



DISTRICT OF MISSION EMERGENCY RESPONSE PLAN

(Public Website Version)

TABLE OF CONTENTS

OVERVIEW

Introduction	1
Purpose and Scope.....	1
Emergency Response Organization	1
Site – Incident Command Post.....	1
Site Support – Emergency Operations Centre.....	1
Provincial Regional Emergency Operations Centre.....	2
Reception Centre	2
EOC Organizational Structure.....	3
EOC Functional Checklist.....	4

EMERGENCY CONTACTS & MAPS

DOM Alerting Lists	6
EOC Location Map.....	10
EOC Floor Plans/ Room Layout	11
Alternate EOC Location Map.....	12
Reception Centre Location Map	13
Government Agencies.....	14
Contacts and Resources.....	15
Emergency Response/Recovery Plan – Distribution of the Plan.....	18

EMERGENCY RESPONSE GUIDELINES

Plan Activation and Termination.....	19
Notification Procedures	19
Response Goals	20
Personnel Accountability	20
Telecommunications	21
Personnel and Facility Identification	21
Documentation.....	21
Emergency Personnel Respite and Rehabilitation.....	22
Declaring State of Local and/or Provincial Emergency	23
Declaration of State of Local Emergency Order	25
Extension Request for State of Local Emergency	26
Delegation of Emergency Powers Matrix.....	27
State of Local Emergency Cancellation Order.....	28

EVACUATION PLANS & MAPS

Wildfire and Wildland / Urban Evacuation	29
Local Authority Evacuation Orders.....	29
Provincial Evacuation Orders	29
Evacuation Stages	30
Evacuation Plans / Maps.....	31

HAZARD SPECIFIC ROLES AND PROCEDURES

Hazard Specific Roles & Procedures 32
 Aircraft Incident 33
 Atmospheric Hazards (severe weather) 35
 Dangerous Goods / Hazardous Materials 37
 Earthquake 40
 Farmed Animal Mass Carcass Disposal Event 43
 Fire – Wildland / Interface 50
 Flood 52
 Pandemic Event 55
 Power Interruption – Long Term 58
 Transportation Disaster – Rail Incident 60
 Water Supply Disruption 62

POSITION FUNCTION CHECKLISTS

EOC Director 64
 Emergency Coordinator Centre Deputy Director 68
 Liaison Officer 70
 Information Officer 72
 Operations Section Chief 77
 Planning Section Chief 80
 Logistics Section Chief 83
 Finance / Administration Section Chief 85
 Risk Management/Safety – The Emergency Coordinator 87

BYLAW & ACT

Definitions and Terms 89
 DOM Bylaw 2783-1994 A Bylaw to Provide an Emergency Program within the DOM
Legislation and Acts
 Emergency Program Act Chapter 111

FORMS

Forms Table of Contents
 EOC 401 EOC Management Team Briefing Agenda
 EOC 401A Section/Function Status Report
 EOC 407 Position Decision / Approval Log
 EOC 410 Contact Log
 EOC 414 Position Log
 EOC 415 Damage Assessment
 EOC 417 ESS Reception Centre / Group Lodging Situation Report
 EOC 418 ESS Local Situation Report
 EOC 420 Evacuation Plan Message
 EOC 421 Urgent Evacuation Procedures
 EOC 422 Spokesperson Media Statement
 EOC 423 Media Tracking Report
 EOC 424 Media Conference Attendance Record
 EOC 425 After the Disaster (Media Release)
 EOC 501 EOC Situation Report
 EOC 502 EOC Action Plan

EOC 503	EOC Shift Schedule
EOC 507	Transportation Plan
EOC 508	EOC Staff Food and Lodging
EOC 509	Communications Log
EOC 511	EOC Check In / Check Out
EOC 512	PEP Task Registration Form
EOC 514	Request for Resources or Assistance
EOC 515	Resource Planning Worksheet-Supply Unit
EOC 516	Resource Status (by type)
EOC 517	Resource Status (by location)
EOC 523	EOC Facility / Equipment Inventory
EOC 530	EOC Expenditure Authorization Form
EOC 532	EOC Daily Expenditures
EOC 534	EOC Expenditure - Event Totals
EOC 550	EOC Major Incident Report
	Local Government Body Response Claim Submission
	Water Supply (Boil Water Notices)

DISTRICT OF MISSION OTHER EMERGENCY PLANS

- Community Wildfire Protection Plan
- Farmed Animal Mass Carcass Disposal
- Fraser River Flood Preparedness & Response Plan
- Hazard Risk Vulnerability Assessment
- Personal Pandemic Planning Guide

INTRODUCTION

This “all hazards” Plan is intended for use by all members of the District of Mission Emergency Program in the event of a major emergency. An “all hazards” plan utilizes the same management system regardless of the type of emergency. Specific action plans by hazard type are presented section “*Hazard Specific Roles*”

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

BCERMS Response Goals

- (a) Provide for the safety and health of all responders
- (b) Save lives
- (c) Reduce suffering
- (d) Protect public health
- (e) Protect government infrastructure
- (f) Protect the environment
- (g) Reduce economic and social losses

PURPOSE AND SCOPE

This Plan guides the operations, organization, responsibilities and coordination necessary to provide for effective response and recovery from major emergencies or disasters in the jurisdictional area of the District of Mission. This Plan does not address emergencies that are normally handled at the scene by the appropriate first responding agencies or incidents occurring in neighbouring communities. **The Plan does address incidents that may cause damage of sufficient severity and magnitude to warrant execution of all or part of this Plan.**

EMERGENCY RESPONSE ORGANIZATION

The District of Mission utilizes the BCERMS and Site Support Standard as its organizational structure. (See organizational chart on *page 3*) An Incident Commander must always be present to oversee site activities, and the Emergency Operations Centre (if required) is activated to oversee and coordinate all off-site activities. If the emergency is very large or wide spread, a Provincial Regional Emergency Operations Centre (PREOC) may be established to provide support and coordination. If a PREOC is established, then the Provincial Emergency Coordination Centre (PECC) in Victoria is also established.

SITE – INCIDENT COMMAND POST

The Incident Command Post (ICP) is the location from which the Incident Commander directs the response to the emergency. The ICP may be a police car, ambulance, fire apparatus or District vehicle. It is the location to which all responders initially report for incident briefings and assignments. In larger, more complex and extended duration incidents, consideration should be made to relocate the ICP to larger quarters. This could include a fire station, recreation centre or other similar structure.

**SITE SUPPORT – EMERGENCY OPERATIONS CENTRE
(may not be required)**

In larger complex incidents, responders at the site of the emergency may require policy direction, coordination, and resource support. The District of Mission Emergency Program primary Emergency Operations Centre (EOC) is located at 33330 Seventh Avenue, on the second floor of Fire Station No. 1.

The EOC Director provides policy direction to the Incident Commander, who is at or near the site of the emergency. The EOC also coordinates resource requests from the site and manages all offsite activities. The EOC may be activated at the request of the Incident Commander or any other member of the EOC Management Team.

PROVINCIAL REGIONAL EMERGENCY OPERATIONS CENTRE

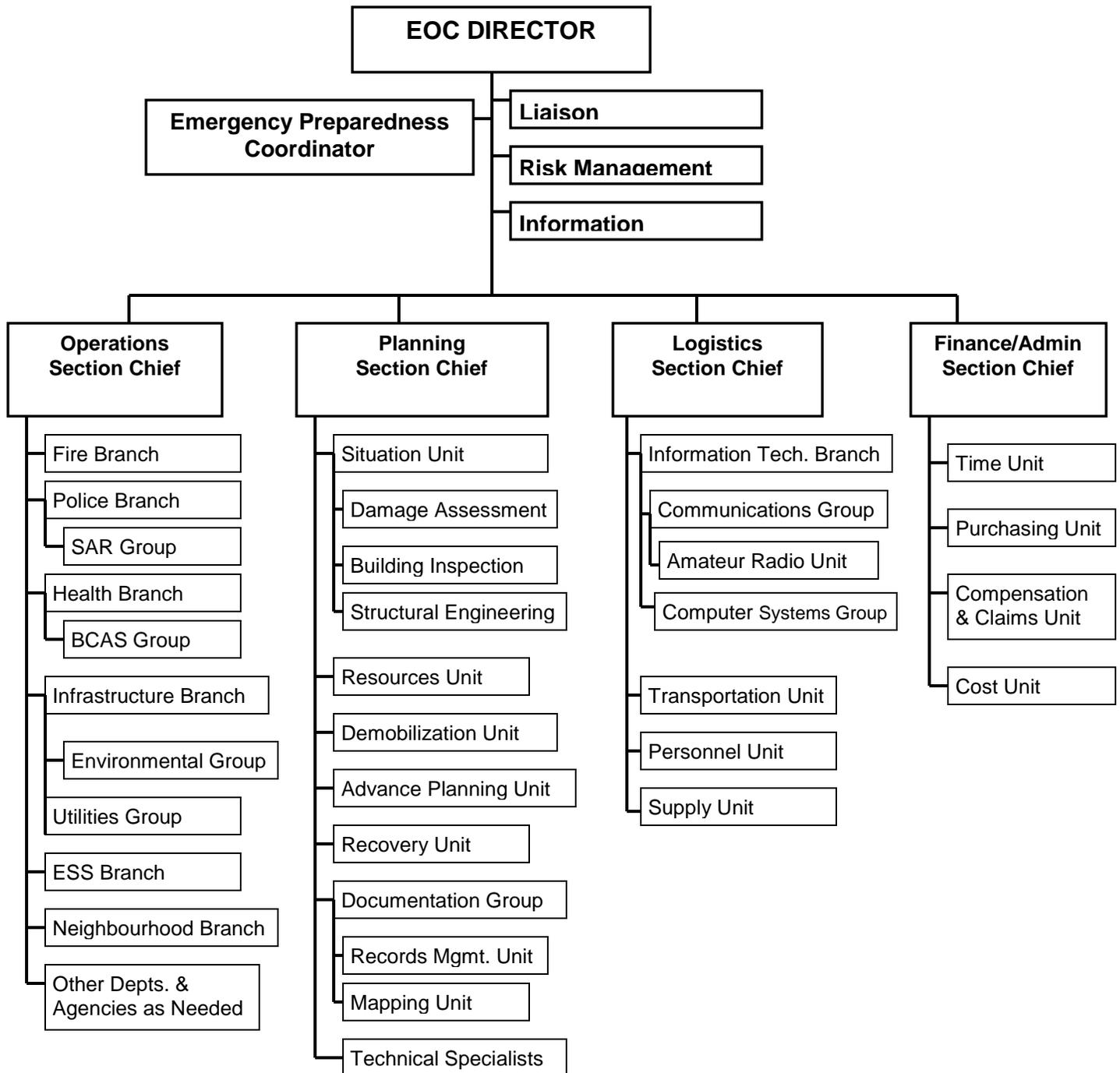
The Provincial Regional Emergency Operations Centre (PREOC) coordinates, facilitates and manages information, policy direction, and provincial resources to support local authorities and provincial agencies responding to an emergency.

The operation of one or more PREOCs is initiated in order to support the response by local government or agencies. PREOCs do not normally communicate directly with Incident Commanders at the site, but usually communicate with the Site Support Level, (District of Mission) to help coordinate agency operations.

RECEPTION CENTRE

The District of Mission may be required to activate a Reception Centre given the nature of the Emergency. The Primary Reception Centre has been identified as the Leisure Centre, located at 7650 Grand Street.

EOC Organizational Structure



EOC FUNCTIONAL CHECKLISTS

The generic checklist is to be used by all Emergency Operation Centre (EOC) staff functions. Only Activation Phase and Demobilization Phase items are included as more specific Operational Phase items are listed in individual checklists found in function charts.

Activation Phase:

	Time	Initial
Check in with the Logistics Section (Personnel Unit) upon arrival at the EOC. Obtain any identification card and vest, if available.		
Complete <i>EOC Check-In List (EOC 511)</i> and/or <i>PEP Task Registration Form (EOC 512)</i> .		
If you are a representative from an outside (non-jurisdictional) agency, register with the Liaison Officer.		
Report to EOC Director, Section Chief, or other assigned supervisor, to obtain current situation status and specific job responsibilities expected of you.		
Set up your workstation and review your position checklist, forms and flowcharts.		
Determine your resource needs, such as a computer, phone, fax, stationary, plan copies, and other reference documents and obtain from the Logistics Section (EOC Support Unit).		
Reinforce the use of proper procedures for media contacts. This is particularly critical in situations where statistical information is requested by the media. Be prepared to speak when requested by the Information Officer or EOC Director.		
Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.		
Ensure staffing is available for your Section, Branch or Unit for 24 hour operations, if required.		
Ensure alternates are identified for your position to allow for 24 hour extended operations, if required.		
Participate in any facility/safety orientations as required.		
Establish and maintain an Emergency Operation Centre (EOC) <i>Position Log (EOC 414)</i> that chronologically describes the actions you take during your shift.		
Follow the Activation Phase tasks listed on your function-specific checklist.		
Date:	Time:	
Print Name:	Signature:	

Operational Phase:

	Time	Initial
Document all decisions/approvals on <i>Position Log (EOC 414)</i> .		
Ensure that all required forms or reports are completed prior to demobilization.		
Date:	Time:	
Print Name:	Signature:	

Demobilization Phase:

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

CONTACTS AND RESOURCES

All contact numbers and resource lists are found in Emergency Contacts, Maps Index. It is the responsibility of the District of Mission Emergency Coordinator to ensure these lists are updated annually.

EMERGENCY ALERTING SYSTEM - CALL OUT INSTRUCTIONS

Call Out Lists Revised March 24, 2014

The Alternate EOC is Public Works (33835 Dewdney Trunk Road, Mission)

The Emergency Alerting System call-out is activated when the RCMP Operations Centre in Chilliwack is requested to activate the District of Mission Emergency Program.

911 Dispatch or the **RCMP Officer in Charge** will be responsible to contact the first available person on "**Call Out List 1**"

CALL OUT LIST NO. 1 - The responsibility of the first **person contacted on list # 1** is to contact the first available person on "**Call Out List 2**" (local support staff)

CALL OUT LIST NO. 2 (Responsibilities)

1. The responsibility of the first person contacted on **List # 2** is to call **all other persons on List #2** if available. You are to advise each person you contact on **List #2** to phone persons on list #3 by distributing sections of the call list to each person as listed below (agencies are numbered for easy reference).
2. Using **Call Out List 3** distribute agency contacts as follows: 1-6 7-12 13-18 19-22. You are to phone any remaining contacts that were not distributed for someone to call.
3. On **Call Out List 3 contact the name in bold**. If you do not speak to that person directly, contact the alternate name (leave phone message on all phones).
 - advise the person that the E.O.C. has been activated
 - forward any other pertinent information you are given
 - ask the person to go the E.O.C. (33330 Seventh Avenue) as soon as possible
4. After calling the persons on the list you are responsible for, report to the Emergency Operating Centre, Fire Hall No. 1. Further calls to those who were initially unavailable can be made at the Emergency Operating Centre.

