

Tk'emplúps te Secwépemc



EMERGENCY MANAGEMENT PLAN

December 2023

Approval Message from the Tk'emlúps Chief and Council



APPROVAL

Community Emergency Plan 2023 Tk'emlúps Emergency Management Program Version: March 2023

By affixing our signatures below, we hereby approve this document:

| | |
|---|-------------|
| _____ | Date: _____ |
| <i>Kúkpi7 Rosanne Casimir, Tk'emlúps te Secwépemc</i> | |
| _____ | Date: _____ |
| <i>Councillor Marie Baptise, Tk'emlúps te Secwépemc</i> | |
| _____ | Date: _____ |
| <i>Councillor Thomas Blank, Tk'emlúps te Secwépemc</i> | |
| _____ | Date: _____ |
| <i>Councillor Nikki Fraser, Tk'emlúps te Secwépemc</i> | |
| _____ | Date: _____ |
| <i>Councillor Justin Gottfriedson, Tk'emlúps te Secwépemc</i> | |
| _____ | Date: _____ |
| <i>Councillor Joshua Gottfriedson, Tk'emlúps te Secwépemc</i> | |
| _____ | Date: _____ |
| <i>Councillor Dave Manuel, Tk'emlúps te Secwépemc</i> | |
| _____ | Date: _____ |
| <i>Councillor Morning-Star Peters, Tk'emlúps te Secwépemc</i> | |



1.0 INTRODUCTION

1.1 PLAN FLEXIBILITY AND CONFIDENTIALITY

This plan is considered a living document and is subject to changes to ensure accuracy and timeliness. The user of this information accepts full responsibility for any errors or omissions contained therein.

1.2 FOR OFFICIAL USE ONLY

As per the Freedom of Information and Protection of Privacy Act (Sec. 19.1.b), this document and its respective appendices, in its current state, are considered confidential in nature due to the sensitive information that may interfere with public safety. This plan in its current state is intended for internal use only. All Freedom of Information Act requests regarding the Tk'emlúps te Secwépemc emergency management plan must go through the Emergency Planning Coordinator to ensure sensitive information is protected.

1.3 NOTE TO THE READER

Ensure you have the most current copy of the plan. The most current electronic version resides with the Emergency Planning Coordinator.



1.4 RECORD OF AMENDMENTS

| No. | Version # or Date | Page # | Summary of Changes | Amended By |
|-----|----------------------|--------|--------------------|---------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |



1.5 PLAN DISTRIBUTION

1.5.1 Internal Plan Distribution

| Version # or Date | Format | Recipient | Location | Date |
|-------------------|----------------|------------------------------|----------|------|
| 01/04/2024 | Electronic PDF | Chief Administrative Officer | | |
| 01/04/2024 | Electronic PDF | Chief Financial Officer | | |
| 01/04/2024 | Electronic PDF | Tk'emlúps EOC | | |

1.5.2 External Plan Distribution

| Version # or Date | Format | Agency | Date |
|-------------------|----------------|-----------------------------------|------|
| 01/04/2024 | Electronic PDF | EMCR | |
| 01/04/2024 | Electronic PDF | Thompson Nicola Regional District | |
| 01/04/2024 | Electronic PDF | City of Kamloops | |



Table of Contents

| | | |
|------------|--|-----------|
| 1.0 | INTRODUCTION..... | i |
| 1.1 | Plan Flexibility and Confidentiality | i |
| 1.2 | For Official Use Only..... | i |
| 1.3 | Note to the Reader | i |
| 1.4 | Record of Amendments..... | ii |
| 1.5 | Plan Distribution..... | iii |
| 1.5.1 | Internal Plan Distribution | iii |
| 1.5.2 | External Plan Distribution..... | iii |
| 2.0 | PLAN OVERVIEW | 1 |
| 2.1 | Purpose and Objectives..... | 1 |
| 2.2 | Scope..... | 1 |
| 2.3 | Plan Limitations | 1 |
| 2.3.1 | Business, Industry, and Public Sector | 1 |
| 2.4 | Assumptions..... | 2 |
| 2.5 | Integration with Other Plans and Documents | 2 |
| 2.6 | Navigating the Emergency Management Plan..... | 2 |
| 2.6.1 | Base Plan | 2 |
| 2.6.2 | Base Plan vs Appendices | 3 |
| 3.0 | PLAN ADMINISTRATION..... | 6 |
| 3.1 | Confidentiality..... | 6 |
| 3.2 | Plan Maintenance..... | 6 |
| 3.3 | Plan Revisions | 7 |
| 3.4 | Record of Amendments..... | 7 |
| 3.5 | Plan Distribution..... | 7 |
| 3.6 | Exercises | 7 |
| 3.7 | Training..... | 8 |
| 3.8 | Socializing the Plan..... | 9 |
| 3.9 | Community Education | 11 |
| 3.10 | Community Emergency event Debriefs and AFTER-ACTION Reviews..... | 11 |
| 3.10.1 | Hotwashes and Debriefs..... | 11 |
| 3.10.2 | After-action Reviews (AARs)..... | 11 |
| 4.0 | EMERGENCY MANAGEMENT OVERVIEW | 12 |
| 4.1 | Emergency Management in BC..... | 12 |
| 4.2 | Legislation And Regulations to Manage Emergencies | 13 |
| 4.3 | The BC Emergency Management System and Response Goals | 13 |
| 4.4 | The Five Pillars Approach to Emergency Management | 14 |
| 4.5 | Shelter-In-Place..... | 15 |



