

## BAND MANAGER/CAO – INCIDENT/EVENT CHECKLIST

- Confirm the safety of you and your family

**Establish Contact and Gather Information from the General Manager, Emergency Program Coordinator, Lead Responder Agency and/or Critical Infrastructure Owner (see *Incident Report* Template in *Annex C of COMMUNITY NAME Emergency Plan*)**

- 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 NAME Evacuation Plan*
- Review the *Hazard Specific Response Checklist in Annex C of COMMUNITY NAME Emergency Plan* if applicable

**Work Together with General 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 NAME Business Continuity Plan
  - Notifying RCMP for evacuation assistance and security
  - Advising BC Emergency Health Services (BCHES), formerly BC Ambulance
  - Providing a Community Liaison to be present at the EOC of the main responding agency
  - Requesting Hazmat teams from Vanderhoof / Prince George
  - Local traffic control services for traffic safety and control
- Identify if a Band Council Resolution is required
  - If yes, go to *Band Council Resolution Checklist in the COMMUNITY NAME Evacuation Plan*

## EOC DIRECTOR EMERGENCY cont'd

- 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 NAME 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 in Annex B of COMMUNITY NAME Emergency Plan**
- 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 NAME Evacuation Plan**

### **If EOC Activation is Required, confirm the following information:**

- Will the event be supported for EOC activation? (*Refer to COMMUNITY NAME Emergency Plan - Section 12.1 Obtain a Task Number for 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 management plan, Activation Plan and Business Continuity

## EOC DIRECTOR EMERGENCY cont'd

### 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

### Work Together with General Manager and/or Community

If EOC Activation is Required, Confirm:

- EMCR has been contacted and a task number has been received  
***(A task number is required for expense reimbursements and provides some level of WorkSafe and liability coverage)***
  
  - 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
    - Best forms of contact for the EOC and/or 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 (ISC)*
- 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

## EOC DIRECTOR EMERGENCY cont'd

- 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*

### 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

## EOC DIRECTOR EMERGENCY cont'd

### For Full EOC Activations:

- Anticipate 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 **BCEMS** in **Section 6.3 of COMMUNITY NAME Emergency Plan** (safety/health of the responders, save lives, protect public health...etc.)*
- Designate the operational periods according to the situation and display in a prominent location
- Fill out the **All Personnel – EOC Activation Checklist in Annex B of COMMUNITY NAME Emergency Plan**
- Start setting up the section workstations and other rooms as required until Logistics arrives
  - Review **EOC Set Up Checklist in Annex B of COMMUNITY NAME Emergency Plan**
- Set up check in procedures using the **EMCR Logistics Check-in Form (511) in Annex C of COMMUNITY NAME Emergency Plan**
- 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 in Annex B of COMMUNITY NAME Emergency Plan***
- Confirm with Chief, General 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 NAME EOC participants to keep them informed on status
  - \*This briefing should not be longer than 30 minutes, and may include a summary by the Incident Commander or representative*

## EOC DIRECTOR EMERGENCY cont'd

- Provide regular updates to Chief and Council
- Keep the EOC Information Officer and Chief and Council up to date on new information, as appropriate
- Continuously assess the situation; magnitude and severity of the current situation and potential for future threat, considering:
  - BCEMS Goals in Section 6.3 of COMMUNITY NAME Emergency Plan** (safety/health of the responders, save lives, protect public health...etc.)
  - Any support needs: availability of first responders and human resources, any resources required, assistance by external agencies

### **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
- 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 management 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 General 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 in Annex B of COMMUNITY NAME Emergency Plan**