CALL OUT LIST #1

Position				
1. Director of Operations				
2. Public Information Officer				
3. Director of Engineering & Public Works				
4. Fire Chief				
5. Acting Assistant Fire Chief				

CALL OUT LIST #2

Position				
1. Administrative Clerk – Fire Dept.				
2. Administrative Clerk – Public Works				
3. Administrative Clerk – Planning				
4. Administrative Clerk – Administration				

**MAYOR AND COUNCIL CONTACT INFORMATION
PUBLIC DOCUMENT
(AS OF DECEMBER 1, 2014)**

MAYOR Randy Hawes
c/o District of Mission
8645 Stave Lake Street
Box 20, Mission, BC
V2V 4L9

Office 604-820-3702 (District of Mission)
Cell 604-556-6666
Fax 604-826-1363
Home 604-826-5617
Email rhawes@mission.ca

COUNCILLORS**ACTING MAYOR**

Pam Alexis
c/o District of Mission

Cell 604-302-2005
Email palexis@mission.ca

February/August

Carol Hamilton
c/o District of Mission

Cell 604-864-5877
Email chamilton@mission.ca

January/July

Jim Hinds
c/o District of Mission

Cell 604-302-0510
Email jhinds@mission.ca

April/October

Rhett Nicholson
c/o District of Mission

Cell 604-751-4274
Email rnicholson@mission.ca

May/November

Danny Plecas
c/o District of Mission

Cell 604-768-9155
Email dplecas@mission.ca

December/June

Jenny Stevens
c/o District of Mission

Home 604-820-2049
Email jstevens@mission.ca

March/September

In the absence of the designated Acting Mayor for a particular time period, the Acting Mayor for the previous time period shall be the first alternate and the Acting Mayor for the subsequent time period shall be the second alternate.

GOVERNMENT AGENCIES

Provincial Government

Provincial Emergency Program

The Provincial Emergency Program provides support to municipalities and provincial government agencies before, during and after major emergencies. PEP maintains a regional office in Surrey along with a dedicated PREOC.

Ministry of Environment

The Ministry provides support to municipalities during hazardous materials incidents as well as flooding and other environmental emergencies.

Ministry of Human Resources

The Ministry supports Emergency Social Services volunteers throughout the province and provides Ministry staff on request.

Ministry of Forests

The Ministry of Forests Protection Branch is responsible for wildland fire fighting. They do not fight structure fires. The Ministry is a major resource in the prevention and mitigation of interface fires.

Office of the Fire Commissioner

The Office of the Fire Commissioner provides onsite advice to fire departments including the authority to cause evacuations if there is an imminent risk of fire or explosion.

Ministry of Transportation

The Ministry is the lead flood fighting agent of the province and has the statutory authority to close provincial roads and highways.

Federal Government

Support from federal agencies such as the military during disasters must be requested through the Provincial Emergency Program.

CONTACTS & RESOURCES

Agency	Public Number	Fax	Website / Email
	Non-Emergency		
B.C. Ambulance (Dispatch)	(604)872-5151		
BC Hydro	1(800)769-3766		www.bchydro.com
CN (Canadian National Railway) CN Police Emergencies	1(800)465-9239		www.cn.ca
CPR (Canadian Pacific Railway) Railway Emergencies	1(800)716-9132		www.cpr.ca
CKNW (Radio Station AM 980)			
News Tips Line 24/7	1(604)331-2832		www.cknw.com
Main Switchboard	1(604)331-2711		nwnews@cknw.com
Coastal Fire Centre			
Coroner	1(604)622-6443	1(604)930-7135	
CTV - Television Station			www.bc.ctvnews.ca
Main Office	1(604)608-2868	1(604)608-2698	
News Desk	1(604)609-5800	1(604)609-5894	
Dept. of Fisheries and Oceans			
Area Director - Delta BC	1(604)666-6478		
Mission Field Office	(604)814-1055	(604)814-1064	
Drive BC	1(800)550-4997		www.drivebc.com
Engineering Dept. (Mission)	(604)820-3736		
ESS (Mission Emergency Social Services)			
Fire Dispatch			
Fraser Health			
Health Emergency Mgmt.	(604)581-1111 Local (776378)		
Gas Inspector	(604)851-7013 1(866)566-7233 #6		
Global BC - Television Station			www.globaltvbc.com
News Tips	1(604)422-6494		tips@GlobalTVBC.com
Main Switchboard	1(604)420-2288	1(604)422-6427	

Agency	Public Number	Fax	Website / Email
	Non-Emergency		
Hazmasters	1(800)663-7685		www.hazmasters.com
Insurance Bureau of Canada			
Consumer Information Line	1(604)684-3635		www.abc.ca
Ministry of Agriculture and Lands			
Abbotsford Office	(604)556-3001	(604)556-3030	
Ministry of Environment			
Lower Mainland Regional Office	1(604)582-5200	1(604)930-7119	
for Emergencies contact PEP			
Ministry of Forests			
Coastal Fire Centre - Parksville	1(250)951-4201	1(250)954-0823	
Fraser Fire Zone – Cultus / Haig	1(604)858-4742	1(604)858-4943	
Ministry of Transportation			
Chilliwack Area Office			
Operations Manager	1(604)795-8201	1(604)795-8214	
District Clerk	1(604)795-8211		
Mission Amateur Radio			
Mission Animal Control	(604)826-4496		
Mission Leisure Centre	(604)820-5350	(604)826-4396	
Mission Memorial Hospital			
Emergency Ward			
Switchboard - general inquiries	(604)826-6261	(604)826-9513	
News 1130			www.news1130.com
News Room 24/7	1(604)877-4400		news1130.ckwx@rogers.com
Main Switchboard	1(604)873-2599		
PEP (Provincial Emergency Program)			www.pep.bc.ca
PECC (Prov. Emer. Coordination Centre)	1(800)663-3456		
SWE Region (Surrey)	1(604)586-4390	1(604)586-4334	
Poison Control Centre	1(800)567-8911		

Agency	Public Number	Fax	Website / Email
	Non-Emergency		
Provincial Highway Condition Centre		1-604-660-9470	
incoming information line			
outgoing information line	1(604)660-9770		
Public Works (DOM)	(604)820-3761	(604)826-8633	
R.C.M.P. (Mission)	(604)826-7161		
Salvation Army	(604)852-9305		
	(extension 126)		
SAR (Mission Search and Rescue)			
School District (Mission) Transportation	(604)826-2377		
Shaw Cable - Repair			
Customer Service Mission	(604)462-2012		
Tervita		1(604)214-7017	www.tervita.com
Transportation Safety Board Of Can.	1(604)666-5826		

EMERGENCY RESPONSE / RECOVERY PLAN

Distribution of the Plan

Plan No.	Given to Agency	
	Emergency Operations Centre	
	P.E.P. (mail revisions)	
	D.O.M. Chief Administrative Officer	
	D.O.M. Deputy Chief Administrative Officer	
	D.O.M. Emergency Preparedness Coordinator	
	D.O.M. Engineering Department	
	D.O.M. Mayor and Council	
	D.O.M. Finance Department	
	D.O.M. Leisure Centre	
	B.C. Ambulance	
	Fraser Valley Health Region	
	Mission Emergency Social Services	
	Mission Hospital	
	Mission RCMP	
	Mission Amateur Radio Club	
	Mission Search & Rescue	
	School District #75	
	Royal Canadian Marine Search & Rescue	
	Administrative Clerk-Mission Fire/Rescue Service	
	BC Ambulance	

PLAN ACTIVATION AND TERMINATION

Who Can Activate the Plan

The following people have the delegated authority to implement the District of Mission *Emergency Response and Recovery Plan*, in whole or in part, in accordance with the Plan activation procedure:

- Any member of the Emergency Planning Team
- Any Incident Commander
- Director of the Provincial Emergency Program after a provincial declaration of state of emergency

It should be noted that activation of the Plan does not necessarily require the activation of an EOC. *Conversely*, the activation of an EOC does not require the activation of the Plan.

Plan Activation Procedure

Before ordering the implementation of the Emergency Plan, the applicable Emergency Planning Team Member must;

- First contact the Emergency Coordinator or designate to ascertain whether the situation is an emergency or a disaster, and,
- Confirm whether financial support for dealing with the emergency or disaster will be provided by the Provincial Emergency Program or by any other provincial or federal government department or agency.

Termination

Once activated, the Incident Commander or Emergency Operations Centre Director will terminate the EOC activity for the current event, when appropriate, and notify all participants.

Declaration Not Required

A declaration of state of local emergency or provincial emergency is **not** required to:

- Implement the Plan
- Activate the EOC
- Access emergency funds from the Provincial Emergency Program (PEP)
- Obtain a PEP Task Number

NOTIFICATION PROCEDURES

Initial Reports

It is expected that one of the first response emergency services will receive the initial report of major emergencies or disasters.

The Incident Commander or Emergency Program Coordinator in turn should determine whether or not the EOC Management Team should be notified, declaration required and which other agencies should be notified.

When requested by any of the people authorized to activate this Plan, the Emergency Program Coordinator will contact the members of the EOC Management Team using the following format.

“This is _____ representing the District of Mission Emergency Program. We have a major emergency situation as follows (brief description). The _____ (delegate authority as appropriate) has ordered the activation of the EOC team to deal with the emergency. You are requested to immediately attend the EOC located at 33330 Seventh Avenue, Fire Station No. 1.

RESPONSE GOALS

The BCERMS supports a prescribed set of response goals, set out in priority as follows:

1. Provide for the safety and health of all responders
2. Save lives
3. Reduce suffering
4. Protect public health
5. Protect government infrastructure
6. Protect property
7. Protect the environment
8. Reduce economic and social losses

PERSONNEL ACCOUNTABILITY

Check in

EOC Logistics shall verify the presence and functional assignment of all personnel involved in the emergency. This will ensure that proper safeguards are in place to account for all personnel.

The location and function of all resources (human and physical) deployed shall be accounted for at all times.

The Incident Commander shall ensure that the site has specific procedures to identify and track personnel entering and leaving hazardous areas, such as confined spaces or areas where special protective equipment is required.

The EOC as well as all responding agencies at the site must establish operational guidelines to evacuate personnel from an area where an imminent hazard exists and to account for their safety. These guidelines will also include a method for notifying all personnel in the affected area.

Situation Reports

SITREP'S

Situation reporting is a function most commonly managed through the Planning Section. All personnel must forward incident situation information to the Planning Section. The Planning Section supports operational decisions and summarizes situation information for delivery to higher levels in the BCERMS structure. In all cases, the EOC Director reviews and approves situation information before transmittal.

SITREP forms are contained in the Forms Index.

TELECOMMUNICATIONS

EOC Communications

Among all BCERMS levels, there must be a dedicated effort to ensure that telecommunication systems, planning and information flow are being accomplished in an effective manner.

Plain English for all telecommunications will be used to reduce the confusion that can be created when codes are used.

Normal site communications typically involve two-way radio, cell phones or M-Sat system communication. For the EOC, telecommunications methods should consider the following priorities:

- Email
- Fax
- Telephone (land line, VOIP, MSAT)
- Two-way radio (VHF, amateur , commercial)

PERSONNEL AND FACILITY IDENTIFICATION

Common Identification

The following identifying symbols for specific functions must be used by all agencies that work within the EOC, if established.

	Director and Deputy Director
	Command Staff
	Operations
	Planning
	Logistics
	Finance / Administration

The EOC and the appropriate areas within are marked with compliant signage.

DOCUMENTATION

Importance

It is extremely important to accurately document actions taken during emergencies. The following items must be documented:

- Policy decisions
- EOC decisions / direction
- Resource requests
- Personal logs
- Functional position logs

The appropriate forms to be completed are contained in the Forms Index.

Functional Position Logs

The following applies to all Logs:

- Must be hand-written and contain sufficient information to provide the gist of *important* telephone calls, messages, and actions taken.
- Written messages received are to be filed separately and referred to by a message number in the log.
- Log entries will be numbered in sequence.
- Log sheets are to be photocopies in duplicate. One copy remains at the originator's desk, and the other is passed to Finance and Admin staff for consolidation in the master log.

Only the important matters need be recorded.

After Action Reports

The Incident Commander or EOC Director is responsible for preparing after-action evaluation reports on all aspects of emergencies under his/her control.

EMERGENCY PERSONNEL RESPITE AND REHABILITATION

EOC management must consider the circumstances of each emergency and make suitable provisions for the rest and rehabilitation of personnel under their control.

At the EOC, these provisions should include the ability to quickly access medical attention, food and fluid replenishment and an area of quiet and rest.

All supervisory personnel shall maintain an awareness of the physical and mental condition of personnel operating within their span of control and shall ensure that adequate measures are taken to provide for their safety and health. Supervisory staff will ensure that fatigued or stressed personnel are put out-of-service status until it is safe to return to their position. In addition, supervisors will ensure Critical Incident Stress Debriefing (CISD) services are available to staff in the EOC as needed.

If large numbers of field responders are deployed in traumatic situations for extended periods of time, a Respite Centre should be established.

Risk to Personnel

All supervisory positions at the site and in the EOC shall evaluate the risk to personnel under their supervision with respect to the potential results of their actions in each situation.

In situations where the risk to personnel is excessive, activities shall be limited to defensive and protective operations.

DECLARING STATE OF LOCAL AND/OR PROVINCIAL EMERGENCY

Declaration Not Needed For...

A Local Authority **NEED NOT** declare a *state of local emergency* for the following:

- To implement part or all of their *Emergency Response and Recovery Plan*
- To gain liability protection under the *B.C. Emergency Program Act*
- To qualify for disaster financial assistance under the *B.C. Emergency Program Act*

Declaration Needed For

A Local Authority may declare a state of local emergency for the following:

- Enforcement of a mandatory evacuation not possible under other legislations (i.e. Fire Services Act, Health Act, Natural Gas, etc.)
- Access to private property
- Control of goods and services
- Borrowing money for response expenses

Powers Available Under A Declaration

The *B.C. Emergency Program Act (Part 3, Division 3-13)* details the powers available to a local authority after a declaration has been made. In summary, they are the power to:

1. Acquire or use any land or personal property
2. Authorize or require any person to render assistance
3. Control or prohibit travel within the District of Mission
4. Provide for the restoration of essential facilities and distribution of essential supplies
5. Cause the evacuation of persons and livestock
6. Authorize entry into a building or on any land without warrant
7. Cause the demolition or removal of trees, structures or crops
8. Construct any works deemed necessary
9. Fix prices or ration food, clothing, fuel, equipment, medical supplies or other essential supplies.

Bylaw & Act index contains the legislation which must be referred to when declaring a State of Local Emergency**Steps in Declaring a State of Local Emergency**

Once it is apparent to the EOC Management Team that, in their best judgment, emergency conditions warrant a declaration, they must advise the Mayor or designate that they wish to issue a declaration, as well as the nature, extent, probability of loss, resources at risk, and geographic area.

Consultation should occur between the Mayor and the Director of the Provincial Emergency Program (PEP) prior to the declaration. The Director of PEP is also committed to consultation prior to issuance of a Provincial Declaration, whenever possible. The Director of PEP is responsible for briefing the Solicitor General.

The prior consultation process should include the PREOC, if established, and any neighbouring local governments that could be impacted.

1. A coordinated public information communications plan should be available for immediate implementation, following the declaration.
2. A State of Local Emergency automatically exists for seven (7) days unless cancelled earlier. An extension of a State of Local Emergency beyond seven days must have the approval of the Solicitor General.
3. Once it is apparent to the head of the response organization that extraordinary powers are no longer required and that the Local State of Emergency may be cancelled, they should advise the Mayor as soon as possible. If the Declaration is cancelled by resolution or order, the Solicitor General (EMBC) must be promptly notified.

Delegation of Emergency Powers Matrix

Reference: *Emergency Program Act Section 10*

Emergency Powers	Delegated To			
	[functional position]	[functional position]	[functional position]	[functional position]
Acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster.				
Authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster.				
Control or prohibit travel to or from any area of British Columbia.				
Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of British Columbia.				
Cause the evacuation of persons and the removal of livestock, animals and personal property from any area of British Columbia that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property.				
Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the minister to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster.				
Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the minister to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster.				
Construct works considered by the minister to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster.				
Procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of British Columbia for the duration of the state of local emergency.				

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

EVACUATION PLANS AND MAPS

Removing people from their homes and livelihoods must not be taken lightly. People will already be under duress during an emergency; however, public safety must be first. It is a delicate balancing act.

Stages in Evacuation

There are a number of ways to order an evacuation in B.C. and these vary from hazard to hazard. It is very important to understand the various methods and legal authorities.