| | | |
|------------|---|-----------|
| 4.5.1 | Shelter-In-Place Order..... | 16 |
| 4.5.2 | Shelter-in-place Limitations..... | 16 |
| 4.5.3 | Shelter-In-Community..... | 17 |
| 4.6 | Band Council Resolutions..... | 17 |
| 4.6.1 | Extraordinary Powers..... | 17 |
| 4.6.2 | Legislation and Regulations to Manage Evacuations | 18 |
| 4.6.3 | Limitations to a Band Council Resolution..... | 18 |
| 4.7 | EOC Organizational Structure | 19 |
| 4.8 | Emergency Management Roles And Responsibilities | 20 |
| 4.8.1 | Community Leadership..... | 21 |
| 4.8.2 | Policy Group | 22 |
| 4.8.3 | Chief and Council..... | 23 |
| 4.8.4 | Corporate Executives | 23 |
| 4.8.5 | Emergency Planning Coordinator..... | 23 |
| 4.8.6 | Emergency Management Committee | 24 |
| 4.8.7 | Multi-Agency Regional Committee | 25 |
| 4.8.8 | Emergency Operations Centre..... | 26 |
| 4.8.9 | Government and Lead Agencies..... | 28 |
| 4.8.10 | Non-Government Organizations..... | 32 |
| 4.8.11 | Mutual Aid..... | 33 |
| 5.0 | EMERGENCY MANAGEMENT PRE-PLANNING..... | 33 |
| 5.1 | Hazard Risk Vulnerability Assessment (HRVA)..... | 34 |
| 5.1.1 | Hazard Response Checklists..... | 34 |
| 5.1.2 | HRVA Maintenance | 34 |
| 5.2 | Known Vulnerable Populations | 34 |
| 5.3 | Critical Infrastructure | 35 |
| 5.4 | EOC Equipment and Supplies | 35 |
| 5.5 | Reception Centres | 36 |
| 5.5.1 | Reception Centre Set Up..... | 36 |
| 5.5.2 | Reception Centre Considerations..... | 38 |
| 5.6 | Recreational and Cultural Sites..... | 38 |
| 5.7 | Special Events | 38 |
| 6.0 | EMERGENCY OPERATIONS | 39 |
| 6.1 | Activating The EOC | 39 |
| 6.1.1 | EOC Activation Criteria | 39 |
| 6.1.2 | EOC Activation Authority..... | 41 |
| 6.1.3 | Types of EOC Activation | 41 |
| 6.1.4 | Levels of EOC Activation..... | 42 |
| 6.1.5 | EOC Setup and Maintenance..... | 43 |
| 6.2 | EOC Communications | 45 |
| 6.2.1 | Communications Infrastructure | 45 |



| | | |
|--------|---|----|
| 6.2.2 | Internal Communications | 45 |
| 6.2.3 | External Communications | 46 |
| 6.2.4 | Communication Strategies Using Technology | 47 |
| 6.2.5 | Alternate Communication Strategies | 48 |
| 6.2.6 | Communication with Emergency Event Stakeholders | 48 |
| 6.3 | EOC Activities | 49 |
| 6.3.1 | Obtain a Task Number | 49 |
| 6.3.2 | Personnel Accountability | 50 |
| 6.3.3 | Daily Briefings | 50 |
| 6.3.4 | Operational Periods | 51 |
| 6.3.5 | EOC Action Planning Cycle..... | 52 |
| 6.3.6 | Situation Reporting..... | 52 |
| 6.3.7 | Interagency Coordination and Conference Calls..... | 53 |
| 6.3.8 | Documentation | 54 |
| 6.3.9 | Resource Requests | 54 |
| 6.3.10 | Risk Management | 56 |
| 6.3.11 | Worker Care..... | 56 |
| 6.4 | Issuing a Band Council Resolution | 57 |
| 6.4.1 | Steps to a Band Council Resolution..... | 58 |
| 6.5 | Community Evacuation..... | 58 |
| 6.5.1 | EOC Evacuation..... | 58 |
| 6.6 | Emergency Support Services (ESS) | 58 |
| 6.6.1 | Overview | 58 |
| 6.6.2 | ESS Response Levels | 60 |
| 6.6.3 | ESS Response Protocols..... | 61 |
| 6.6.4 | ESS Considerations | 61 |
| 6.6.5 | Host Communities..... | 61 |
| 6.7 | Recovery Planning | 62 |
| 6.7.1 | Recovery Pre-planning | 62 |
| 6.7.2 | Recovery Operations Centre and Organization | 63 |
| 6.8 | Business Continuity..... | 66 |
| 6.8.1 | Overview | 66 |
| 6.9 | Financial Reimbursement..... | 68 |
| 6.9.1 | Overview | 68 |
| 6.9.2 | Response Cost Eligibility | 69 |
| 6.9.3 | Recovery Cost Eligibility | 69 |
| 6.9.4 | Cost Reimbursement Process | 71 |
| 6.9.5 | Cost Reimbursement Process Steps | 73 |
| 6.9.6 | Evacuation Financial Reimbursement..... | 75 |
| 6.10 | EOC Deactivation | 75 |
| 6.10.1 | EOC Deactivation Criteria..... | 75 |
| 6.10.2 | EOC Deactivation Authority | 75 |



