text) using a common geographical or functional reference. All cooperating and assisting agencies will use the identified incident name.

Incident Site: The actual damaged area at the scene of an emergency.

Incident Support Organization: Includes any off-incident support provided to an incident. Examples would be Emergency Operations Centre, Agency Dispatch Centres, Airports, Mobilization Centres, etc.

Incident Termination: The conclusion of response operations at the scene of an incident.

Information Centre: A temporary location at the scene of an emergency for speedy gathering and transmittal of information. In the case of a major disaster, the information centre should be located near but not in the Emergency Operations Centre.

Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants.

Initial Action: The actions taken by resources which are the first to arrive at an incident.



Initial Response: Resources initially committed to an incident.

J, K

Jurisdiction (Jurisdictional): The range or sphere of authority. Agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. (See Multi-jurisdiction.)

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function and includes key ministries as defined in the Emergency Program Act.

L

Leader: The ICS title for an individual responsible for a Task Force, Strike Team, or functional unit.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Logistics Section: The Section responsible for providing services, and support to the incident.

M

Managers: Individuals within ICS organizational units that are assigned specific managerial responsibilities, e.g., Staging Area Manager or Camp Manager.

Management by Objectives: In BCERMS, this is a top-down management activity that involves a three-step process to achieve the goals. The steps are establishing the incident objectives, selecting the appropriate strategy(s) to achieve the objectives, and implementing the strategy.

Message Centre: The Message Centre is part of the Incident Communications Centre and is co-located or shared or placed adjacent to it. It receives, records, and routes information about resources reporting to the incident, resource status, and administrative and tactical traffic.

Mobilization: The process and procedures used by all agencies and organizations activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-Agency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. May be single or unified command.

Multi-jurisdiction Incident: An incident requiring action from multiple agencies that have statutory responsibility for incident mitigation. In ICS these incidents should be managed under Unified Command.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing resources.



N

Neighbourhood Group: An organized collection of residents who have agreed to assist one another in an emergency until formal relief can be provided.

O

Officer: The title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Information.

Operational Guidelines: An agency's written procedure(s) that establishes a commonly accepted course of action and specifies the functional limitations of personnel in performing emergency operations.

Operational Period: The period of time scheduled for execution of a given set of operational actions as specified in the action plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section: The Section responsible for all tactical operations at the incident. Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.

Out-of-Service Resources: Resources allocated an incident but temporarily unable to respond for mechanical, rest, or staffing reasons.

Outer Perimeter: An area designated to enclose the emergency area, completely encircling it. This area will include the inner perimeter and leave ample room for setting up the Command Post, Staging Areas, Rest Areas, Parking, etc. The outer perimeter is also used to mark the boundary between the Incident Commanders responsible area and the Emergency Operations Centre's responsible area (outside outer perimeter).

P, Q

Planning Meeting: A meeting held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations, and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan.

Planning Section: Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of action plans.

Provincial Central Coordination Level: A coordination level within the BC Emergency Response Management System, which is activated to coordinate all provincial resources. This level interacts with the Provincial Regional Coordination Level.

Provincial Emergency Coordination Centre (PECC): Provincial Operations Centre will be established to manage activities at the Provincial Central Coordination Level. The five functions provided by PECC are Management, Operations Coordination, Planning, Logistics, and Finance. The PECC follows the same basic organizational support levels in the BCERMS.



Provincial Regional Coordination Level: A coordination level within the BC Emergency Response Management System, which is activated to coordinate provincial resources on a regional basis. This level interacts with PRRD and Ministry EOCs.

Provincial Regional Emergency Operations Centre (PREOC): A Provincial Regional Operations Centre manages activities at the Provincial Regional Coordination Level and coordinates the joint efforts of government and non-government agencies.

Purchasing Unit: Unit within the Finance Section responsible for financial matters involving vendor contracts.

R

Radio Cache: A supply of radios stored in a pre-determined location for assignment to incidents.

Recorders: Individuals within BCERMS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance Units.

Reporting Locations: Location or facilities where incoming resources can check-in at the incident (see Check-in).

Resources Unit: Unit within the Planning Section responsible for recording the status of resources committed to the incident. The unit also evaluates resources currently committed to the incident(s), the impact that additional responding resources will have on the incident(s), and anticipated resource needs.

Resources: Personnel and equipment available, or potentially available, for assignment to incident(s). Resources are described by kind and type, e.g., ground, water, air, etc., and may be used in tactical support or management capacities at an incident(s).

Risk Management: Risk management is the process of making and carrying out decisions that will minimize the adverse effects of injuries, accidental losses and liability upon an organization. Making these decisions requires the five steps in the decision process. The five steps in the decision process are:

- Identifying exposure to loss,
- Examining alternative techniques for dealing with the exposures,
- Selecting the best techniques,
- Implementing the chosen techniques, and
- Monitoring and improving the response.

Carrying out these decisions requires the four functions in the management process. The four functions in the management process are:

- Planning,
- Organizing,
- Leading, and
- Controlling.



S

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Section: That organization level with responsibility for a major functional area of the incident, e.g., Operations, Planning, Logistics, Finance.

Single Command: Single Command has one Incident Commander.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work Supervisor that can be used on an incident.

Site Support Level: A coordination level within the BC Emergency Response Management System which is activated to provide policy direction and resources support to an Incident Commander. (See EOC)

Situation Unit: Unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses.

Span of Control: To maintain supervisory levels within the command structure an effective span of control is required. Span of Control within the range of 1 to 3 and 1 to 7 individuals reporting to a supervisory level. The range of 1 to 5 is considered being the optimum number of individuals reporting to the next higher supervisory level.

Staging Area: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by a staging area manager in the Operations Section.

Strategy: The general plan or direction selected to accomplish incident objectives.

Strike Team: Specified combinations of the same kind and type of resources, with common communications and a leader. There should be no more than five of any specified combinations under one leader.

Supervisor(s): The ICS title for individuals responsible for command of a Division or Group.

Supply Unit: Unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident(s).

Support Branch: A Branch within the Logistics Section responsible for providing personnel, equipment, and supplies includes; Supply, Facilities, and Ground Support Units.

Supporting Agency: The term used in the BCERMS to designate assisting and cooperating agencies. (See Assisting Agency and Cooperating Agency).

Supporting Materials: Refers to the several attachments that may be included with an action plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, Finance Sections, or the Command Staff. Also includes resources under the supervision of the Operations Coordination Sections of the Site Support Levels.



T

Tactical Direction: Directions given by the Operations Section Chief which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Tactical Objectives: The specific operations that must be accomplished to achieve strategic goals. Tactical objectives must be both specific and measurable.

Task Force: A combination of single resources assembled for a particular tactical need, with common communications and a leader.

Team: (See Single Resource.)

Technical Specialists: Personnel with special skills that can be used where required within the ICS organization. Technical Specialists may be needed in the areas of fire behaviour, water resources, environmental concerns, resource use and training. Technical Specialist report initially to the Planning Section but may be assigned anywhere within the ICS organizational structure as needed.

Time Unit: Unit within the Finance Section responsible for recording time for personnel and hired equipment.

U

Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with jurisdictional responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives, strategies and action plans. This is accomplished without losing or abdicating agency authority, responsibility, or accountability. The term 'incident command,' when used throughout this standard, shall be deemed to include Unified Command.

Unit(s): The organizational element having functional responsibility for a specific Planning, Logistics, or Finance activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated.

V, W, X, Y



**ANNEX F
CALL-OUT AND CONTACT LISTS**



ANNEX G
EMERGENCY SOCIAL SERVICES PLAN