WILDFIRE AND WILDLAND / URBAN EVACUATION

In wildfire emergencies, the B.C. Forest Service may order an evacuation for tactical fire fighting reasons, however for large scale evacuations, the Office of the Fire Commissioner or a Local Authority, (after a declaration of a state of local emergency) may order evacuations.

Flooding

During threat of flooding, enforced evacuations may only be ordered by:

**A local authority AFTER declaring a state of Local Emergency, or
The Province AFTER declaring a state of Provincial Emergency**

LOCAL AUTHORITY EVACUATION ORDERS

To order an evacuation, a local authority must declare a “state of local emergency,” as enabled under Section 12 of the *B.C. Emergency Program Act*.

When it is determined that an evacuation is required, the warning must be timely and accurate. While the main concern is the preservation of life, those displaced from their homes or businesses may be experiencing inconvenience, anxiety and fear.

PROVINCIAL EVACUATION ORDERS

Several agencies and jurisdictions have the legal authority to close areas and order evacuations. The Hazard Specific Checklists detail which agency has authority for specific incidents. The appropriate legislation is referenced in the Emergency Program Act Section 14(3).

EVACUATION STAGES

Regardless of who orders an evacuation, this Plan follows the provincial standard of a three-staged evacuation process.

Stage 1: Evacuation Alert

A consistent format and process will be used to alert the population at risk of potential need for evacuation. The alert highlights the nature of the danger and that people should be prepared to evacuate the area. This Evacuation Alert may allow for the population at risk to begin an orderly preparation to voluntarily leave the affected area, within a specified time frame. However, the reality of the situation may require immediate action with very short notice.

Stage 2: Evacuation Order

The population at risk is ordered to evacuate the area specified in a formal written order. This is an order and as such does not allow for any discretionary decision on the part of the population at risk. They must leave the area immediately.

A statement must be included in all bulletins, pamphlets, warnings and order that makes it very clear to all that, while the evacuation order is in effect, the area in question will have controlled access and that a pass may be required to regain access to the area.

Stage 3: All Clear

The population at risk is allowed to return to the area previously evacuated, having been advised that the danger has passed. There is the possibility that the danger may re-manifest itself and the Evacuation Alert or Evacuation Order might need to be reissued.

EVACUATION PLANS / MAPS

Hazard-Specific Roles and Procedures

This section provides Hazard-Specific checklists that are designed to help guide staff that may not be familiar or practiced in their function, and provide useful reminders of items that should be done during an emergency. It is important that the entire checklist be read through once first, before initiating action items.

It is important to note that not all functional positions are required for all emergencies. Only those positions that are needed to effectively handle the emergency should be staffed.

All of the action checklists are symbol coded. For a fully staffed EOC, one needs only to act on those items that are coded for that particular function. If the EOC is operating under reduced staffing, then whatever staff is available will need to action a variety of functional items.

- ⊙ **Director & Deputy Director**
- **Command Staff**
- ❖ **Operations**
- ◆ **Logistics**
- **Planning**
- * **Finance & Administration**

AIRCRAFT INCIDENT

LEAD AGENCY: RCMP

Possible Major Effects:

- Casualties or death
- Trapped, stranded and / or missing people
- Evacuation of people and / or animals
- Explosions and / or fire hazard
- Hazardous materials spills
- Disruption and / or damage to infrastructure
- Disruption of travel

- ⊙ **Director & Deputy Director**
- **Command Staff**

- ❖ **Operations**
- **Planning**

- ◆ **Logistic**
- * **Finance / Administration**

Potential Actions	Agencies/Persons Responsible	Possible Resources
<ul style="list-style-type: none"> ■ Assure that caller and anyone near the scene is in a secure location 	<ul style="list-style-type: none"> ■ Dispatch 	
<ul style="list-style-type: none"> ■ Call RCMP, Fire Department, BCAS, Emergency Program Coordinator (EPC) 	<ul style="list-style-type: none"> ■ Dispatch 	<ul style="list-style-type: none"> ■ 911 ■ EPC via Fire Chief (90) page through Dispatch
<ul style="list-style-type: none"> ❖ Incident Commander (IC) to restrict area to responder only 	<ul style="list-style-type: none"> ❖ IC, RCMP 	<ul style="list-style-type: none"> ❖ Fire line tape ❖ Road barricades ❖ Cones
<ul style="list-style-type: none"> ➤ Activate Emergency Operation Centre (EOC) 	<ul style="list-style-type: none"> ➤ EPC 	<ul style="list-style-type: none"> ➤ EOC activation call out sheet
<ul style="list-style-type: none"> ○ Prepared Situation Report and specify type and size of aircraft, registration numbers 	<ul style="list-style-type: none"> ○ EPC or EOC Planning 	<ul style="list-style-type: none"> ○ <i>Situation Report (EOC 501)</i> (see Forms Index)
<ul style="list-style-type: none"> ➤ Contact PEP. Report situation and obtain task number 	<ul style="list-style-type: none"> ⊙ EPC, EOC Director 	<ul style="list-style-type: none"> ➤ PEP
<ul style="list-style-type: none"> ❖ Deal with life threatening situations, assess number of dead, trapped or missing, conduct search and rescue operations 	<ul style="list-style-type: none"> ❖ IC, RCMP, Fire, BCAS ❖ EOC Operations 	<ul style="list-style-type: none"> ➤ SAR ➤ Emergency lighting ◆ Radios
<ul style="list-style-type: none"> ❖ Establish emergency landing zone 	<ul style="list-style-type: none"> ❖ IC, Fire, RCMP, BCAS 	<ul style="list-style-type: none"> ➤ Barricades, cones, fire line tape,

- ⊙ Director & Deputy Director
- Command Staff

- ❖ Operations
- Planning

- ◆ Logistic
- * Finance / Administration

Potential Actions	Agencies/Persons Responsible	Possible Resources
		emergency lighting
❖ Notify hospital of number and type of casualties	❖ EOC Operations, IC	◆ Mission Memorial Hospital Emergency Ward
❖ Arrange temporary morgue and removal of deceased	❖ RCMP, Coroner	◆ Coroner
⊙ Consider evacuation or shelter in place for affected residents	⊙ EOC Director, Mayor	⊙ <i>Declaration</i> (See <i>Emergency Response Guidelines Index</i>)
❖ Evacuate affected area as required	❖ IC, RCMP	➤ SAR ➤ ESS
➤ Contact Transportation Safety Board of Canada (TSBC)	➤ EOC Liaison	➤ TSBC
❖ Inspect damaged buildings and infrastructure	❖ EOC Operations, Public Works, Engineering Department	◆ <i>Damage Assessment forms (EOC 415) (see Forms Index)</i>
⊙ Coordinate recovery and restoration process	⊙ EOC	➤ Public Works ➤ Engineering Dept.

ATMOSPHERIC HAZARDS (Severe Weather)

LEAD AGENCY: Public Works

Possible Major Effects

1. Public health issues and concerns
2. Shelter-In-Place of people and animals
3. Drinking water and food shortages
4. Disruption and/or damage to infrastructure (roads, bridges, utilities, water, sewer and drainage systems)
5. Disruption of Travel (road, rail and air)
6. Disruption of Essential Services (Police, Fire, Health)
7. Disruption of Communications
8. Disruption and economic effect on government, business and/or public

⊙ **Director & Deputy Director**

❖ **Operations**

◆ **Logistic**

➤ **Command Staff**

○ **Planning**

* **Finance / Administration**

Potential Actions	Agencies/Persons Responsible	Possible Resources
<ul style="list-style-type: none"> ➤ Activate EOC ➤ Notify PEP 	<ul style="list-style-type: none"> ⊙ EOC Director or Emergency Program Coordinator 	<ul style="list-style-type: none"> ➤ Emergency EOC call out ➤ Dispatch ➤ PEP
<ul style="list-style-type: none"> ◆ Establish emergency communications 	<ul style="list-style-type: none"> ◆ EOC Logistics 	<ul style="list-style-type: none"> ➤ Mission Amateur Radio Club
<ul style="list-style-type: none"> ➤ Establish public information system in coordination with lead agency ➤ Consider activating a call centre with Q & A self help tips 	<ul style="list-style-type: none"> ➤ EOC Public Information Officer 	<ul style="list-style-type: none"> ➤ News 1130 ➤ Country 107.1 /Star FM newsroom ➤ Mission City Record ➤ Shaw Cable
<ul style="list-style-type: none"> ⊙ Consider declaring a state of local emergency 	<ul style="list-style-type: none"> ⊙ Mayor and EOC Director 	<ul style="list-style-type: none"> ⊙ <i>Declaration (See Emergency Response Guidelines Index)</i>
<ul style="list-style-type: none"> ❖ Assess situation and develop Situation Report to send to PEP ➤ Consider contacting Provincial Highway Condition Centre (PHCC) (MOT) if required 	<ul style="list-style-type: none"> ❖ EOC Operations and all responding agencies/personnel ➤ EOC liaison 	<ul style="list-style-type: none"> ■ <i>Situation Report Form (EOC 501) (see Forms Index)</i> ➤ PEP ➤ PHCC (MOT)
<ul style="list-style-type: none"> ❖ Begin debris/snow removal * Prepare equipment contracts for snow/debris removal 	<ul style="list-style-type: none"> ❖ EOC Operations (Public Works) * EOC Finance 	<ul style="list-style-type: none"> ◆ Heavy equipment contractors

⊙ **Director & Deputy Director**

➤ **Command Staff**

❖ **Operations**

○ **Planning**

◆ **Logistic**

* **Finance / Administration**

Potential Actions	Agencies/Persons Responsible	Possible Resources
○ Coordinate routes for emergency vehicles	○ EOC Planning and Operations (RCMP)	◆ Barricades, signage
❖ Consider activating ESS emergency shelters (displaces persons, travelers)	❖ EOC Operations	➤ ESS team ➤ Food suppliers ◆ Backup generators and emergency lighting ➤ Salvation Army
❖ Call out SAR to search for missing, stranded or trapped people	❖ EOC Operations (RCMP)	❖ SAR
➤ Notify hospital or any casualties including number and type	➤ EOC Liaison	➤ Mission Memorial Hospital Emergency Ward
○ Coordinate restoration of essential services	○ EOC Planning and Operations (Public Works)	
* Request disaster financial assistance	* EOC Finance	➤ PEP

DANGEROUS GOODS / HAZARDOUS MATERIALS

LEAD AGENCY: Fire

SPILLER RESPONSIBLE FOR SPILL: The responsibility to contain and clean up a Dangerous Goods and Hazardous Materials spill rests with the spiller. If, however, the spiller is unknown, or the spiller refuses or is incapable of taking action, the District of Mission will arrange for the work to be done with the costs to be recovered from the spiller. First Responders will intervene in any situation where there is a threat to life, property or the environment.

Possible Major Effects:

- Casualties
- Deaths
- Public health issues and concerns
- Shelter-In-Place of people and animals
- Evacuation and/or relocation of people and animals
- Explosions and/or fire hazards
- Dangerous goods/hazardous materials spills, escaping gases
- Decontamination issues
- Contamination of soil, water and/or waterways affecting fish and animals
- Disruption of travel (road, air and/or rail)
- Disruption and economic effect on government, business and/or public

- ⊙ **Director & Deputy Director**
- **Command Staff**

- ❖ **Operations**
- **Planning**

- ◆ **Logistic**
- * **Finance / Administration**

Potential Actions	Agencies/Persons Responsible	Possible Resources
❖ Assure responders are uphill and upwind	❖ Dispatch and Incident Commander (IC)	
■ Notify Fire Department, BCAS, Mission Hospital & RCMP	■ Dispatch	<ul style="list-style-type: none"> ■ Emergency Program Coordinator via Duty Chief Page ➤ Mission Memorial Hospital BCAS Dispatch ➤ RCMP
❖ Restrict access to impacted area as	❖ IC, Hazmat Technician, Hazmat	❖ Canutec Guide

- ⊙ Director & Deputy Director
- Command Staff

- ❖ Operations
- Planning

- ◆ Logistic
- * Finance / Administration

Potential Actions	Agencies/Persons Responsible	Possible Resources
indicated in Canutec Guide	Response Team and RCMP	<ul style="list-style-type: none"> ■ RCMP ➤ MOE ➤ MOT ❖ Barricades, fire line tape ➤ Mission Fire Dispatch
<ul style="list-style-type: none"> ➤ Consider activating EOC and contact PEP ○ Define areas of risk and commence evacuation planning 	<ul style="list-style-type: none"> ➤ Emergency Program Coordinator ○ EOC Planning 	<ul style="list-style-type: none"> ➤ EOC alerting call out numbers ➤ PEP
○ Identify and contact spiller	○ EOC Planning	❖ Shipping manifest or product labeling
❖ Set up emergency Decon and alert Hospital	❖ Fire Department IC	➤ Mission Memorial Hospital
⊙ Consider declaring a state of local authority	⊙ Mayor and EOC Director	<ul style="list-style-type: none"> ⊙ <i>Declaration (See Emergency Response Guidelines Index)</i> ➤ PEP
<ul style="list-style-type: none"> ⊙ Establish public inquiry system ➤ Notify adjacent communities as required 	⊙ EOC Director and PIO	<ul style="list-style-type: none"> ◆ Set up media room at (see exclusion zone) ➤ News 1130 ➤ Mission City Record
➤ Update PEP	➤ EOC Liaison and Planning	<ul style="list-style-type: none"> ➤ PEP SWE ➤ <i>Situation Report (EOC 501) (see Forms Index)</i>
<ul style="list-style-type: none"> ❖ Coordinate traffic control, evacuation routes ○ Assess reception centres in relation to impacted area 	❖ IC and RCMP, Transportation Unit	<ul style="list-style-type: none"> ◆ Evacuation signage ➤ SD #75 Transportation coordinator ➤ ESS duty pager
❖ Assess water supply	❖ EOC Operations (Public Works)	
○ Dispose of recovered material and restore spill site	○ Spiller	<ul style="list-style-type: none"> ➤ Hazmasters ➤ Tervita

⊙ Director & Deputy Director

➤ Command Staff

⚡ Operations

○ Planning

◆ Logistic

* Finance / Administration

Potential Actions	Agencies/Persons Responsible	Possible Resources
* Request DFA	* EOC Finance	➤ PEP SW * Local Government Response Claim Form (<i>See Forms Index</i>)

EARTHQUAKE

**LEAD AGENCY: Unified Command
Fire/RCMP/SAR/BCAS/Public Works**

Possible Major Effects:

1. Casualties
2. Deaths
3. Trapped, stranded and/or missing people
4. Mass hospitalization and outpatient care
5. Overburdening of health care facilities and workers
6. Convergence
7. Panic
8. Both Shelter-In-Place and/or evacuation or relocation of people and animals
9. Drinking water and food storages
10. Explosions and/or fire hazards
11. Shortage of water for fire fighting capabilities
12. Dangerous goods / hazardous material spills, escaping gases and decontamination issues
13. Landslides and mudslides
14. Disruption and / or damage to infrastructure (roads, bridges, utilities, water, sewer and drainage systems)
15. Contamination of soil, water and/or waterways affecting fish and animals
16. Disruption of Travel (road, air and / or rail)
17. Disruption of Essential Services (Police, Fire, Health)
18. Disruption of Communications
19. Damaged / collapsed structures (dwellings, fuel storage tanks, industrial)
20. Extensive damage to public and private property
21. Jurisdictional issues
22. Disruption and economic effect on government, business and/or public