| | |
|--|------------|
| APPENDICES | 76 |
| Appendix 1. Contact List | 77 |
| Appendix 2. Emergency Stakeholder List | 78 |
| Appendix 3. Known Vulnerable Populations | 79 |
| Appendix 4. Mutual Aid Agreements | 83 |
| Appendix 5. Resource Inventory | 84 |
| Appendix 6. EOC Activation Checklists..... | 86 |
| Appendix 7. ESS Capacity | 138 |
| Appendix 8. Band Council Resolution Planning | 141 |
| Appendix 9. Position Checklists | 145 |
| Appendix 10. Hazard Response Checklists | 225 |
| Appendix 11. EOC Templates | 242 |
| Appendix 12. EOC Staff and Volunteer Training Plan | 270 |
| Appendix 13. Summary of Best Practices | 271 |
| Appendix 14. BC URL's | 276 |
| Appendix 15. List of Acronyms | 279 |
| Appendix 16. List of Terminology | 280 |
| ANNEX A – HRVA | 281 |
| ANNEX B – Tk'emlúps te Secwépemc Evacuation Plan..... | 282 |
| ANNEX C – Tk'emlúps te Secwépemc Extreme Heat Plan | 283 |
| ANNEX D – Tk'emlúps te Secwépemc ESS Plan | 284 |
| | |
| Table 4-1 British Columbia Emergency Management Systems (BCEMS) Response Goals | 14 |
| Table 4-2 The Five Phases of Emergency Management | 14 |
| Table 4-3 Community Leadership Emergency Roles and Responsibilities | 21 |
| Table 4-4 Basic EOC Section Roles and Responsibilities | 26 |
| Table 4-5 Government Emergency Roles and Responsibilities | 30 |
| Table 5-1 Tk'emlúps Special Events | 38 |
| Table 6-1 ESS Response Levels | 60 |
| Table 6-2 Expense Types and % Eligible Costs | 70 |
| | |
| Figure 4.1 Provincial Support Model..... | 12 |
| Figure 4-2 Incident Command Structure (ICS) Org Chart - Small incident | 19 |
| Figure 4-3 Incident Command Structure (ICS) Org Chart - Large Incident | 20 |
| Figure 5-1 Reception Centre – Minimal Services Sample Set-up Diagram | 36 |
| Figure 5-2 Reception Centre – Full Services Sample Set-up Diagram | 37 |
| Figure 6-1 EOC Activation Flow Chart | 40 |
| Figure 6-2 EOC Set up Diagram | 44 |
| Figure 6-3 The Planning “P” – Incident Action Planning Process | 52 |
| Figure 6.4 Recovery Section Org Chart | 64 |



2.0 PLAN OVERVIEW

2.1 PURPOSE AND OBJECTIVES

This emergency management plan has been created using an all-hazard approach to emergency management. The contents of this guide can be used to prepare for, respond to, and recover from, a wide range of potential threats. The main objectives of this plan are to:

- » Prevent loss of life
- » Prevent and minimize injuries
- » Prevent and reduce loss of property
- » Assist victims and reduce suffering
- » Restore community services
- » Encourage training and plan familiarity as a factor in the resilience of this community

By reading this plan and actively practicing what it advises, staff and volunteers involved in emergency responses within this community can gain confidence in their roles and responsibilities. This will help reduce response times to emergencies, quicken the recovery process and increase resiliency to hazards.

2.2 SCOPE

This emergency management plan is intended for use by Tk'emlúps te Secwépemc officials to help guide community emergency management planning and operations within the community boundaries. The Tk'emlúps community is situated in the south-central interior of British Columbia. Five reserves span approximately 136 square kilometers with the primary community located on Kamloops 1.

2.3 PLAN LIMITATIONS

This plan does not address:

- » The emergency procedures of band departments, facilities, and co-owned facilities
 - » Please see respective department and facility emergency / emergency management plans
 - » Please see band critical infrastructure emergency response plans

2.3.1 Business, Industry, and Public Sector

Public and private sector organizations are responsible for ensuring basic emergency guidelines and procedures are in place. Basic considerations include:

- » A current Hazard, Risk, and Vulnerability Assessment of its building and/or area(s) of operation
- » Emergency preparedness
- » Communication procedures



- » Necessary supplies (i.e., first aid, water, food)
- » Necessary equipment (i.e., radio communications, generators, transportation needs)
 - » Employee awareness and shelter-in-place / lockdown training
- » A Business Continuity Plan

2.4 ASSUMPTIONS

This emergency management plan assumes that:

- » The Tk'emlúps te Secwépemc emergency management plan is regularly exercised
- » There is one person in the organization who is accountable for version control and ongoing maintenance of the plan
- » There is one person in the organization who is responsible for leading, implementing, coordinating, and overseeing all emergency management planning activities
- » There is ongoing commitment from community leadership to support the emergency program and emergency management plan
- » There is business continuity planning in place that identifies business continuity of essential business services during substantial events

2.5 INTEGRATION WITH OTHER PLANS AND DOCUMENTS

At this time, the Tk'emlúps te Secwépemc Evacuation Plan and the Tk'emlúps te Secwépemc Extreme Heat Plan is linked to this emergency management plan. No agency linked plans have been shared.

