

EOC DIRECTOR EMERGENCY INCIDENT CHECKLIST

- Confirm the safety of you and your family

Establish Contact and Gather Information from the Band Manager, Emergency Program Coordinator, Lead Responder Agency and/or Critical Infrastructure Owner

- Confirm nature and scope of the emergency event including:
 - Potential impacts to public safety
 - Potential impacts to critical infrastructure, communications and services
 - Potential impacts to traditional or sacred locations
 - Any other known or potential issues
 - Status of any evacuation activities
 - Status of any response activities and support required by EOC, including community personnel and equipment already engaged
 - Lead response agency and who the Incident Commander is
- Confirm that on site Incident Command(s) have been established and the best methods of contact
- Is a Tactical Evacuation required?
 - If yes, go to **EOC Director Tactical Evacuation Checklist** in the **Community Evacuation Plan**
- Review the **Hazard Specific Response Checklist** if applicable

Work Together with Band Manager and/or Community Leadership to Confirm if EOC Activation is Required

- Brief Community Leadership on the nature and scope of the event and initial EOC support objectives
- Discuss if outside assistance is required and if so, activate existing and relevant community mutual aid/resource sharing agreements or make a request through EMCR
- If necessary/applicable, consider:
 - Activating **Community Business Continuity Plan**
 - Notifying RCMP for evacuation assistance and security
 - Advising BC Emergency Health Services (BCEHS), formerly BC Ambulance
 - Providing a Community Liaison to be present at the EOC of the main responding agency
 - Local traffic control services for traffic safety and control
- Identify if a Band Council Resolution is required
- Identify if an Evacuation Alert and/or Order is required
 - If yes, go to **EOC Director Evacuation Alert Checklist** or **EOC Director Evacuation Order Checklist** in the **Community Evacuation Plan**
- If an EMCR Task # is needed, call **EMCR 1-800-663-3456** and provide the following information:
 - Threat to community
 - Is Evacuation required (yes/no)? If yes, how many and where will they go?
 - Is a Band Council Resolution required (yes/no)?
 - Request a stakeholder coordination call if necessary
 - Request additional resources and support if unable to fill locally
- Review the **EOC Activation Flow Chart**

EOC DIRECTOR EMERGENCY cont'd

- Contact and invite response, support agencies, and impacted utilities and owners to:
 - Request an agency representative to the EOC
 - Participate in regular briefings and calls
- If Yes, go to **EOC Director – Evacuation Alert Checklist** and/or the **EOC Director – Evacuation Order Checklist** in the **Community Evacuation Plan**

If EOC Activation is Required, confirm the following information:

- Will the event be supported for EOC activation? (confirm the types of events that EMCR will support and not support)
- EOC Activation Level – what activities it needs to be activated for. Consider a partial EOC activation when:
 - The event is small in nature and only requiring short term and/or limited support
 - There is a possibility an event may threaten some or part of the community
 - Advance planning is warranted for an impending threat to the community
- Select a Suitable EOC Facility:

For a Partial EOC Activation this could mean working from people's office desks, or it may require a dedicated space with the following considerations:

- A safe location in the event the Event grows? If no, consider alternate location(s)
- Sufficient desks, chairs, phones, computers and stationery etc.?
- Status board, whiteboards, flip charts and maps
- Is it secure from general public random visits (able to be lock doors to maintain confidentiality)?
- A dedicated room for meetings, calls etc. that can be controlled for general public random visits
- A staff sign-in/out process
- Quick access to Emergency Plan, Activation Plan and Business Continuity

For a Full EOC Activation - EOC Facility, Review the Partial Activation Considerations as well as:

- Dedicated spaces for breakout meetings, advance planning, public information officers, agency representatives, and other activities as appropriate
- Suitable voice and internet communications; confirm that costs to install adequate IT may be reimbursed through EMCR
- A space where the Section Chiefs can work in the same large room for a majority of the time
- Suitable workspaces with desks, chairs, phones, computers and stationery etc.
- Adequate parking for additional EOC personnel
- A quiet rest area for EOC staff
- All contracts for facility and support to the facility are in place

If EOC Activation is Required, Confirm EMCR has been contacted and a task number has been received

EOC DIRECTOR EMERGENCY cont'd

- If EMCR has NOT been contacted, call **1-800-663-3456** and communicate the following information:
 - EOC location and hours of operation
 - Contact information for the EOC and primary community representative
 - Type and Nature of the event/threat, including how imminent it is
 - Best estimate of how many people and/or properties are threatened
 - Provide documentation as required
 - Request a task number
 - Request any additional assistance you need through EMCR

*EMCR will automatically notify Indigenous Services Canada (ICS)

- If an EMCR stakeholder coordination call is required (e.g., full activation events) or if one has been scheduled already (An EMCR stakeholder coordination call may include all-stakeholders or be limited to just those impacted and/or have a direct response or support role)

If an EMCR stakeholder coordination call has already been scheduled, confirm:

- What time is it scheduled for, what is the phone number and who requested it
- Provide an initial update to Chief and Council about status of event and predictions on its impacts
- Activate appropriate EOC staffing levels:
 - For Partial EOC Activations**, consider at a minimum: an EOC Director, Operations Section Chief and Planning Section Chief
 - For Full EOC Activations**, consider a Deputy Director & the EOC Level 2 and Level 3 staffing guidelines:

Position	EOC Level 1	EOC Level 2	EOC Level 3
EOC Director	✓	✓	✓
Information Officer	✓	✓	✓
Liaison Officer	✓	✓	✓
Operations Section Chief	✓	✓	✓
Risk Management Officer		✓	✓
Planning Section Chief	✓	✓	✓
Section Chiefs		As Required	ALL EOC
Section Unit Leaders	As Required	As Required	As Required
Deputy Chiefs		As Required	As Required
Recovery Planner		✓	✓
Subject Matter Expertise (SMEs)		As Required	As Required
EMCR	Advise	Limited PREOC	PREOC
Emergency Support Services (ESS)	Advise	✓	✓
Chief and Council	Advise	✓	✓

Source: EMCR Emergency Operations Centre: Operational Guidelines

EOC DIRECTOR EMERGENCY cont'd

Notify Required Staff (see staff emergency contact list) and Confirm the Following:

- Request staff to be on **Alert/Standby** OR **Report to the EOC** or Other specified location
- Nature of the emergency
- Who is activating the EOC?
- Level of EOC Activation required (Level 1 = minor to Level 3 = full scale)
- Address / Location of the EOC
- What time should they report to the EOC
- Anticipated number of hours they will be at work
- Job Assignment
- Any materials required (e.g., laptops, maps...etc.)
- Any security or safety considerations
- Applicable transportation information (e.g., known road closures...etc.)
- EOC contact phone number in the event of an emergency or delay

For Full EOC Activations:

- Anticipate initial needs for 3 to 7 days and develop a staffing plan; consider the length of shift and whether 24/7 coverage is required
 - Consider activating a Recovery Manager during the early stages of the event to ensure appropriate plans are in place
 - Anticipate the length of EOC coverage required and consider an EOC staffing plan to be drawn up
 - Ensure there are enough personnel to rotate staff
- Consult with Primary Responder Agencies, EOC management staff and Section Chiefs to set EOC priorities and response objectives for affected areas; consider support for the following strategies, if applicable:
 - Access management to restricted or evacuation order area
 - Security for evacuated areas
 - Protection of community and its infrastructure
 - Support to other communities
 - Consider the 8 BCEMS goals in your prioritization; they can be found in your community emergency plan
- Designate the operational periods according to the situation and display in a prominent location
- Fill out the **All Personnel – EOC Activation Checklist**
- Start setting up the section workstations and other rooms as required until Logistics arrives
 - Review **EOC Set Up Checklist**
- Set up check in procedures using the **EMCR Logistics Check-in Form (511)**
- Greet and orient arriving EOC members until the Logistics Section is established to assume this function

EOC DIRECTOR EMERGENCY cont'd

- Brief incoming EOC staff on:
 - Rules around using the facility
 - Facility evacuation and safety procedures
 - Their role(s) - remember that EOC Director and Section Leaders must perform ALL the required functions that are NOT staffed
 - Nature and scope of emergency event including:
 - Potential impacts to public safety
 - Potential impacts to critical infrastructure
 - Potential impacts to traditional or sacred locations
 - Status of any evacuation activities
 - Status of any response activities and support required by EOC, including community personnel and equipment already engaged
 - Lead response agency and who the Incident Commander is
 - EOC set up
 - EOC objectives and highest priorities
 - The daily schedule of activities
 - Provide copies of the **All Personnel – EOC Activation Checklist**
- Confirm with Chief, Band Manager, EPC and Information Officer (IO) who will be the primary community spokesperson; ensure this person will not be viewed as fatigued, stressed or combative as this may affect public perceptions on Community Leadership and their ability to deal with the event
- Review and approve media releases and other public information materials
- Establish and maintain communications with the Community Leadership, EOC staff and Support Agencies
- Establish and maintain contact with adjacent jurisdictions and the PREOC, if one has been established and keep the PREOC Operations Chief informed
- Provide daily Situation Reports to EMCR by 2:00pm daily
- Call at least one Action Planning meeting (no longer than 30 min) in each operational period, and whenever the situation or EOC staff changes significantly
 - Attendance to include all management staff, Section Chiefs and other key agency representatives
- Hold regular briefings of all Community EOC participants to keep them informed on status
- Provide regular updates to Chief and Council
- Keep the EOC Information Officer up to date on new information, as appropriate
- Continuously assess the magnitude and severity of the current situation and potential for future threat,

EOC DIRECTOR EMERGENCY cont'd

EOC Staff Health and Well Being:

- Monitor EOC personnel to ensure they attend to their personal needs for food, water, sleep and take regular breaks
- Monitor general staff activities to ensure that all appropriate actions are being taken
- Continuously monitor the EOC organizational effectiveness

Recovery Phase:

- Hold a critical incident debriefing session for team members
- Consider providing or arranging grief counselling to members as needed
- Prepare to work with the EOC Team to assess the effectiveness of this plan and make revisions as necessary
- Work with Information Officer to inform the community members of the Event being over
- Consider holding town hall events to discuss recovery activities and to support community members
- Supervise the return of any members of the Community who may have been out of the Community
- Document lessons learned and share the information with the EPC to update the Emergency Plan accordingly
- Share mental health support services information to Community members
- Contact FNHA for further support options
- Ensure safety of all recovery activities
- Inform and brief Chief and Council

Before Leaving:

- Confirm with Band Manager and Emergency Program Coordinator the EOC can be deactivated
- Deactivate the EOC
- Prepare the EOC After Action Report
- Follow **All Personnel – EOC Demobilization Checklist**