- ⊙ **Director & Deputy Director**
- **Command Staff**

- ❖ **Operations**
- **Planning**

- ◆ **Logistic**
- * **Finance / Administration**

Potential Actions	Agencies/Persons Responsible	Possible Resources
<ul style="list-style-type: none"> ➤ Assess viability of EOC and activate at Level 3 ➤ Notify PEP and obtain task number 	<ul style="list-style-type: none"> ❖ EOC Operations / Emergency Program Coordinator ⊙ EOC Director / Emergency Program Coordinator 	<ul style="list-style-type: none"> ❖ Transportation Form (EOC 507) (see Forms Index) ➤ PEP
<ul style="list-style-type: none"> ◆ Establish emergency communications system ◆ Establish public information centre 	<ul style="list-style-type: none"> ◆ EOC Logistics 	<ul style="list-style-type: none"> ➤ Amateur Radio ➤ News 1130 1 ➤ Country 107.1 /Star FM newsroom ➤ Mission City Record ➤ Shaw Cable
<ul style="list-style-type: none"> * Establish cost accounting unit and anticipate claims compensation 	<ul style="list-style-type: none"> * EOC Finance 	<ul style="list-style-type: none"> * <i>Accounting forms (see Forms Index)</i>
<ul style="list-style-type: none"> ❖ Coordinate search and rescue for trapped or injured persons ○ Plan for 24/7 operations 	<ul style="list-style-type: none"> ❖ EOC Operations (Fire and SAR) ○ EOC Planning and Logistics 	<ul style="list-style-type: none"> ❖ SAR via dispatch or by foot at 7229 Mershon Street. ◆ Emergency lighting, heavy equipment, chain saws, hand tools, generators, flash light, radios, spare batteries
<ul style="list-style-type: none"> ❖ Conduct rapid damage assessment starting with critical infrastructure ❖ Assess reception and evacuation centres 	<ul style="list-style-type: none"> ○ EOC Planning and Operations 	<ul style="list-style-type: none"> ❖ Engineering call out, Fire, SAR and RCMP
<ul style="list-style-type: none"> ➤ Update PEP and consider request assistance from military 	<ul style="list-style-type: none"> ➤ EOC Liaison 	<ul style="list-style-type: none"> ➤ PEP SWE ➤ <i>Situation Report form (EOC 501) (see Forms Index)</i>
<ul style="list-style-type: none"> ❖ Establish ESS reception and evacuation centres 	<ul style="list-style-type: none"> ❖ EOC Operations (ESS) 	<ul style="list-style-type: none"> ◆ Emergency Transportation
<ul style="list-style-type: none"> ❖ Establish alternate water and sanitation systems if required 	<ul style="list-style-type: none"> ❖ EOC Operations (Public Works) 	<ul style="list-style-type: none"> ◆ Tank cars for portable water, piping for water and sewage repairs
<ul style="list-style-type: none"> ❖ Coordinate emergency public health facilities 	<ul style="list-style-type: none"> ❖ EOC Operations (Fraser Health) and EOC Liaison 	<ul style="list-style-type: none"> ➤ Fraser Health

⊙ **Director & Deputy Director**

➤ **Command Staff**

❖ **Operations**

○ **Planning**

◆ **Logistic**

* **Finance / Administration**

Potential Actions	Agencies/Persons Responsible	Possible Resources
❖ Coordinate temporary morgue	❖ RCMP (Coroner Unit)	◆ Coroner Unit
➤ Conduct Public Information Town Hall Meeting	➤ EOC Public Information Officer	◆ News 1130 ◆ Viable public venues
○ Coordinate restoration of critical infrastructure and begin advance planning for recovery	○ EOC Planning	
◆ Coordinate requests for and allocation of food, water and relief supplies	◆ EOC Logistics	◆ <i>Contact Lists</i> (See <i>Emergency, Contacts and Maps Index</i>)
* Coordinate donations and apply for DFA as required.	* EOC Finance	* <i>Local Government Response Claim Form</i> (See <i>Forms Index</i>)

**FARMED ANIMAL MASS CARCASS
DISPOSAL EVENT**

**LEAD AGENCY: Unified Command
Fire/Engineering/Environmental/RCMP**

Possible Major Effects:

1. High farmed animal mortality
2. Human health risk from infected or decomposing carcasses
3. Environmental risk from infected or decomposing carcasses
4. Environmental risk from inadequate disposal methodologies
5. Public health issues and concerns
6. Closure of livestock premises and loss of producer income
7. Temporary disruptions of public services
8. Contamination of water supply
9. Disruption/economic effect on livestock industry and food industry
10. Potential disruption of local travel due to infected premises or disposal sites

Refer to the District of Mission Farmed Animal Mass Carcass Disposal Event

Concept of Operations

Carcass disposal will normally be a component of a larger emergency situation and will fit into the existing response and recovery structure. There are two distinct types of carcass disposal emergencies:

a) **Non-Disease Event.**

When mass animal mortality results from a natural or man-made disaster, local governments may be required to work with the local livestock industry to resolve the situation. This would include management of the emergency response and the coordination of resources for disposal operations. Support to the local government would be provided by the Ministry of Agriculture and Lands (MAL) and the Provincial Emergency Program (PEP).

b) **Animal Disease Event**

If mass animal mortality is caused by a transmissible animal disease which is spreading, it will be managed jointly by the federal and provincial governments in accordance with the Foreign Animal Disease Emergency Support (FADES) Plan. In such events it is common to use pre-emptive slaughter to prevent the spread of the disease, which greatly increases the number of animal mortalities. The lead federal agency is the Canadian Food Inspection Agency (CFIA). The role of the local government in an animal disease event will normally be the provision of support to the federal-provincial response structure.

During an animal disease event, a federal-provincial *Joint Emergency Operations Centre* (JEOC) will normally be located in the affected area to manage the emergency response. The local government would provide liaison staff to the JEOC to provide support and ensure the protection of local interests.

Disposal options and strategies for a farmed animal carcass disposal emergency are contained in the main carcass disposal plan. Available disposal methodologies are summarized below. The appropriate methodology(s) must be selected, in conjunction with provincial/federal officials, based on the type and scale of the emergency:

- a) **Burial** On-farm burial is a suitable option for a limited numbers of carcasses where geological and hydrological conditions permit. Off-farm (central) burial is an option if suitable mass burial sites can be identified.
- b) **Composting** Composting can be on-farm or at a central site. In-barn or windrow composting is often the most suitable choice for mass poultry mortality. Larger animals can be composted utilizing special-purpose bins.
- c) **Rendering** There is one rendering plant in BC, West Coast Reductions (WCR) Ltd., located in Vancouver. WCR renders smaller animal carcasses on site and ships bovine and horse carcasses to a subsidiary WCR plant in Calgary for processing.
- d) **Incineration** High-temperature incineration is an effective disposal method. There is currently only one limited-capacity incinerator in BC (Burnaby). An incinerator suitable for mass carcass disposal exists at the Swan Hills facility in Alberta.
- e) **Air-Curtain Burning** Air curtain burning utilizes a trench or contained system with a forced air supply. It produces lower temperatures than incinerators and is a less desirable option.

- f) **Landfill** Disposal in suitably engineered landfills is potentially an option, however the disposal of Specified Risk Material (SRM) present in bovine carcasses requires a special permit from CFIA.

The disposal methodology(s) selected in an emergency depends on a number of variables, including the cause of mortality, the animal species, the location of carcasses and the availability of disposal sites and resources.

The most likely disposal options for the District of Mission are rendering, on-farm composting, incineration, on-farm burial or landfill. A combination of these methods would probably be used depending on the scale and cause of the mortality, the animal species involved and other variables.

Checklist – Non-Disease Event

If the carcass disposal requirement is part of a larger emergency (e.g., flood, earthquake) for which the local authority EOC is already activated, a carcass disposal planning team should be formed within the EOC. If the carcass disposal emergency is independent from a larger emergency the EOC should be activated to coordinate carcass disposal operations.

⊙ **Director & Deputy Director**
 ➤ **Command Staff**

❖ **Operations**
 ○ **Planning**

◆ **Logistic**
 * **Finance / Administration**

Agency	Potential Actions
⊙	Establish carcass disposal team within EOC. Notify PEP and MAL of the nature of the emergency.
❖	Obtain PEP Task Number if applicable.
❖	Determine location and number of carcasses to the extent possible. This information will normally be obtained from the affected livestock producers.
◆	Notify MOE of the carcass disposal emergency.
◆	Notify applicable health authority if a threat to human health is suspected.
➤	Identify and nominate industry representative(s) to EOC.
◆	In consultation with producers, determine if off-farm disposal is likely to be required. Review transportation requirements and availability if applicable.
➤	Develop and implement a suitable communications strategy.

⊙ Director & Deputy Director

➤ Command Staff

❖ Operations

○ Planning

◆ Logistic

* Finance / Administration

Agency	Potential Actions
❖	Identify disposal options in consultation with MAL and PEP.
◆	Identify potential disposal sites and, in conjunction with MAL and MOE, arrange geotechnical assessments.
❖	Select disposal methodology(s) in concert with MAL.
◆	Review resource lists and identify required equipment.
⊙	Brief affected producers on disposal operations.
○	Finalize plan and implement disposal operations.
➤	Brief key stakeholders and keep public advised through local media, town hall meetings, etc.
*	Ensure appropriate documentation on carcass disposal is completed and retained.
*	Review compensation guidelines (anticipate and have solutions for local questions on compensation).
All	Record all decisions and actions for daily logs and After Action Report.
⊙	Identify recovery needs and implement recovery plan.

Note: See main Carcass Disposal Plan for resource requirements.

Checklist – Animal Disease Event

A carcass disposal emergency which involves an animal disease will normally be part of a coordinated federal/provincial response to the underlying disease emergency. It is therefore likely that the Foreign Animal Disease Emergency Support (FADES) Plan will have been implemented and that a JEOC will have been established in the area.

⊙ **Director & Deputy Director**

❖ **Operations**

◆ **Logistic**

➤ **Command Staff**

○ **Planning**

* **Finance / Administration**

Agency	Actions
⊙	On confirmation that carcass disposal emergency exists, liaise with JEOC staff to ensure that the local authority has input into the planning. If JEOC has not been established, liaise directly with PEP, MAL and CFIA.
⊙	Provide support to federal/provincial authorities as required for carcass disposal planning and response.
❖	Obtain PEP Task Number if applicable.
➤	Develop local public relations/communications plan.
◆	Liaise with JEOC staff with respect to local environmental or other restrictions on carcass disposal.
❖	Liaise with JEOC staff to ensure that local producers have been briefed and are kept advised on carcass disposal planning and operations.
◆	Review resource lists and develop logistics/transportation plans in conjunction with JEOC.
○	Assist JEOC with preparation of disposal plans, providing advice on local conditions.
◆	Review potential disposal sites in the local area and assist JEOC in arranging geotechnical and other surveys/assessments as required.
➤	Ensure local first responders are briefed on carcass disposal requirements and are available to assist as required.
◆	Determine from CFIA/JEOC any threats to human health from animal disease and liaise with Regional Health Authority on public health issues.
○	Participate as required in JEOC Action Planning Meetings to ensure that local interests are considered.
○	Keep local stakeholders and public advised of carcass disposal plans and activities through local media, town hall meetings and/or other means.
All	Maintain records/logs of all decisions and daily activities for After Action Report

⊙ **Director & Deputy Director**

➤ **Command Staff**

⚡ **Operations**

○ **Planning**

◆ **Logistic**

* **Finance / Administration**

Agency	Actions
○	Work with JEOC staff on recovery planning.
*	Review compensation guidelines (anticipate and have solutions for local questions on compensation).

Note: See main Carcass Disposal Plan for resource requirements.

Logistics

The logistics requirement for carcass disposal is unique in the variety of equipment that is required. One key to managing an emergency lies in the identification and provision of suitable resources, including resources for the storage and transportation of carcasses as well as those needed for the actual disposal.

Required disposal resources will normally include transportation, heavy equipment and a supply of carbonaceous bulking agent such as wood chips or straw. Generic and specialized equipment lists required for disposal operations are contained in the main carcass disposal sub-plan.

Information on integral equipment and suppliers of equipment suitable for emergency response is included in the main farmed animal carcass disposal plan. The list should be utilized for identifying and contracting resources required in a carcass disposal emergency and should be available in the EOC.

Financial

Costs incurred by local governments as a result of a carcass disposal emergency are administered in the same manner as for other emergencies. The Provincial Emergency Program is permitted under the *Compensation & Disaster Financial Assistance Regulation* to assist a local authority with eligible response and recovery costs. The *Emergency Program Act* also permits recovery from producers of costs associated with carcass disposal when such recovery is warranted. The key, as with other emergencies, is to obtain a Task Number from PEP and to record and submit for payment all expenses incurred as a direct result of the emergency.

In addition, when the BC FADES Plan is implemented, the CFIA Regional Director is granted official access to funds to support emergency response. Local governments track their individual response costs and submit any claims directly to the CFIA for assessment. The CFIA will reimburse provincial government and local government costs where they act as CFIA agents, perform activities on behalf of the CFIA and have received prior CFIA approval for specific cost items.

A number of options are open to farmers and producers. In a non-disease event, claims are made for uninsured losses within *Disaster Financial Assistance* regulations and guidelines. In an animal disease event, owners of animals ordered destroyed may be compensated directly by the federal government under the federal *Health of Animals Act and Regulations*.

Activation of Carcass Disposal Emergency Plan

On activation of the District of Mission *Farmed Animal Mass Carcass Disposal Emergency Plan*, contact:

<p>Provincial Emergency Program Ministry of Agriculture and Lands</p>
<p>REFER TO THE MAIN CARCASS DISPOSAL PLAN FOR OTHER KEY REQUIREMENTS AND CONTACTS</p>

FIRE – WILDLAND / INTERFACE

LEAD AGENCY: Unified – Fire/Forestry

Possible Major effects:

1. Trapped, stranded and /or missing people
2. Public health issues and concerns
3. Shelter-In-Place of people and animals
4. Evacuation and/or relocation of people and animals
5. Explosions and/or fire hazards
6. Shortage of water for fire fighting capabilities
7. Disruption and/or damage to infrastructure (roads, bridges, utilities, water, sewer and drainage systems)
8. Disruption of Travel (road, air and/or rail)
9. Extensive damage to public and private property
10. Disruption and economic effect on government, business and/or public.