It is recommended the following plans be developed and/or integrated:

- » Tk'emlúps te Secwépemc Business Continuity Plan
- » Tk'emlúps te Secwépemc Pandemic / Influenza Plan
- » Tk'emlúps te Secwépemc Recovery Plan
- » Tk'emlúps te Secwépemc ESS Plan
- » Other agency emergency plans

These plans will provide more detailed guidance on specific community emergency management phases. It is important to link any newly developed emergency plans or agreements from other agencies or adjacent communities that would assist in the event of a coordinated response. Linking these plans will serve to identify how plans operate with respect to one another as well as assist users in finding relevant information quickly.

2.6 NAVIGATING THE EMERGENCY MANAGEMENT PLAN

2.6.1 Base Plan

The intended use of the emergency management plan is to:



- » Document and summarize best practices and lessons learned during community emergency activities including response, planning, training, exercising, socializing, activation, and review
- » Act as a reference during an emergency or disaster for the community
- » Use the main plan as a general reference document and the Appendices for operational guides

It is the responsibility of staff to understand and to familiarize themselves with the content in each section of the plan. This will benefit plan users by enabling them to find key information quickly. To the extent possible, key information and best practices have been highlighted within the plan using the following icons:



These best practices can be found throughout the document



Note: Important information to take note of

2.6.2 Base Plan vs Appendices

This emergency management plan is divided into three main sections: the base plan, the appendices, and the annexes. The base plan houses the background emergency management information and guidelines to assist the Tk'emlúps te Secwépemc community in planning for, and responding to a planned event, emergency, or disaster. It is designed to provide concise documentation of best practices, lessons learned, and context to the community emergency management guidelines currently in place. The base plan is intentionally **NOT** prescriptive, and instead, directs users to the appendices section to find guidance on “what to do next”.



The appendices section contains quick reference material to assist the community when responding to an emergency or disaster as well as some emergency management plan document reference materials. These documents can help prompt staff on important details to consider when responding to an emergency event. The type of documents found here are flow charts, checklists, information summaries, diagrams, form templates and maps.

- » Contact List
- » Emergency Stakeholder List
- » Known Vulnerable Populations
- » Mutual Aid Agreements and MOUs
- » Resource Inventory
- » EOC Activation Checklists
- » ESS Capacity
- » Band Council Resolution Planning
- » Positions Checklists
- » Hazard Response Checklists
- » EOC Templates
- » EOC Staff and Volunteer Training Plan
- » Summary of Best Practices
- » BC URL's
- » List of Acronyms
- » List of Terminology

The annex section includes stand-alone documents designed to bolster the emergency management program and can serve as practical guides and information sources.

- » Annex A : Hazard Risk Vulnerability
- » Annex B: Tk'emlúps te Secwépemc Evacuation Plan
- » Annex C: Tk'emlúps te Secwépemc Extreme Heat Plan
- » Annex D: Tk'emlúps te Secwépemc ESS Plan (in development)



Best Practice: Ensure playbooks for relevant positions are distributed and reviewed regularly. These playbooks should stay with the individuals. These positions include.

- » Chief and Council
- » Corporate Executive
- » Emergency Planning Coordinator
- » EOC Director
- » Information Officer



Best Practice: Store a set of the EOC command staff checklists in each workstation kit. Quite often, the people that are tasked with a specific EOC role may also choose to keep a copy in a large envelope taped to the inside of their office door. They include the following positions:

- » EOC Director
- » Information Officer
- » Operations Section Chief
- » Planning Section Chief
- » Logistics Section Chief
- » Finance Section Chief



Best Practice: Tape a copy of the EOC Set-Up checklist on the wall of the facilities that you have identified as your EOC. This allows the first person in the door to begin setting up.

3.0 PLAN ADMINISTRATION

3.1 CONFIDENTIALITY

This is a confidential document and in its current version, is not for public consumption. Any version made public must be sanitized of information that may be considered confidential by participating agencies. This may include private phone numbers or information related to accessing certain facilities.

3.2 PLAN MAINTENANCE

The emergency management plan is a dynamic working document that requires regular review and update to reflect current information and best practices. The Emergency Planning Coordinator (EPC) is responsible for this process. Where there is no EPC, the responsibility then rests with the designated Corporate Executive.

The EPC will:

- » Initiate and administer the review and revision process
- » Solicit updates
- » Maintain the emergency management plan content and ensure it is up to date. Four main elements of this plan requiring ongoing maintenance include:
 - » Population estimates
 - » Known vulnerable population information,
 - » Agency, and stakeholder contact information
 - » Emergency management Mutual Aid Agreements (MAAs) and MOUs
- » Initiate and administer the review and revision process

The emergency management plan should be reviewed and updated once a year at a minimum. Emergency management plan updates should occur whenever:

- » There are changes in community leadership structure and/or policy
- » There are changes in provincial policy and/or legislation
- » Gaps or improvements in policy and/or procedures have been identified during program activities such as:
 - » An operational/tabletop exercise or a community evacuation identifies gaps or improvements in policy and/or procedures
 - » Ongoing consultation with stakeholder groups including community members, first responders, partnering communities and regional districts, and any relevant regional/provincial agencies established in the area
- » The results of an after-action-review from an actual event or incident identify new best practices or changes required

3.3 PLAN REVISIONS

All members of the Emergency Management Committee and the Emergency Operations Centre staff are responsible for ensuring any and all new information is brought forward for regular updating, as required.

3.4 RECORD OF AMENDMENTS

The Emergency Planning Coordinator (EPC) is the point of contact for any revisions. Minor revisions such as spelling, grammar, and updating contact information may be completed as needed by the EPC. Major revisions such as changes to content and procedures may only be completed in consultation with the Emergency Management Committee as well as any other relevant stakeholders and departments.

Emergency management plan amendments will be documented in the Record of Amendments table located on page [ii] of this document. The updated emergency management plan will be re-distributed in accordance with **Section 1.5 Plan Distribution**.

3.5 PLAN DISTRIBUTION

This plan is to be distributed and tracked by the EPC. Some copies may be distributed in hard-copy, paper format while others may be distributed in electronic PDF form. When a plan copy is distributed the date of receipt will be recorded in the internal plan distribution table or the or the external plan distribution table, both located on page [iii] of this document.

The current list of the plan versions and the location and/or individual it is assigned to should be kept in the master copy of the plan. Responsibility and accountability for the master copy should be with the EPC. Where there is no EPC position, this responsibility will reside with the designated corporate executive.

Since this plan is a living document, any amendments will be distributed to all locations listed in the plan distribution table.

3.6 EXERCISES

While there are several factors that contribute to the success of a community emergency management plan, two key cornerstones are:

1. How familiar staff are with it
2. How much training EOC staff have had specific to their role

Regularly exercising parts of the plan will ensure that when the EOC is activated, staff and supporting agencies are familiar with each other and familiar with the business practices of the community's emergency program. Exercising the plan can be combined with a local emergency committee meeting. Members may include representatives from community leadership, local responder agencies, non-government support organizations, health authorities, government ministries, and any community partner

groups who may require EOC support. If this committee meets quarterly for two or three hours, a standing agenda may include a short tabletop exercise on one focused part of the plan.



Best Practice: Consider doing at least one larger multi-agency exercise per year. This could be a full day event where the morning consists of refresher training, and the afternoon is the exercise.



Note: There has been consistent provincial and federal funding available to communities for emergency exercises. Keep an eye open for those opportunities.

3.7 TRAINING

Ongoing training is key to a successful emergency program and emergency management plan. Training can be targeted to individuals who have been identified for specific roles, but it can also include core or foundational courses.

An example of general training to consider for all EOC and administrative staff can be:

- » Incident Command System (ICS) 100
- » Essentials of Emergency Operations Centres

An example of targeted training for individuals who have been identified for specific roles within the EOC Management Program and the EOC organization can be:

- » ICS 200
- » The Role of Elected Officials
- » EOC Director
- » Public Information Officer
- » Risk Management (can include business continuity planning)
- » Operations Section Chief
- » Planning Section Chief
- » Logistics Section Chief
- » Finance Section Chief
- » Emergency Support Services (ESS) Director

In the short term, an approach may be to focus on having individuals trained to their specific roles. Over time, consider cross training so that they can fill different roles within the EOC structure.

An annual training program review and a needs analysis can help develop training plans and secure budgets. A simple process for a training needs analysis may look like:

- » Create a list of the specific positions above
- » Identify someone who has already had training and/or who is interested in participating, and what position it is they are most suited to
 - » If possible, try to have at least 3 people trained for each position so that you can develop capacity over time
 - » Identify all people who need:
 - » ICS 100
 - » Essentials of Emergency Operations Centres
 - » The training for their specific roles
- » Prioritize those positions for training where you have the least capacity and get them the training

There are several available sources for EOC related training. The Justice Institute of British Columbia (JIBC) offers courses that lead to certificates, diplomas, or degrees. EMCR often funds JIBC courses around the province each year where host communities can utilize approximately half of the seats. There are also several private contractors who can deliver operational training. There is currently no requirement for this training to be delivered by JIBC or any other accredited institution. However, when selecting any of the institutions or private contractors, consider requesting client references for the training you are looking to have them deliver. Online training and webinar sites are another consideration for ongoing learning.

When putting together a training plan, consider a strategic approach with neighbouring communities. Compare the training needs analysis from each community and then look at options for sharing the hosting for EMCR sponsored courses, and/or the costs of private contractors. Over the long run, this will result in better local capacity and your EOC staff will have developed relationships with other EOC staff in the neighbouring communities. These connections can be invaluable during an event. Consider including training as a regular part of any emergency committee meetings and any annual exercises.



Note: There is currently no requirement for emergency management training to be delivered by the JIBC or any other accredited institution. There are several private contractors who can deliver operational training as well. However, when selecting any of the institutions or private contractors, consider requesting client references for the training you are looking to have them deliver.

3.8 SOCIALIZING THE PLAN

Plan familiarization will help reduce response times to emergencies, expedite the recovery process, and

increase resiliency to hazards. It is beneficial to socialize your emergency management plan to groups who may play a role during an evacuation event in your community.

Such groups include, but are not limited to:

- » Community Leadership
- » Key EOC Staff
- » General Staff
- » Responder Agencies
- » Neighbouring Communities
- » Other Support Agencies
- » Volunteers

By reading this plan and actively practicing what is advised, staff and volunteers involved in emergency responses within the community will gain confidence in their EOC roles and responsibilities. It is particularly important for the Tk'emlúps Chief and Council to understand their roles and responsibilities. They need to know what they are responsible for, and equally as important, they need to know what they are **NOT** responsible for. This is where a comprehensive training and review program may continue to build mutual trust between staff and leadership. Refer to Section 4.8 Emergency Management Roles and Responsibilities for more information on community leadership responsibilities during an emergency.