Refer to the District of Mission Community Wildfire Protection Plan

- ⊙ Director & Deputy Director
- Command Staff

- ❖ Operations
- Planning

- ◆ Logistic
- * Finance / Administration

Potential Actions	Agencies/Persons Responsible	Possible Resources
❖ Restrict access in to the area	❖ Incident Commander (IC)	◆ Fire line tape, barricades, road signs
❖ Assess situation and prepare a report to Coastal Fire Centre (CFC)	❖ IC	➤ Coastal Fire Centre
➤ Activate EOC and contact PEP, obtain task number	➤ Emergency Program Coordinator and EOC Director	➤ PEP
◆ Establish emergency communications and public information system	◆ EOC Logistics and Public Information Officer	➤ Amateur Radio)
⊙ Consider declaring a state of local emergency	⊙ Mayor and EOC Director	⊙ Declaration (see Emergency Response Guidelines Index)
○ Assess viability of reception centres and group lodging facilities	○ EOC Planning (Public Works)	○ Damage Assessment forms (EOC 415) (see Forms Index)

District of Mission Emergency Response Plan

<ul style="list-style-type: none"> ○ Contact MOE and MOF regarding anticipated weather trends and fire fighting activities to plan for next operational period. 	<ul style="list-style-type: none"> ○ EOC Planning 	<ul style="list-style-type: none"> ➤ MOE ➤ MOF ➤ Coastal Fire Centre
<ul style="list-style-type: none"> ○ Update PEP 	<ul style="list-style-type: none"> ○ EOC Planning 	<ul style="list-style-type: none"> ○ <i>Situation Report Form (EOC 501) (see Form Index)</i>
<ul style="list-style-type: none"> ❖ Coordinate evacuation of people and animals in the area 	<ul style="list-style-type: none"> ❖ EOC Operations (RCMP) 	<ul style="list-style-type: none"> ➤ <i>Evacuation Order (see Evacuation Index)</i>
<ul style="list-style-type: none"> ➤ Activate ESS 	<ul style="list-style-type: none"> ➤ Emergency Program Coordinator 	<ul style="list-style-type: none"> ➤ ESS call out
<ul style="list-style-type: none"> ➤ Activate SAR if required 	<ul style="list-style-type: none"> ➤ Emergency Program Coordinator 	<ul style="list-style-type: none"> ➤ SAR Base 1
<ul style="list-style-type: none"> ❖ Ensure proper distribution of casualties and notify hospital of number and type 	<ul style="list-style-type: none"> ❖ EOC Operations (BCAS) 	<ul style="list-style-type: none"> ❖ Mission Hospital emergency ward
<ul style="list-style-type: none"> ○ Supervise assessment of critical infrastructure 	<ul style="list-style-type: none"> ○ EOC Planning (Public Works) 	<ul style="list-style-type: none"> ○ <i>Damage Assessment forms (EOC 415) (see Forms Index)</i>
<ul style="list-style-type: none"> ○ Plan for long term housing of evacuees 	<ul style="list-style-type: none"> ○ EOC Planning and Logistics 	<ul style="list-style-type: none"> ◆ <i>Contact list for food and water suppliers (reference DOM Emergency Social Services Manual)</i> ◆ <i>List of group lodging and special care facilities (reference DOM Emergency Social Services Manual)</i>
<ul style="list-style-type: none"> * Documentation to include compiling all position logs, completing after action reports, tracking all expenses including staff time and applying for DFA if required. 	<ul style="list-style-type: none"> * EOC Planning and Finance 	

FLOOD

LEAD AGENCY: Engineering

Minor flooding is defined as a flooding incident that involves a single or small number of single-family dwellings in a small geographic area. These events can normally be handled by the District of Mission Engineering crews, and are normally confined to a single jurisdiction.

Major flooding will extend over a large geographic region and normally requires a coordinated response from multiple agencies and or jurisdictions.

Possible Flooding Effects:

1. Casualties
2. Deaths
3. Trapped, stranded and/or missing people
4. Public health issues and concerns
5. Evacuation and/or relocation of people and animals
6. Drinking water and food shortages
7. Dangerous goods / hazardous materials spills
8. Decontamination issues
9. Landslides, mudslides
10. Disruption and/or damage to infrastructure (roads, bridges, utilities, water, sewer and drainage systems)
11. Disruption of Travel (road, air, rail and / or water)
12. Disruption of Essential Services (Police, Fire, Health)
13. Disruption of Communications
14. Extensive damage to public and private property
15. Jurisdictional issues
16. Disruption and economic effect on government, business and/or public

Refer to the District of Mission Fraser River Flood Preparedness & Response Plan

- ⊙ Director & Deputy Director
- Command Staff

- ❖ Operations
- ⊙ Planning

- ◆ Logistic
- * Finance / Administration

Potential Actions	Agencies/Persons Responsible	Possible Resources
<ul style="list-style-type: none"> ■ Acquire details from caller to determine extent of flooding 	<ul style="list-style-type: none"> ■ Municipal switchboard or 911 	DOM Fraser River Flood Preparedness & Response Plan
<ul style="list-style-type: none"> ■ Assure that public is out of flood zone and dispatch properly equipped responders 	<ul style="list-style-type: none"> ■ Public Works ■ Fire Department ■ Search & Rescue 	<ul style="list-style-type: none"> ◆ Vehicles ◆ Life jackets ◆ Ropes ◆ Barricades
<ul style="list-style-type: none"> ■ Contact Emergency Program Coordinator (EPC) 	<ul style="list-style-type: none"> ■ Municipal switchboard (604 820-3700) or 911 	<ul style="list-style-type: none"> ■ Page Fire Department Duty Chief EP Coordinator cell
<ul style="list-style-type: none"> ❖ Activate Emergency Operation Centre (EOC) 	<ul style="list-style-type: none"> ❖ EP Coordinator/Liaison Officer ⊙ EOC Director 	<ul style="list-style-type: none"> ➤ Emergency call out procedure
<ul style="list-style-type: none"> ❖ Assess situation 	<ul style="list-style-type: none"> ❖ EOC Operations/Engineering/ Public Works 	<ul style="list-style-type: none"> ➤ Contact IC for Situation Report
<ul style="list-style-type: none"> ❖ Contact PEP, report situation and obtain task number ❖ Contact DFO, MOT if required ⊙ Inform Policy Group of situation 	<ul style="list-style-type: none"> ➤ Liaison Officer 	<ul style="list-style-type: none"> ➤ PEP ➤ DFO ➤ MOT
<ul style="list-style-type: none"> ◆ Establish emergency communications 	<ul style="list-style-type: none"> ◆ EOC Logistics 	<ul style="list-style-type: none"> ◆ Amateur Radio Club
<ul style="list-style-type: none"> ⊙ Issue an evacuation alert and consider declaring a state of local emergency ⊙ Alert hospital and other “at risk or special care” groups of situation ❖ Arrange for security of impacted area 	<ul style="list-style-type: none"> ⊙ EOC Director and Mayor ❖ RCMP / Fire / SAR 	<ul style="list-style-type: none"> ⊙ PREOC Fax ➤ Evacuation notices / route maps ◆ Road barriers / evacuation route signs ➤ Busses School Dist. #75

- ⊙ Director & Deputy Director
- Command Staff

- ❖ Operations
- Planning

- ◆ Logistic
- * Finance / Administration

Potential Actions	Agencies/Persons Responsible	Possible Resources
<ul style="list-style-type: none"> ❖ Deal with life threatening situations ❖ Conduct search and rescue operations ❖ Administer first aid as required ❖ Assess numbers of dead, trapped or missing 	<ul style="list-style-type: none"> ❖ SAR / Fire / RCMP 	<ul style="list-style-type: none"> ◆ Mobile command post ◆ Boats / lifejackets / ropes ◆ Generators / lights ◆ Radios / flashlights
<ul style="list-style-type: none"> ❖ Activate ESS and inform Health ❖ Assess reception / evacuation centres ❖ Arrange for temporary morgue and removal of deceased 	<ul style="list-style-type: none"> ❖ EOC Operations ❖ RCMP / Coroner 	<ul style="list-style-type: none"> ➤ Fraser Health ➤ BCAS through dispatch ◆ Ice rinks / refrigeration units
<ul style="list-style-type: none"> ○ Determine resources required ○ Update PEP 	<ul style="list-style-type: none"> ○ EOC Operations/ Engineering / Public Works ○ EOC Planning 	<ul style="list-style-type: none"> ◆ PREOC Fax ○ <i>Situation report form (EOC 501) (see Forms Index)</i>
<ul style="list-style-type: none"> ❖ Assess water, sewer, utilities ❖ RDA of infrastructure, public buildings, private residences 	<ul style="list-style-type: none"> ❖ EOC Operations / Public Works / Engineering 	<ul style="list-style-type: none"> ❖ <i>Damage Assessment forms (EOC 415) (see Forms Index)</i>
<ul style="list-style-type: none"> ◆ Coordinate emergency transportation 	<ul style="list-style-type: none"> ◆ EOC Liaison / amateur radio 	<ul style="list-style-type: none"> ◆ Busses School District #75 ◆ Boats DFO ◆ Rail PEP
<ul style="list-style-type: none"> * Establish donation management 	<ul style="list-style-type: none"> * EOC Finance 	
<ul style="list-style-type: none"> ❖ Coordinate restoration of utilities, essential services and recovery process 	<ul style="list-style-type: none"> ❖ EOC Recovery Operations 	<ul style="list-style-type: none"> ➤ Telus / Teresan Gas / BC Hydro (Fire Dispatch)
<ul style="list-style-type: none"> * Request Provincial DFA 	<ul style="list-style-type: none"> * EOC Finance 	<ul style="list-style-type: none"> * PEP

PANDEMIC EVENT

LEAD AGENCY: Health

An influenza pandemic may occur when a new virulent influenza virus emerges that can easily infect humans, and against which people have little or no immunity. It would have far more serious health effects than the typical influenza seen each season since people would have little or no natural resistance to the new virus.

If an influenza pandemic occurs, it may hit individual communities at different times. It could affect a community for a period of several weeks, subside and then reappear again several months later. There could be a few waves of pandemic influenza in B.C. before the pandemic is finished.

Priorities

In the face of an influenza pandemic, the municipality, in consultation with the local health authority, will activate the necessary contingency plans and set priorities for:

- Continuing local government.
- Maintaining public safety services (e.g. fire and police).
- Maintaining essential public works and municipal services such as water treatment / delivery, waste management, garbage disposal and utilities.
- Providing local information and advice to the public via regular announcements, when appropriate (i.e. for information not being coordinated and provided by BCCDC / MOHS or by the health authority).
- Closing public buildings where it is deemed to be in the best interests of public safety and to minimize the spread of infection.
- Cooperating with the local health authority to establish alternative care facilities and triage centers as requested by the health authority to facilitate public immunization and healthcare provision in non-traditional settings.
- Initiating a committee of local business persons with the task of activating their mutual aid pacts to assist one another in maintaining a level of service to the community, particularly those services involving access to pharmaceuticals, retail food purchases, gasoline and other commerce deemed necessary.

Possible Major Effects:

1. Infected and/or seriously ill people
2. Deaths
3. Panic
4. Mass outpatient care
5. Mass hospitalization
6. Overburdening of health care facilities and workers
7. Public health issues and concerns

- 8. Shelter-In-Place of people and animals
- 9. Disruption of Travel (road, air and/or rail)
- 10. Disruption of Essential Services (Police, Fire, Health)
- 11. Jurisdictional issues
- 12. Disruption and economic effect on government, business and/or public

Refer to the District of Mission Pandemic Flu Strategical Plan

Refer to the District of Mission Farmed Animal Mass Carcass Disposal Emergency Plan

- ⊙ Director & Deputy Director
- Command Staff

- ❖ Operations
- Planning

- ◆ Logistic
- * Finance / Administration

Potential Actions	Agencies/Persons Responsible	Possible Resources
➤ Declaration of pandemic	➤ Ministry of Health	DOM Pandemic Flu Strategical Plan
➤ Activate EOC and notify PEP	➤ Emergency Program Coordinator	➤ EOC alerting call out list PEP
➤ Establish public information system in coordination with Health Authority ➤ Provide disease forecasts and bulletins	➤ EOC Public Information Officer ▪ Health Authority Liaison	➤ News 1130 ➤ Country 107.1 /Star FM newsroom ➤ Mission City Record ➤ Shaw Cable
○ Plan for operating with reduced emergency and city staff	○ EOC Planning	◆ <i>Call out staff lists (see Emergency Contacts, Maps Index)</i>
⊙ Consider issuing quarantine and/or evacuation orders ❖ Enforce quarantine and / or evacuation orders	⊙ EOC Director, Mayor ❖ EOC Operations (RCMP)	⊙ <i>Declaration (See Emergency Response Guidelines Index)</i> ❖ <i>Evacuation / Quarantine Signage (Public Works)</i>
○ Monitor and provide expertise in handling, evacuation, care and disposal of animals	○ EOC Planning, Ministry of Agriculture	➤ Ministry of Agriculture ➤ Refer to Mass Carcass Plan

⊙ **Director & Deputy Director**

➤ **Command Staff**

❖ **Operations**

○ **Planning**

◆ **Logistic**

* **Finance / Administration**

Potential Actions	Agencies/Persons Responsible	Possible Resources
➤ Activate Emergency Social Services	➤ EOC Liaison	➤ ESS
➤ Update PEP	○ EOC Planning	○ <i>Situation Report form (EOC 501)</i> (see <i>Forms Index</i>) ➤ PEP SWE
❖ Arrange for collection and distribution of water and food	❖ EOC Operations (ESS and Public Works)	◆ Water and Food Supplier list(<i>reference DOM Emergency Social Services Manual</i>)
❖ Conduct mass immunization clinics	❖ Health Authority and EOC Operations	❖ Predetermined emergency clinic sites
○ Plan for and arrange temporary morgue and removal of deceased	○ EOC Planning, Logistics and Operations (RCMP)	◆ Arena and Curling Rink staff ➤ Coroner
❖ Provide special assistance to elderly, infirm and home patients	❖ EOC Operations (ESS) ❖ Health Authority	

POWER INTERRUPTION – LONG TERM

LEAD AGENCY: Local Authority

Possible Major Effects:

1. Public health issues and concerns
2. Shelter-In-Place of people and animals
3. Evacuation and/or relocation of people and animals
4. Drinking water and food shortages
5. Disruption and/or damage to infrastructure (roads, bridges, utilities, water, sewer and drainage systems)
6. Disruption of Travel (road, air and rail)
7. Disruption of Essential Services (Police, Fire, Health)
8. Disruption of Communications
9. Loss of security
10. Disruption and economic effect on government, business and/or public

⊙ **Director & Deputy Director**
 ➤ **Command Staff**

❖ **Operations**
 ○ **Planning**

◆ **Logistic**
 * **Finance / Administration**

Potential Actions	Agencies/Persons Responsible	Possible Resources
➤ Activate EOC	➤ Emergency Program Coordinator	■ EOC alerting call out list
❖ Assess situation	❖ All emergency responders ■ B.C. Hydro	❖ B.C. Hydro <i>Situation Report form (EOC 501)</i> <i>(see Forms Index)</i>
➤ Contact PEP, obtain task number and consider declaring a state of local emergency	⊙ EOC Director, Mayor	➤ PEP ⊙ <i>Declaration</i> <i>(See Emergency Response Guidelines Index)</i>
❖ Assess viability of emergency shelters ➤ Activate ESS	❖ EOC Operations (Public Works) ➤ Emergency Program Coordinator	➤ ESS ◆ Emergency generators and lighting ◆ Mobile kitchen as required Emergency food and water Salvation Army

District of Mission Emergency Response Plan

- ⊙ Director & Deputy Director
- Command Staff

- ❖ Operations
- Planning

- ◆ Logistic
- * Finance / Administration

Potential Actions	Agencies/Persons Responsible	Possible Resources
<ul style="list-style-type: none"> ◆ Establish emergency communications system ➤ Establish public information system 	<ul style="list-style-type: none"> ◆ EOC Logistics and Public Information Officer 	<ul style="list-style-type: none"> ➤ Amateur Radio ➤ News 1130
<ul style="list-style-type: none"> ➤ Contact hospital, care homes and special needs populations 	<ul style="list-style-type: none"> ➤ EOC Liaison and Logistics 	<ul style="list-style-type: none"> ◆ <i>Contact Lists (see Emergency Contacts, Maps Index)</i>
<ul style="list-style-type: none"> ○ Obtain weather update and forecast extent of problem 	<ul style="list-style-type: none"> ○ EOC Planning and Liaison 	<ul style="list-style-type: none"> ➤ MOE ➤ PEP SWE
<ul style="list-style-type: none"> ○ Determine resources required and request assistance via PEP if needed 	<ul style="list-style-type: none"> ○ EOC Planning and Operations 	<ul style="list-style-type: none"> ◆ <i>Contact Lists (see Emergency Contacts, Maps Index)</i> ◆ Alternate suppliers ◆ Emergency refrigeration units ◆ Porta-potties to shelters
<ul style="list-style-type: none"> ◆ Coordinate emergency transportation 	<ul style="list-style-type: none"> ◆ EOC Logistics 	<ul style="list-style-type: none"> ➤ School District #75
<ul style="list-style-type: none"> ❖ Control allocation of alternate power ❖ Assess alternate water and sewage systems 	<ul style="list-style-type: none"> ❖ EOC Operations (Public Works) 	<ul style="list-style-type: none"> ◆ <i>Contact Lists (see Emergency Contacts, Maps Index)</i>
<ul style="list-style-type: none"> ❖ Restore essential utilities 	<ul style="list-style-type: none"> ❖ EOC Operations (Public Works) <ul style="list-style-type: none"> ■ B.C. Hydro 	<ul style="list-style-type: none"> ◆ <i>Contact Lists (see Emergency Contacts, Maps Index)</i>
<ul style="list-style-type: none"> ➤ Coordinate recovery process 	<ul style="list-style-type: none"> ➤ EOC all functions 	
<ul style="list-style-type: none"> * Apply for Provincial DFA 	<ul style="list-style-type: none"> * EOC Finance 	<ul style="list-style-type: none"> ➤ PEP SWE