Key EOC personnel need to understand everyone's roles and responsibilities. Key EOC personnel should be a group of staff who are trained and actively involved in exercising the plan.

Educate general office administration and program staff of their roles and responsibilities during an EOC activation so they understand what is expected from them. This awareness has strong linkages to effective business continuity planning. An elevated level of awareness among staff can be maintained by activities such as reviewing one section of the emergency management plan once a month or including it as a mandatory agenda topic at regular staff meetings.

If responder agencies understand the plan, they will better understand their role in supporting it. Any neighbouring communities and/or other supporting agencies may be available to provide evacuation support, EOC staffing, and/or other resources so it is important to understand what that can look like in the context of the plan.

3.9 COMMUNITY EDUCATION

Community education is a frequently overlooked aspect of emergency management that plays a crucial role in minimizing potential challenges during an evacuation or emergency situation. Enhance preparedness by implementing a well-organized community education program, ideally scheduled annually in early spring before freshet season. Consider incorporating the following subjects into public education campaigns:

- » Official sources for community members to access accurate and current community evacuation and/or emergency information (e.g., community website, social media, etc.)
- » Anticipated procedures for community members in emergency situations (e.g., how the emergency/evacuation notification system will work, neighbourhood security, ESS registration, etc.)
- » Guidance for community members on personal preparedness for emergencies (e.g., assembling personal supplies, recommendations for managing pets, etc.)

3.10 COMMUNITY EMERGENCY EVENT DEBRIEFS AND AFTER-ACTION REVIEWS

3.10.1 Hotwashes and Debriefs

Hotwashes and debriefs offer opportunities for feedback to improve future response opportunities. A hotwash is an informal discussion to collect immediate comments and identify challenges to steer future response operations and is therefore recommended following every EOC activation. A debrief is typically a more formal discussion conducted after a hotwash and captures the successes, challenges, and lessons learned with the intent to advise future emergency planning.

3.10.2 After-action Reviews (AARs)

The scope and scale of the community emergency event and/or eligibility for cost reimbursement may determine the need to conduct an after-action review (AAR). They are generally done following a major event or a lengthy season. An AAR is a more formal discussion inviting representatives from response agencies and supporting organizations to participate. An AAR creates an opportunity for the community to:

- » Learn and improve emergency management planning and operational activities.
- » Understand what is working well and where improvements are needed.
- » Measure the effectiveness of prevention, mitigation, and preparedness efforts.
- » Document these lessons in the community emergency management plan to assist in future responses.

4.0 EMERGENCY MANAGEMENT OVERVIEW

4.1 EMERGENCY MANAGEMENT IN BC

Emergency management in British Columbia is structured around a few basic principles:

- » Community EOCs and everything higher in the Provincial organization is in place to support site level response and recovery operations
- » The BC Emergency Management System (BCEMS) provides some standardization around business practices and terminology
- » All activities are focused around the universally accepted 4 Pillars of emergency management
- » Communities are responsible for taking a lead in their response and recovery

Figure 4.1 illustrates how government through EMCR support on-site emergency response operations.

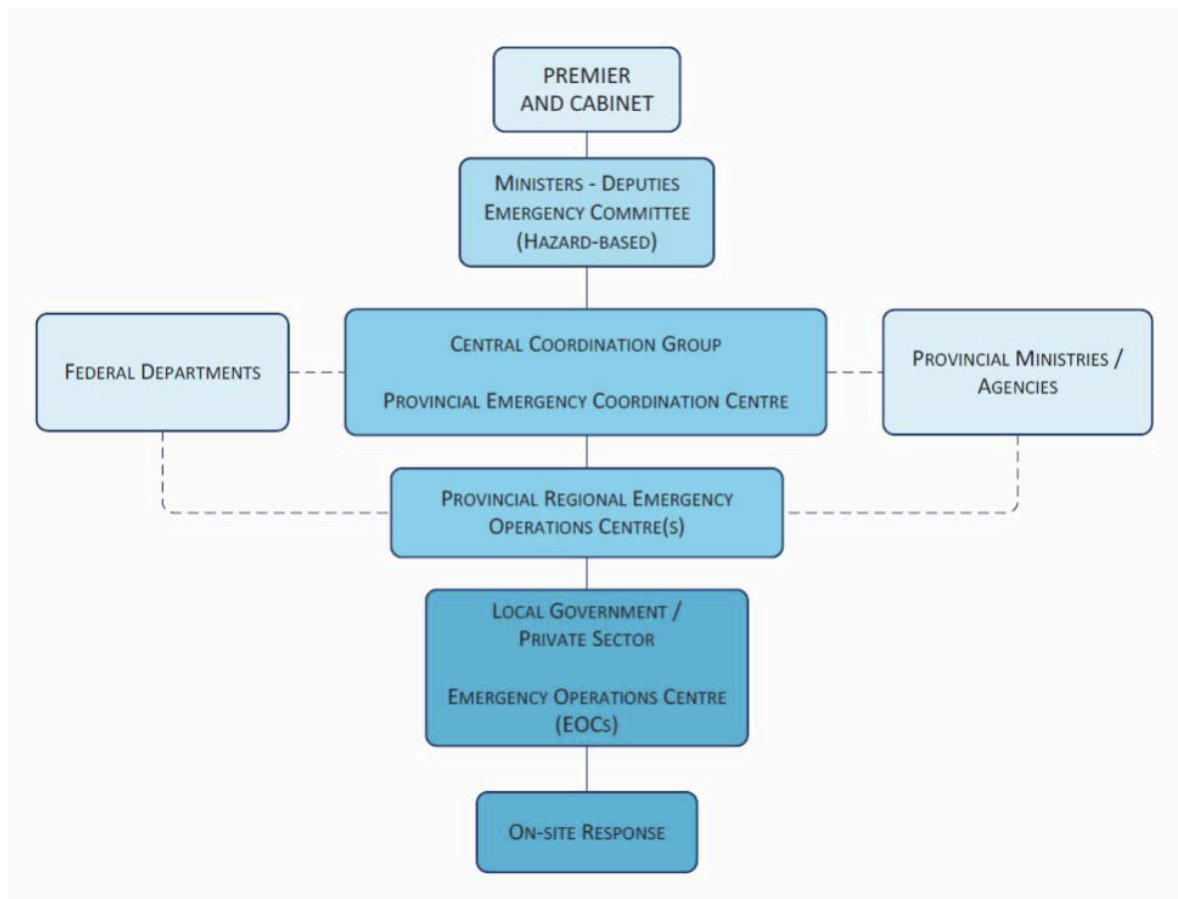


Figure 4.1 Provincial Support Model

Source: BCEMS

4.2 LEGISLATION AND REGULATIONS TO MANAGE EMERGENCIES

Existing legislation and regulations provide the legal basis and authority for Canada and the Province to manage emergencies in British Columbia. These include but are not limited to the following:

Federal

- » Emergencies Act (1985)
- » Emergency Management Act
- » Indian Act

Provincial

- » Emergency and Disaster Management Act (2023)
- » Environmental Protection Act
- » Water Act
- » Wildlife Act
- » Transportation Act and Regulations

Emergency management for Tk'emlúps te Secwépemc is supported by the Indian Act specifically as it relates to decision making around the use of band council resolutions for public safety. An existing Memorandum of Understanding (MOU) between the federal and provincial governments enables EMCR to provide emergency management services to non-treaty nations.

While non-treaty First Nations are not legally required to follow the above legislation as local authorities and treaty nations are, it is a best practice for communities to:

- » Establish an emergency management organization
- » Prepare an emergency plan
- » Implement content of the emergency plan
- » Respond to and manage an emergency response
- » Establish mutual aid agreements with community partners or outside agencies as appropriate

4.3 THE BC EMERGENCY MANAGEMENT SYSTEM AND RESPONSE GOALS

The *Emergency and Disaster Management Act* requires all Provincial ministries and agencies to utilize the British Columbia Emergency Management System (BCEMS).

First Nations who have not ratified a treaty with Federal and Provincial governments are not legally required to follow BCEMS but are strongly encouraged to incorporate this model into their emergency plans. To this extent, most local authorities and First Nation communities, and several Non-Government Organizations (NGOs) such as the Canadian Red Cross have adopted BCEMS to maintain a consistent level of services and a standardized approach when responding to emergencies. It is noted in previous versions of the community emergency plan, Tk'emlúps te Secwépemc has agreed to follow the BCEMS principles.

The main premise behind BCEMS is that all response and support activities are structured using the Incident Command System (ICS). ICS is a standardized approach to emergency response and ensures common practices to areas including EOC organizational structure, information sharing and terminology.

When responding to an emergency or disaster, the following BCEMS goals are used to determine the appropriate course(s) of action in priority order. This prioritization scheme is also used at higher levels of government when deciding on appropriate support actions and managing limited resources. Table 4-1 lists in order, the emergency response priorities in British Columbia.

Table 4-1 British Columbia Emergency Management Systems (BCEMS) Response Goals

| BRITISH COLUMBIA EMERGENCY RESPONSE GOALS | |
|--|---|
| 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 |

Source: BCEMS

4.4 THE FIVE PILLARS APPROACH TO EMERGENCY MANAGEMENT

The BCEMS views emergency management as a continuous process consisting of five interconnected phases. These may occur sequentially or, in some cases, concurrently, but they are not intended to function independent of one another.

Table 4-2 outlines the various activities that take place during each phase of emergency management.