TRANSPORTATION DISASTER – RAIL INCIDENT

LEAD AGENCY: Fire

Possible Major Effects:

1. Casualties
2. Deaths
3. Trapped, stranded and /or missing people
4. Public health issues and concerns
5. Convergence
6. Shelter-In-Place of people and animals
7. Evacuation and/or relocation of people and animals
8. Explosions and/or fire hazards
9. Dangerous goods / hazardous materials spills and escaping gases
10. Decontamination issues
11. Disruption of Travel (road, air and rail)
12. Disruption and economic effect on government, business and /or public

⊙ **Director & Deputy Director**
➤ **Command Staff**

❖ **Operations**
○ **Planning**

◆ **Logistic**
* **Finance / Administration**

Potential Actions	Agencies/Persons Responsible	Possible Resources
❖ Assure that no one approaches the train, secure the scene	❖ Incident Commander (IC) and RCMP	❖ Fire line tape
❖ Consult with the train conductor or crew for documentation to identify product	❖ IC	
❖ Contact CN Emergency	❖ IC or Dispatch	➤ CN CP
➤ Activate the City EOC and notify PEP of incident, obtain task number	➤ Emergency Program Coordinator or Duty Chief	➤ EOC emergency call out ➤ PEP
❖ Assess the danger of fire or explosion and eliminate potential ignition sources	❖ IC	❖ Public Works ➤ Spiller

- ⊙ **Director & Deputy Director**
- **Command Staff**

- ❖ **Operations**
- **Planning**

- ◆ **Logistic**
- * **Finance / Administration**

Potential Actions	Agencies/Persons Responsible	Possible Resources
❖ Divert traffic and establish emergency response routes, establish crowd control	❖ EOC Operations (RCMP)	❖ Public Works ➤ News 1130 ➤ MOT
◆ Establish emergency communications	◆ EOC Logistics	➤ Mission Search & Rescue ➤ Spiller as identified in documentation
⊙ Consider declaring a state of local emergency	⊙ EOC Director and Mayor	➤ See Emergency Response Guidelines Section for declaration forms (pages 25-28)
❖ Establish reception centre	❖ EOC Operations (ESS)	➤ ESS ❖ Public Works for assessment
❖ Evacuate area or shelter in place	❖ EOC Operations (RCMP – Fire)	➤ News 1130 ➤ Country 107.1 /Star FM newsroom ➤ Mission City Record ➤ Shaw Cable
➤ Update Provincial Emergency Program	➤ EOC Liaison	○ <i>Situation Report form (EOC 501) (see Forms Index)</i>
➤ Notify adjacent local authorities if required	➤ EOC Liaison	◆ <i>Contact Lists (see Emergency Contacts, Maps Index)</i>
○ Determine resources required and request assistance via Provincial Emergency Program	❖ EOC Operations, Planning and Liaison	➤ PEP SWE
* Request Provincial Disaster Financial Assistance (DFA)	* EOC Finance	➤ PEP SWE

WATER SUPPLY DISRUPTION

LEAD AGENCY: Engineering

Definition: For the purpose of this action sheet, a water supply disruption will deal with contaminated water sources by either a Hazardous material release or an intentional intrusion.

Possible Major Effects:

1. Casualties
2. Deaths
3. Public health issues and concerns
4. Dangerous goods / hazardous material spills, escaping gases
5. Decontamination issues
6. Contamination of water and/or waterways affecting fish and animals
7. Disruption and economic effect on government, business and / or public

⊙ **Director & Deputy Director**
 ➤ **Command Staff**

❖ **Operations**
 ○ **Planning**

◆ **Logistic**
 * **Finance / Administration**

Potential Actions	Agencies/Persons Responsible	Possible Resources
➤ Activate EOC	➤ Emergency Program Coordinator	➤ EOC alerting call out list
➤ Contact PEP and obtain task number	➤ Emergency Program Coordinator	➤ PEP
❖ Conduct water sampling and analyze contaminates	❖ EOC Operations (Engineering)	❖ List of ground water monitoring wells found in Waterworks Emergency Response Plan ➤ CANUTEC
❖ Consider shutting down well pumps or distribution system	❖ EOC Operations (Engineering)	
➤ Contact Fraser Health, Ministry of Health and Ministry of Environment as required	➤ EOC Liaison	➤ Fraser Health ➤ MOE via PEP
➤ Establish public information systems	➤ EOC Public Information Officer	➤ News 1130

- ⊙ Director & Deputy Director
- Command Staff

- ❖ Operations
- Planning

- ◆ Logistic
- * Finance / Administration

Potential Actions	Agencies/Persons Responsible	Possible Resources
		<ul style="list-style-type: none"> ➤ Country 107.1 /Star FM newsroom ➤ Mission City ➤ Shaw Cable
❖ Respond to terrorist threat	❖ EOC Operations (RCMP)	<ul style="list-style-type: none"> ➤ Fraser Health ➤ CANUTEC
◆ Coordinate alternate drinking water supplies	◆ EOC Logistics	◆ <i>Contact Lists (see Emergency Contacts, Maps Index)</i>
○ Update PEP and consider declaring a state of local emergency	➤ EOC Planning and Liaison	<ul style="list-style-type: none"> ➤ PEP SWE ○ <i>Situation Report form (EOC 501) (see Forms Index)</i>
➤ Public water treatment procedures or boil water advisories	➤ EOC Public Information Officer	<ul style="list-style-type: none"> ➤ Fraser Health ➤ Mission/Abbotsford water supply See <i>Forms Index for Sample Boil Water Notice</i>
❖ Coordinate recovery of waterworks operations	❖ EOC Operations (Engineering)	❖ Water Works Response Plan

POSITION FUNCTION CHECKLISTS

EMERGENCY OPERATION CENTRE DIRECTOR

Responsible Individual: Local Authority CAO

Report to: Policy Group

Responsibilities:

Exercise overall management responsibility for the coordination between emergency response and supporting agencies in the Emergency Operation Centre (EOC). In conjunction with Incident Commander(s), EOC General Staff and Management Staff, set priorities for response efforts in the affected area.

Provide support to local authorities and provincial agencies and ensure that all actions are accomplished within the priorities established.

Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness to ensure that appropriate modifications occur as required.

Ensure that inter-agency coordination is accomplished effectively within the EOC.

Control, in consultation with the Information Officer, appropriate emergency public information actions using the best methods of dissemination. Approve the issuance of press releases, and other public information materials as required.

Liaise with Policy Group and / or Elected Officials.

Authorize extraordinary and / or critical resource requests or conflicts.

Ensure risk management principles and procedures are applied for all EOC activities.

Activation Phase:

	Time	Initial
Respond immediately to EOC location and determine operational status.		
Follow the Activation Phase of the Generic EOC checklist (<i>page 4</i>)		
Obtain briefing from whatever sources are available		
Obtain PEP task number if required		
Determine appropriate level of activation based on situation as known		
Mobilize appropriate personnel for the initial activation of the EOC		
Determine which sections are needed, assign and/or contact Section Chiefs as appropriate and ensure they are staffing their sections as required. Operations Section Chief Planning Section Chief Logistics Section Chief Finance / Administration Section Chief		
Determine which Management Staff positions are required and ensure they are filled as soon as possible. Information Officer Risk Management Officer Liaison Officer		
Ensure EOC organization and staffing chart is posted and arriving team members are assigned appropriate roles.		

	Time	Initial
Establish initial priorities for the EOC based on current status and information from Incident Commander(s).		
Schedule the initial EOC Action Planning meeting and have Planning Chief prepare the agenda.		
Consult with Liaison Officer and General Staff to determine what representation is needed at the EOC from other emergency response agencies.		
Assign the Liaison Officer to coordinate outside agency response to the EOC, and to assist as necessary.		
Obtain personal telecommunications equipment if required.		
Date:	Time:	
Print Name:	Signature:	

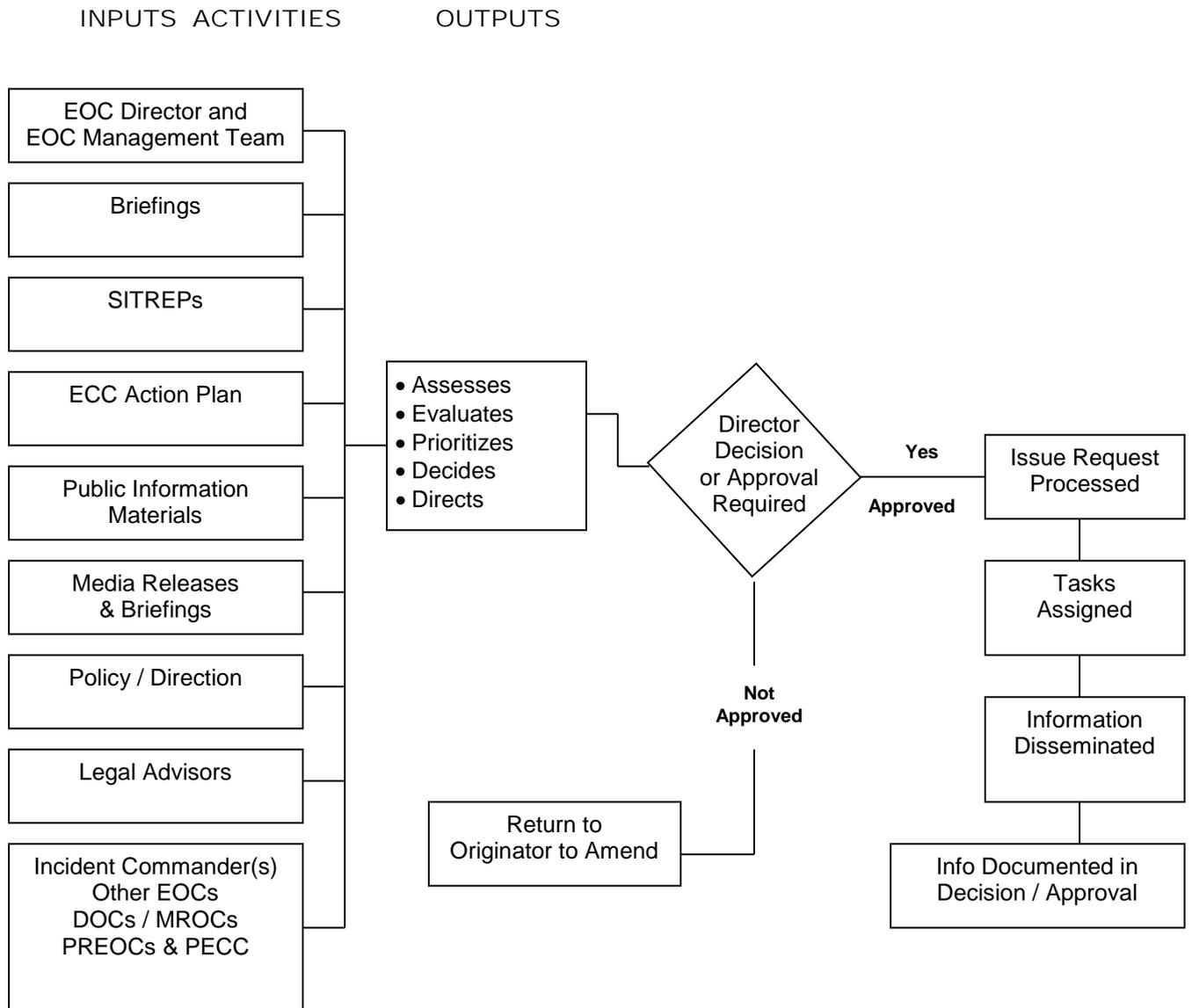
Operational Phase:

	Time	Initial
Monitor EOC general staff activities to ensure that all appropriate actions are being taken.		
Must ensure that Operational Periods are established and that initial EOC response priorities and objectives are decided and communicated to all involved parties.		
In conjunction with the Information Officer, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.		
Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.		
In coordination with Management Staff, identify priorities and management function objectives for the initial EOC Action Planning Meeting.		
Convene the initial EOC Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate planning procedures are followed. Ensure the Planning Section facilitates the meeting appropriately.		
Once the Action Plan is completed by the Planning Section, review, approve and authorize its implementation.		
Conduct periodic briefings with the EOC Management Team to ensure response priorities and objectives are current and appropriate. (EOC Form 401).		
Establish and maintain contacts with adjacent jurisdictions / agencies and other BCERMS levels as appropriate.		
Conduct periodic briefings for Policy Group, elected officials or their representatives.		
In conjunction with the Liaison Officer, prepare to brief elected officials on possibility for declaration of stat of local emergency.		
Approve resource requests not included in Action Plan, as required.		
Ensure Policy Group and / or elected officials are informed of State of Provincial Emergency if declared by the Attorney General, and coordinate local authority Proclamations (if any) with other emergency response agencies, as appropriate.		
Assign in writing, delegated powers allowed under declaration if any are given.		
Assign special projects to Deputy Director, as needed.		
Date:	Time:	
Print Name:	Signature:	

Demobilization Phase:

	Time	Initial
Authorize demobilization of sections, branches and units when they are no longer required.		
Ensure that any open actions not yet completed will be handled after demobilization.		
Ensure that an EOC After Action Report is prepared in consultation with the Planning Section and EOC Management Team.		
Terminate emergency response and proceed with recovery operations as proclaimed by Policy Group.		
Deactivate EOC when emergency event no longer requires the EOC activated. Ensure all other facilities are notified of deactivation.		
Follow the Demobilization Phase of the Generic EOC Checklist (<i>page 5</i>).		
Date:	Time:	
Print Name:	Signature:	

EOC DIRECTOR



EMERGENCY COORDINATION CENTRE DEPUTY DIRECTOR

Responsible Individual: Deputy CAO

Report to: EOC Director

Responsibilities:

1. Assume the role of an EOC Director in his/her absence.
2. Undertake special assignments at the request of the EOC Director.
3. Ensure the efficient and effective flow of information within the EOC.
4. Ensure resource requests are prioritized and tracked.
5. Support EOC management by communicating policy direction and action priorities to all staff.
6. Coordinate internal functions of EOC for effective operational capability.
7. Monitor the health and welfare of EOC staff. Mediate and resolve any personnel conflicts.
8. Facilitate shift change briefings and operational debriefings.

Activation Phase:

	Time	Initial
Follow the Activation Phase of the Generic EOC Checklist (page 4).		
Respond as requested, to EOC location and assist EOC Director in determining operational status.		
Obtain briefing from whatever sources are available.		
Supervise the set-up of the EOC for the most effective and efficient operations.		
Ensure EOC Management staff's working area is set-up properly and that appropriate personnel, equipment and supplies are in place.		
Obtain personal telecommunications equipment if required.		
Date:	Time:	
Print Name:	Signature:	

Operational Phase:

	Time	Initial
Support management staff activities to ensure that all-appropriate actions are being taken.		
Assist EOC Director in determining and communicating priorities, objectives and decisions to all EOC staff.		
Assist with preparations for EOC Action Planning meeting.		
Ensure EOC management team follows EOC Briefing Format (ECC 401A)		
Ensure EOC management staff has sufficient administrative support.		
Coordinate additional staffing needs with Logistics Personnel Unit Coordinator.		
Ensure all positions use a Position Log (EOC 414) and a Position Log (EOC 414).		
Participate in EOC Action Planning and Management Team meetings.		
Report significant events and any issues of concern to EOC Director and advise of your activities on a regular basis.		
Undertake special projects and assignments as directed by the EOC Director.		

Check with the General Staff on the health and welfare of all EOC staff. Authorize and coordinate support needs as required.		
Mediate and resolve any personnel conflicts.		
Consult with EOC Director on appointing additional staff to ensure 24 hour shift scheduling for both Director and Deputy positions.		
Working with the Logistics Section (Personnel Unit) and the Operations Section (Health Unit) organize and facilitate operational debriefs and critical incident stress debriefs for EOC staff, as required.		
Date:	Time:	
Print Name:	Signature:	

Demobilization Phase:

	Time	Initial
Assist EOC Director with demobilization procedures.		
Ensure that any operations not yet completed are handled and assigned after demobilization.		
Assist with the deactivation of the EOC at the designated time, as appropriate.		
Assist with the preparation of the EOC After Action Report.		
Organize and facilitate staff debriefings and critical incident stress debriefs.		
Organize and coordinate staff recognition initiatives (i.e. thank you letters) for time and expertise staff contributed towards EOC operations.		
Follow the Demobilization Phase of the Generic EOC Checklist (<i>page 5</i>).		
Date:	Time:	
Print Name:	Signature:	

LIAISON OFFICER

Responsible Individual: Emergency Program Coordinator

Report to: Emergency Operation Centre Director

Responsibilities:

1. The Liaison Officer functions as a point of contact for, and interaction with, representatives from other agencies arriving at the EOC.
2. Liaise with any agency / organization operational centres, MROC's (Ministry Regional Operation Centres), and organizations not represented in the EOC.
3. Coordinate agency representatives for the EOC as required to ensure adequate EOC structure, and fill all necessary roles and responsibilities enabling the EOC to function effectively and efficiently.
4. Assist and serve as an advisor to the EOC Director and Management Team as needed, providing information and guidance related to the external functions of the EOC.
5. Assist the EOC Director in ensuring proper procedures are in place for directing agency representatives, communicating with elected officials, and conducting VIP/visitor tours of the EOC facility.
6. Liaise with local authorities, other Emergency Operations Centres, Provincial and Federal organizations, communicating Emergency Operations Centre (EOC) guidelines, directives, Action Plans and Situation Information.

Activation Phase:

	Time	Initial
Follow the Activation Phase of the Generic EOC Checklist (<i>page 4</i>).		
Report to EOC and obtain situation status and response priorities from EOC Director or Deputy.		
Ensure that an EOC staff check-in procedure is established immediately (EOC 511 and / or EOC 512).		
Ensure registration procedures are established for outside agencies working within the EOC.		
Assist the EOC Director in determining appropriate staffing for the EOC.		
Ensure that an EOC organization and staffing chart is posted and updated.		
Provide assistance and information to General Staff regarding staffing EOC sections.		
Ensure that agency representative telephone and/or radio communications are established and functioning.		
Obtain personal telecommunications equipment.		
Date:	Time:	
Print Name:	Signature:	

Operational Phase:

	Time	Initial
Assist the EOC Director and Management Team in developing overall EOC priorities as well as priorities for the initial Action Plan.		
Provide external and non-represented agencies information to the Planning Section to assist in the development, continuous updating and implementation of EOC Action Plans.		
Provide general advice and guidance to agencies and EOC staff as required.		
Ensure that all notifications are made to agencies not represented in the EOC.		
Ensure that communications with appropriate external non-represented agencies (such as: Utilities, Transportation, Volunteer Organizations, Private Sector, etc.) is established and maintained (EOC 410).		
Assist EOC Director in preparing for and conducting briefings with EOC Management Team members, Elected Officials, the media, and the general public.		
Prepare external non-represented agency information for briefings with the EOC Management Team.		
Ensure that operational priorities and objectives identified in EOC Action Plans (EOC 502) are communicated to external non-represented agencies.		
Facilitate completion of situation reports with external non-represented agencies and forward to the Planning Section.		
Advise the EOC Director of critical information and requests contained within agency situation reports		
Forward approved EOC Situation Reports (EOC 501) to non-represented agencies as requested.		
Assist the EOC Director in establishing and maintaining an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.		
In consultation with the Information Officer, conduct tours of EOC facility as requested.		
Provide assistance with shift change activity as required.		
Date:	Time:	
Print Name:	Signature:	

Demobilization Phase:

	Time	Initial
Notify external non-represented agencies in the EOC of the planned demobilization, as appropriate.		
Assist with the deactivation of the EOC at the designated time, as appropriate.		
Assist the EOC Director with recovery operations and preparation of the After Action Report.		
Follow the Demobilization Phase of the Generic EOC Checklist (<i>page 5</i>).		
Date:	Time:	
Print Name:	Signature:	

INFORMATION OFFICER

Responsible Individual Corporate Services Director/City Clerk
Report to: Emergency Operation Centre Director

GENERAL DUTIES

It is primarily a strategic role, and is located at the EOC, but the Information Officer should be prepared to fill in as needed. It may be a very hands-on role, depending on the incident.

Before an incident: as a member of the EOC Management Group, ensure state of readiness for Information Team (staff are trained, equipment is ready).

Responsibilities:

1. Serve as the coordination point for all public information, media relations and internal information sources for the EOC.
2. Coordinate and supervise all staff assigned.

Public Information:

1. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
2. Ensure that a Public Information Service (hot line or call centre) is established for the public to access helpful information and advice. Provide the call takers with timely and accurate messaging sheets so that they offer only confirmed and approved information.
3. Direct Call Centre Coordinator.

Media Relations:

1. Serve as the coordination point for all media releases for the EOC.
2. Designate spokesperson(s) for the incident in consultation with the EOC Management Section
3. Undertake initial media assessment.
4. Coordinate media releases with officials representing other affected emergency response agencies.
5. Develop the format for press conferences and briefings in conjunction with the EOC Director.
6. Oversee news conferences and Media Briefings
7. Maintain a positive relationship with the media representatives, monitoring all broadcasts and written articles for accuracy.

Internal Information:

1. In consultation with EOC Director and Liaison Officer, coordinate VIP and visitor tours of the EOC facility.
2. Implement Information Team's overall goal of gathering and disseminating public information
3. Liaise with EOC Management, Operations, Planning, Logistics and Finance & Administration sections
4. Assess impact of incident and specific Information Team response needs
5. Obtain necessary staff complement and assigning staff/shift changes
6. Ensure communications component of the Incident Action Plan is complete
7. Develop helpful messaging sheets and/or FAQ sheets (frequently asked questions and answers) to ensure consistent and accurate information sharing amongst EOC staff.
8. Arrange Information Team staff briefings/updates
9. Maintain a web site established for EOC information, as appropriate.
10. Liaise with the Information Officers at site(s) other EOCs, ECCs, DOCs, MROCs, PREOCs, PECC and other external agencies.
11. Provide communication advice to senior personnel/spokespersons (e.g. Mayor, Chair, Police etc.)
12. After an Incident: ensure staff are de-briefed and documented of the incident is complete (e.g. copies of news releases; tapes of news conferences / interviews, clippings, etc.)

Activation Phase:

	Time	Initial
Follow the Activation Phase of the Generic EOC checklist (page 4).		
Report to the EOC upon notification of a disaster		
Assess the communications status of the EOC (phones, fax, cellular, web.) If phones are not working, use satellite telephone, cell phone, handheld radio or arrange to utilize an amateur radio operator located in Communications Room area of EOC.		
Determine staffing requirements and make required personnel assignments for an Information Section. Confer with all Sections to determine if adequate Information Team staff has been called and that appropriate shifts have been established. If sufficient scheduling has not already been completed, initiate a fan-out alert for Information Team members. Prepare and maintain a written schedule of assigned shifts.		
Assign an Information Officer (IO) to the field, as necessary.		
Assess information skill areas required in the EOC such as: writing, issues management, media relations, event planning, etc.		
Date:	Time:	
Print Name:	Signature:	

Operational Phase:

	Time	Initial
Obtain a briefing from the EOC Management / Operations / Planning / Logistics / Finance & Admin Sections to develop a clear, verified understanding of the facts to date.		
Obtain policy guidance and approval from the EOC Director with regard to all information to be released to the media and public.		
Refer to the Emergency Information Plan and Public Information Officer operational guidelines, sample forms, templates and other information materials, as appropriate. (see EOC 420 to 425).		
Begin drafting a communications action and ensure it is incorporated into the overall Incident Action Plan. When there is time, make sure you consider communications activity for the recovery phase of the incident.		
Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.		
Make radio or cellular phone contact with the Incident Command Post and any field Information Officer (IO). Get as much pertinent information as is available from the Incident Commander or the on-scene Information Officer. Determine if an emergency broadcast message is necessary.		
Confirm with EOC Management Section if there is a need for (and the exact contents of) an emergency broadcast message. Use content collected from the Incident Command Post and others.		
Ensure field Information Officers (IO' s) get copies of any emergency broadcast. Ensure electronic copy is on the Region District and Municipalities web site. File hard copy as well.		
Consider ways to transmit the message, including Police and Fire Dispatch, fax to local media, especially Star FM, web site.		
Coordinate with the Planning Section and identify method for obtaining and		

verifying significant information as it develops.		
Establish distribution lists for recipients of all public information releases		
Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials.		
Consider organizing a news conference as soon as possible (preferably a joint news conference with the various responding agencies.)		
Implement and maintain an overall information release program.		
Assess communications status of local media. Call around to find out which media are still operational.		
Establish a Media Information Centre, as required, providing necessary space, materials, telephones, and electrical power.		
Maintain up-to-date status boards and other references at the media information centre. Provide adequate staff to answer questions from members of the media. Consider developing a fact sheet on the incident.		
Establish a toll free public information hotline and/or call centre to handle public inquiries and provide emergency support information. Consult with Logistics for communication equipment needs and set-up.		
Establish Information Officer talk group through communications.		
Interact with other EOC's as well as the PREOC and obtain information relative to public information operations.		
In coordination with other EOC sections and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public. Liaise with Risk Mgmt. Officer to check for any potential liability or safety concerns.		
At the request of the EOC Director, prepare media briefings for elected officials and/or Policy Group members and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.		
Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the disaster areas when safe.		
Arrange through logistics appropriate staffing and telephones to efficiently handle incoming media and public calls.		
In addition to identifying help sources contained within press releases, PSA's and bulletins, maintain a Disaster Assistance Information Directory, with numbers and locations to obtain food, shelter, supplies, health services, etc.		
Develop message statements for EOC Staff and the call takers of the toll free hotline.		
Ensure that announcements, emergency information and materials are translated and prepared based on community demographics.		
Monitor all media, using information to develop follow-up news releases and rumour control, consult with Risk Management Officer on appropriate wording and actions to take on correcting false or erroneous information.		
Ensure that file copies are maintained of all information released.		
Promptly provide copies of all media releases to the EOC Director.		
Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.		
Date:	Time:	
Print Name:	Signature:	

Demobilization Phase:

	Time	Initial
Prepare final news releases and advise media representatives of points-of contact for follow-up stories.		
Arrange post-incident de-briefing for all Information Team staff.		
Assist EOC Director with demobilization procedures and contribute items of interest to the EOC After Action Report.		
Before leaving the EOC, see the EOC Director to determine your next shift. Always arrive 30 minutes prior to your shift to receive a full update of the situation.		
Follow the Demobilization Phase of the Generic EOC Checklist (<i>page 5</i>).		
Date:	Time:	
Print Name:	Signature:	

OPERATIONS SECTION CHIEF

Responsible Individual: TBD (based on incident)

Report to: EOC Director

Responsibilities:

1. Ensure that the Operations function is carried out including coordination of response for all operational functions assigned to the EOC.
2. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
3. Establish the appropriate level of Branch and Unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
4. Coordinate any activated agency / organization operations centres in the operational area.
5. Maintain a communications link between Incident Commanders (sites), agency / organization operations centres and the EOC for the purpose of coordinating the overall response, resource requests and event status information.
6. Ensure that the Planning Section is provided with Status Reports and Major Incident Reports.
7. Conduct periodic Operations briefings for the EOC Director and Management team as required or requested.
8. Supervise the Operations Section.

Activation Phase:

	Time	Initial
Follow the Activation Phase of the Generic EOC Checklist (<i>page 4</i>).		
Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards.		
Obtain a preliminary situation briefing from EOC Director, Planning Chief or other EOC Management Staff as appropriate.		
Establish radio or cell-phone communications with agency / organization operations centres, other EOC'S, or PREOC operating in the region and coordinate accordingly.		
Based on the situation, activate appropriate branches based on functions or geographical assignments within the section. Designate Branch Coordinators as necessary:		
Fire		
Police		
Health		
Infrastructure		
ESS		
Neighbourhoods		
Special Operations		
Others as needed		
Request additional personnel for the section from the Logistics Section (Personnel Unit) as necessary to maintain 24-hour staffing capabilities, as necessary.		
Confer with the EOC Director to ensure that the Planning and Logistics Sections are staffed at levels necessary to provide adequate information		

and support for operations.		
Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.		
Obtain current communications status briefing from Logistics Section. Ensure that adequate equipment and frequencies are available for the section.		
Based on the situation known or forecasted, determine likely future needs of the Operations Section.		
Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.		
Review responsibilities of branches operating the section; develop a plan/process detailing strategies for carrying out Operations objectives.		
Date:	Time:	
Print Name:	Signature:	

Operational Phase:

	Time	Initial
Ensure that all section personnel are maintaining their individual position logs and other paperwork as required.		
Conduct periodic briefings and work to reach consensus among Operations staff on objectives for each operational period.		
Ensure that all media contacts are referred to the Information Officer.		
Prepare for and participate in EOC Director's Action Planning meetings and other relevant EOC Management Team meetings (See EOC 40IA for Briefing Format).		
Provide the Planning Section with the Operations Section's objectives prior to each Action Planning meeting.		
Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.		
Ensure that situation and resources information is provided to the appropriate units in the Planning Section on a regular basis or as the situation requires, including Branch Status Reports and new incoming incident reports.		
Ensure the Operations Section coordinate all resource needs through the Logistics Section.		
Authorize resource requests and forward extra-ordinary and / or Critical Resource requests to the EOC Director for approval (See EOC 414).		
Ensure that fiscal and administrative requirements are coordinated through the Finance / Administration Section (e.g.: notification of emergency expenditures and daily time sheets).		
Brief the EOC Director and other Management Team members on all major incidents.		
Share status information with other sections as appropriate.		
Date:	Time:	
Print Name:	Signature:	

Demobilization Phase:

	Time	Initial
Deactivate branches and any organizational elements, when no longer required. Ensure that all paperwork is complete and logs are closed and sent to Documentation Group.		
Ensure that any open actions are assigned to appropriate agency and / or EOC staff as appropriate.		
Deactivate the Section and close out logs when authorized by the EOC Director.		
Ensure that any required forms or reports are completed prior to your release and departure.		
Be prepared to provide input to the EOC After-Action Report.		
Follow the Demobilization Phase of the Generic EOC Checklist (<i>page 5</i>).		
Date:	Time:	
Signature:	Position:	

PLANNING SECTION CHIEF

Responsible Individual: As assigned

Report to: EOC Director

Responsibilities:

1. Ensure that the following responsibilities of the Planning Section are addressed as required:
 - Collect, analyze, and display situation information;
 - Prepare periodic Situation Reports;
 - Prepare and distribute EOC Action Plan and facilitate Action Planning process;
 - Track Resources;
 - Conduct advance planning activities and report;
 - Document and maintain files on all EOC activities;
 - Provide technical support services to the various EOC sections and branches.
2. Establish the appropriate level of organization for the Planning Section.
3. Exercise overall responsibility for the coordination of Branch and Unit activities within the Planning Section.
4. Keep the EOC Director informed of significant issues affecting the Planning Section.
5. In coordination with the other Section Chiefs, ensures that Status Reports are completed and utilized as a basis for EOC Situation Reports and Action Plans.
6. Supervise the Planning Section.

Activation Phase:

	Time	Initial
Follow the Generic EOC Checklist - Activation Phase (page 4).		
Report to the (EOC) and obtain a briefing from the EOC Director		
Ensure Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.		
Based on the situation, activate units within the Planning section as needed and designate Leaders for each unit:		
Situation Unit		
Documentation Group		
Resources Unit		
.Advance Planning Unit		
Demobilization Unit		
Recovery Unit		
Technical Specialists Unit		
Request additional personnel for the section from Logistics as necessary to maintain a 24 hour operation.		
Establish contact with the PREOC Planning Section when activated, and coordinate Situation Report requirements with them.		
Meet with Oper. Section, obtain and review any major incident reports.		
Review responsibilities of units in Planning section; develop plans for carrying out all responsibilities.		

Make a list of key issues to be addressed by Planning; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.			
Keep the (EOC) Director and (EOC) Management Team informed of significant events.			
Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.			
Date:	Time:		
Print name:	Signature:		

Operational Phase:

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

Demobilization Phase:

	Time	Initial
Ensure Demobilization Plan for the EOC is complete, approved by the (EOC) Director and distributed to all EOC sections.		
Oversee preparation of the EOC After-Action Report, by the Recovery Unit.		
Determine demobilization status of all Planning Units and advise the EOC Director.		
Complete all logs and documentation and forward to Documentation Group.		
Ensure any open actions are assigned to appropriate Planning staff or other EOC sections to follow-up on.		
Ensure that all expenditures and financial claims have been coordinated through the Finance / Administration Section.		
Review EOC After-Action Report prior to submitting to EOC Director and Management Team for approval.		
Follow the Generic Demobilization Phase Checklist (<i>page 5</i>).		
Date:	Time:	
Print Name:	Signature:	

LOGISTICS SECTION CHIEF

Responsible Individual: Parks, Recreation and Culture Director or as assigned

Report to: EOC Director

Responsibilities:

1. Ensure the Logistics function is carried out in support of the EOC. This function includes providing telecommunication services and information technology, locating or acquiring equipment, supplies, personnel, facilities, and transportation as well as arranging for food, lodging, and other support services as required both for the EOC and responder/site requirements.
2. Establish the appropriate level of staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
4. Coordinate closely with the Operations Section to establish priorities for resource allocation within the operational area.
5. Keep the EOC Director informed of all significant issues relating to the Logistics Section.
6. Ensure critical resources are allocated according to EOC Action Plan policy, priorities and direction.
7. Coordinate with ESS Coordinator on the provision of food and lodging for EOC and Site Personnel.
8. Supervise the Logistics Section.

Activation Phase:

	Time	Initial
Follow the Generic Activation Phase Checklist (page 4).		
Ensure the Logistics Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps, status boards, vendor references, and other resource directories.		
Based on the situation, activate branches/units within the section as needed and designate Branch and Unit Coordinators for each element:		
Information Technology Branch (Communications Team, Computer Systems Team)		
EOC Support Unit (Facilities Team, Security Team, Clerical Team)		
Supply Unit		
Transportation Unit		
Personnel Unit		
Mobilize sufficient section staffing for 24-hour operations.		
Establish communications with the Logistics Section at the PREOC if activated.		
Advise Units within the section to coordinate with appropriate Branches in the Operations Section to prioritize and validate resource requests from Incident Commanders and other agency/organization operations centres. This should be done prior to acting on a request.		
Meet with the EOC Director and Management Team to identify immediate resource needs.		
Assist Unit Coordinators in developing objectives for the Logistics Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the EOC Action Plan.		
Date:	Time:	
Signature:	Position:	

Operational Phase:

	Time	Initial
Ensure that Logistic Section position logs and other necessary files are maintained.		
Meet regularly with section staff and work to reach consensus on Logistics Section objectives for forthcoming operational periods.		
Provide the Planning Section with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.		
Attend and participate in EOC Action Planning meetings.		
Provide periodic Section Status Reports to the EOC Director and Planning Section.		
Ensure that the Logistics Section coordinates closely with the Finance/Administration Section, and that all required documents and procedures are completed and followed.		
Ensure Logistics Section coordinate relevant activities with appropriate Functional Branch Coordinators in the various EOC Sections.		
Ensure that transportation requirements, in support of response operations, are met.		
Ensure that all requests for facilities and facility support are addressed.		
Ensure that all resources are tracked and accounted for in cooperation with the Planning Section, as well as resources ordered through Mutual Aid.		
Provide Section Staff with information updates via section briefings, as required.		
Date:	Time:	
Signature:	Position:	

Demobilization Phase:

	Time	Initial
Identify high cost resources that could be demobilized early and advise other Sections.		
Ensure coordination with Operations before commencing demobilization.		
Determine demobilization status of the Logistics Section and advise the EOC Director.		
Complete all logs and documentation and forward to Planning Section.		
Ensure any open actions are assigned to appropriate Logistics staff or other EOC sections to follow-up on.		
Ensure that all expenditures and financial claims have been coordinated through the Finance/Administrative Section.		
Provide input towards the EOC After-Action Report.		
Follow the Generic Demobilization Phase Checklist (page 5).		
Date:	Time:	
Signature:	Position:	

FINANCE / ADMINISTRATION SECTION CHIEF

Responsible individual: Finance Director or as assigned

Report to: EOC Director

Responsibilities:

1. Ensure that all financial records are maintained throughout the event or disaster.
2. Ensure that all on-duty time is recorded and collected for all personnel.
3. Ensure there is a continuum of the payroll process for all employees responding to the event or disaster.
4. In consultation with EOC Director determine spending limits, if any, for Logistics, Operations, and Management Staff.
5. Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
6. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
7. Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
8. Ensure that all recovery documentation and Disaster Financial Assistance paperwork is accurately maintained and submitted to PEP.
9. Supervise the Finance / Administration Section.

	Time	Initial
Follow the Generic Activation Phase Checklist (<i>page 4</i>).		
Ensure that the Finance / Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.		
Based on the situation, activate Units within Section, as needed, and designate Unit Coordinators for each element:		
Time Unit		
Purchasing Unit		
Compensation & Claims Unit		
Cost Unit		
Ensure that sufficient staff is available for a 24-hour schedule, or as required.		
Consult with EOC Director for spending limits.		
Meet with the Logistics and Operations Section and review financial and administrative requirements and procedures; determine the level of purchasing authority to be delegated to each.		
Meet with all Unit Coordinators and ensure that responsibilities and procedures are clearly understood.		
In conjunction with Unit Coordinators, determine the initial Finance/Administration Action Planning objectives for the first operational period.		
Notify the EOC Director when the Finance / Administration Section is operational.		
Date:	Time:	
Signature:	Position:	

Operational Phase:

	Time	Initial
Ensure that Finance / Administration position logs and other necessary files are maintained. Note: Should use the same financial, cost accounting and time sheet forms used in non-emergency times.		
Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.		
Participate in all Action Planning meetings.		
Provide cost estimates to Action Planning Process.		
Brief all Unit Coordinators and ensure they are aware of the EOC priorities particularly those affecting the Finance / Administration Section, as defined in the Action Plan.		
Keep the EOC Director and Management Team aware of the current fiscal situation and other related matters, on an on-going basis.		
Ensure that the Finance / Administration Section (Cost Unit) maintains all financial records throughout the event or disaster.		
Ensure that the Finance / Administration Section (Time Unit) tracks and records all agency staff time.		
In coordination with the Logistics and Operations Sections, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.		
Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the disaster, in a reasonable timeframe, given the nature of the situation.		
Ensure that the Time Unit Processes all timesheets and travel expense claims promptly.		
Ensure that all cost documentation and Disaster Financial Assistance is accurately maintained by the Cost Unit during the response, and submitted on the appropriate forms to PEP.		
Date:	Time:	
Signature:	Position:	

Demobilization Phase:

	Time	Initial
Determine demobilization status of the Finance / Administration Section and advise the EOC Director.		
Ensure that all expenditures and financial claims have been processed and documented.		
Complete all logs and documentation and forward to Documentation Group.		
Ensure any open actions are assigned to appropriate Finance / Administration staff or other EOC sections to follow-up on.		
Provide input towards the EOC After-Action Report.		
Follow the Generic Demobilization Phase checklist (page 5).		
Date:	Time:	
Signature:	Position:	

RISK MANAGEMENT/SAFETY

Responsible individual: The Emergency Coordinator

Report to: EOC Director

Review this “Job Activity Sheet” for current policies and practices

Keep an up to date list of security, safety and related companies.

Discuss risk management issues including tasks and options related to risk management during all meetings.

Arrange for periodic review of safety and security issues and training for those who may provide that service on a voluntary basis.

Make sure that whenever the EOC is used for training (or other meetings) that the users and their group discuss safety, security – including evacuation issues.

Ensure those who staff the EOC receive training in their roles and responsibilities.

When an emergency or disaster occurs or is about to occur:

Your job is to provide advice and direction related to “Risk Management”, health and safety issues within and outside the EOC and provide a liaison at the one or various “sites” during the emergency.

Responsibilities

A. Risk Management

Protects the interests of all EOC participants, agencies, and organizations by ensuring due diligence in information collection, decision-making, and implementation.

Monitors situations for risk exposures and ascertains probabilities and potential consequences of future events.

B. Safety

It should be noted that while the risk management officer has responsibility for safety, it is recommended that a safety specialist be appointed who is familiar with all aspects of safety and relevant legislation.

C. Security

The Risk Management Officer ensures that appropriate security measures have been established to allow for only authorized access to the EOC facility and documentation.

Activation Phase:

	Time	Initial
Report to the Emergency Operations Centre Follow activation / deactivation checklist		
Oversee that security checkpoints have been established at all EOC entrances to allow only authorized personnel access to the EOC, including staff sign-in and identification procedures.		
Start an activity log (a written record of everything you say and do. This becomes a chronology that describes the actions you take during your shift).		
Find out what has happened – from whatever sources are available.		
Arrange for a risk identification and analysis of the EOC site and other Site		

Date:	Time:	
Signature:	Position:	

Operational Phase:

	Time	Initial
Ensure that you and your staff are maintaining their individual position logs and other paperwork as required.		
Identify and document risk and liability issues; keep Planning Section Chief advised at all times.		
Gather and organize evidence that may assist all EOC organizations in legal defense that may be more difficult to obtain later.		
Arrange for the conducting of regular safety and security inspections of the Emergency Sites and the EOC facility.		
Organize the investigation of all accidents and incidents that occur during the activation of the Emergency Response/Recovery Plan. <ul style="list-style-type: none"> • Review all documentation and evidence gathered by your staff or volunteers. <i>(this does not include investigations by other agencies having specific jurisdiction in regards to specific incidents and situations).</i> • Report all findings to the EOC Director as soon as you or your “team” know them. 		
Date:	Time:	
Signature:	Position:	

Deactivation Phase:

	Time	Initial
Provide updated “status reports” on any and all incidents that you have dealt with in regards to Safety, Security or Risk Management.		
Complete all paperwork, activity logs, forms or reports prior to your departure.		
Clean up your work are (desk top and floor area)		
Find the “check-in station”. Advise the staff person on duty that you are leaving. <ul style="list-style-type: none"> • Leave a forwarding phone number where you can be reached. • Be prepared to provide input to any “After Event Report”. • Upon request, participate in formal post-event debriefs. • Access “critical incident stress” debriefings, as needed. 		
Date:	Time:	
Signature:	Position:	

Definitions and Terms

BCERMS The British Columbia Emergency Response Management System, or BCERMS, is a standardized emergency management system that all provincial agencies are required to use when responding to emergencies. The system is a recommended best practise for local government.

Critical Incident Stress Debriefing (CISD) A mental health process designed to assist emergency services workers who have been subjected to extremely traumatic events.

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.

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

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

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

Event An occurrence based on one of the 53 identified hazards in B.C.

Finance / Administration Section The Section responsible for all event costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

Function In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved (e.g., the planning function).

Incident An occurrence, caused either by human action or natural phenomena that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Commander (IC) The individual responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP) The location from where the Incident Commander works.

Incident Commander Systems (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.

Logistics Section The Section responsible for providing facilities, services, and materials for the incident.

Management The act of directing and/or controlling resources at the Site Support level by virtue of explicit legal, agency, or delegated authority.

Management Staff Advisory positions to the EOC Director. The Risk Management Officer, Information Officer and Liaison Officer comprise the Management Staff.

Management By Objectives In ICS, this is a top-down management activity which involves a three-step process to achieve the incident goal. The steps are: establishing the incident objectives, selection of appropriate strategies to achieve the objectives, and the tactical direction associated with the selected strategy. Tactical direction includes selection of tactics, selection of resources, resource assignments, and performance monitoring.

Marshalling Area An area used for collecting and holding resources in reserve or prior to being deployed to incident Staging Areas.

Objectives Statements of “What” must be accomplished within a given Operational Period.

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

Operations Section Responsible for the coordination of all operational agencies represented at the EOC. Includes the Air Operations, Fire, Police, Engineering, Utilities, Emergency Social Services, Environment and Health Branches.

Planning Section Responsible for the collection, evaluation, and dissemination of tactical information related to the incident, and for the preparation and documentation of Incident Action Plans. The Planning Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident. Includes the Situation, Resource, Documentation, and Demobilization Units, as well as Technical Specialists.

PECC Provincial Emergency Coordination Centre. An Emergency Operations Centre established and operated at the provincial central coordination level to direct and coordinate the provincial government’s overall emergency or disaster response and recovery efforts. Located at the Provincial Emergency Program headquarters in Victoria.

PREOC Provincial Regional Emergency Operations Centre. An Emergency Operations Centre established and operated at the regional level by provincial agencies to coordinate provincial emergency response efforts.

Respite Centre An area established by Emergency Social Services to provide rest, comfort and nourishment for emergency services workers engaged in long term incidents.

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

Site Support When the site level response requires off-site support, an Emergency Operations Centre (EOC).

Staging Area A location at the site where resources are held prior to being given a tactical assignment.

Strategies Methods, or “how” objectives are met.

TEAMS Temporary Emergency Assignment Management System. The method used by the provincial government to staff Provincial Regional Emergency Operations Centres.

Legislation and Acts

Emergency Program Act Chapter 111

FORMS

EOC 401	EOC Management Team Briefing Agenda
EOC 401A	Section/Function Status Report
EOC 407	Position Decision / Approval Log
EOC 410	Contact Log
EOC 414	Position Log
EOC 415	Damage Assessment
EOC 417	ESS Reception Centre / Group Lodging Situation Report
EOC 418	ESS Local Situation Report
EOC 420	Evacuation Plan Message
EOC 421	Urgent Evacuation Procedures
EOC 422	Spokesperson Media Statement
EOC 423	Media Tracking Report
EOC 424	Media Conference Attendance Record
EOC 425	After the Disaster (Media Release)
EOC 501	EOC Situation Report
EOC 502	EOC Action Plan
EOC 503	EOC Shift Schedule
EOC 507	Transportation Plan
EOC 508	EOC Staff Food and Lodging
EOC 509	Communications Log
EOC 511	EOC Check In / Check Out
EOC 512	PEP Task Registration Form
EOC 514	Request for Resources or Assistance
EOC 515	Resource Planning Worksheet – Supply Unit
EOC 516	Resource Status (by type)
EOC 517	Resource Status (by location)
EOC 523	EOC Facility / Equipment Inventory
EOC 530	EOC Expenditure Authorization Form
EOC 532	EOC Daily Expenditures
EOC 534	EOC Expenditure – Event Totals
EOC 550	EOC Major Incident Report
	Local Government Body Response Claim Submission
	Water Supply (Boil Water Notices)