Table 4-2 The Five Phases of Emergency Management

| PHASE | WHAT IT MEANS |
|------------|---|
| Prevention | <ul style="list-style-type: none"> » Closely related to mitigation, the focus of prevention is on actions taken to decrease the likelihood that an emergency or hazard will occur » Actions may include legislative controls, zoning restrictions, improved operating standards/procedures or infrastructure management » May include building design practices, the utilization of construction materials that improve the integrity of a structure to resist extreme weather events, regulating personal use of fire or mechanical treatment activities to improve forest health |

| PHASE | WHAT IT MEANS |
|--------------|---|
| Mitigation | <ul style="list-style-type: none"> » Closely related to Prevention, this phase works to lessen or diminish the impact of disasters by using strategies that reduce risk and vulnerability » Actions are taken to eliminate or reduce economic and social disruption, improve response capabilities, as well as protect lives, property, and the environment » May cover structural measures (e.g., fire or flood hazard mitigation, construction of dikes, earthquake retrofitting) and non-structural measures (e.g., monitoring land conditions, hazardous material safety initiatives, or financial support through grants, subsidies, or deductibles) |
| Preparedness | <ul style="list-style-type: none"> » Action is taken to prepare for emergency response and recovery » Plans are created, updated, and maintained to support the continuity of emergency operations and other critical services » Individuals, families, and community implement measures to prepare for and cope with the immediate impact of a disaster » This phase includes the following activities: emergency and continuity planning, volunteer management, training, exercises, maintenance and continuous improvement, and public/stakeholder education. |
| Response | <ul style="list-style-type: none"> » Action is taken in direct response to an imminent or occurring emergency/disaster to manage its consequences » The plan for continuity of emergency operations is activated, if necessary » This phase involves measures to limit loss of life, minimize suffering, and reduce personal injury and property damage associated with disasters. Examples include emergency public/stakeholder information, firefighting, search and rescue, emergency medical assistance, evacuation, site support, and agency coordination. |
| Recovery | <ul style="list-style-type: none"> » Steps are taken to repair a community affected by a disaster and restore conditions to an acceptable level or, when feasible, improve them. (Note: The term 'community' refers to everyone who is or could be affected by an emergency/disaster. This includes all levels of government, agencies, not for profit organizations, businesses, and individuals.) » This phase consists of several stages and works toward disaster risk reduction to minimize future damage to the community and environment » It includes measures such as the return of evacuees, provision of psychosocial support, resumption of impacted businesses and services, provision of financial assistance, conduct of economic impact studies, and reconstruction. These measures are taken after an emergency/disaster in as timely a manner as possible. |

Source: BCEMS

4.5 SHELTER-IN-PLACE

A shelter-in-place order is an official recommended protective measure from the authority having jurisdiction when determined to be the safest course of action. Consider shelter-in-place as the first or

default option for protecting residents from a threat when it is safe to do so.

A shelter-in-place order may offer the following advantages over an evacuation order:

- » Improve the response outcome to a known threat
- » Reduce the trauma experienced by community members
- » Help promote a quicker community recovery
- » Reduce the number of resources and costs required

4.5.1 Shelter-In-Place Order



A Shelter-In-Place Order **DOES**:

- » Directs residents to stay within the building they are currently in or find refuge in the closest safe building. See **Annex B Tk'emlúps te Secwépemc Evacuation Plan, Appendix 4: Evacuation Checklists** for shelter-in-place Information Officer key messaging.



A Shelter-In-Place Order **DOES NOT**:

- » Direct individuals to a particular ESS shelter
- » Mean the same thing as a community choosing **NOT** to evacuate after receiving recommendation to evacuate from the lead responding agency Incident Commander
- » Mean the same thing as an individual deciding **NOT** to evacuate after an evacuation order has been issued and direction has been given to immediately leave the area

A shelter-in-place order is generally issued to protect residents during the response phase from a hazard such as:

- » Accidental or intentional released chemical, biological, or radiological contaminants
- » Hazmat incidents
- » Volcanic eruptions
- » Police incidents
- » Public disturbances
- » Severe weather events

4.5.2 Shelter-in-place Limitations

Review the following limitations when considering shelter-in-place as the best hazard response action:

- » It offers a limited level of protection
- » It is not suitable for all hazards or long-term responses
- » It assumes that individual's "shelter" is stable and provides protection from the hazard

- » It assumes that critical infrastructure is not impacted (e.g., life-supporting utilities)
- » It relies on personal preparedness and sufficient emergency supplies being available in the “shelter”
- » Regular communications and information to the public is extremely important
- » It may be highly stressful for those relatives and friends outside the impacted area

For shelter-in-place key messaging see **Annex B Tk’emlúps te Secwépemc Evacuation Plan, Appendix 4: Evacuation Checklists**. A Shelter-In-Place template for collecting resident information can be found in **Annex B Tk’emlúps te Secwépemc Evacuation Plan, Appendix 6: Evacuation Templates**.

4.5.3 Shelter-In-Community

A shelter-in-community occurs when residents still require access to community services. Examples of this may include:

- » Warming centres during storms or prolonged power outages
 - » Cleaner air shelters for wildfire smoke relief

Any decision to shelter-in-community should be made with guidance from Interior Health Authority (IHA) and Health Emergency BC (HEMCR). EMCR may consider some or all costs associated with shelter-in-community as eligible for reimbursement. When considering this as an option, be sure to contact EMCR prior to activation to confirm cost eligibility and to obtain a task number.

4.6 BAND COUNCIL RESOLUTIONS

A common practice for non-treaty First Nations is to use Band Council Resolutions (BCRs) to identify extraordinary powers when required. While BCRs are not required for First Nations communities to access emergency support from EMCR, sharing the BCR with the local Provincial Regional Emergency Operations Centre (PREOC) clearly communicates community intentions and provides documentation for the Province.

4.6.1 Extraordinary Powers

Effective emergency response often requires access to some or all common extraordinary powers that are typically identified during a formal Declaration of State of Local Emergency (SOLE). The Emergency Program Act allows Treaty Nations (and Local Authorities) the ability to access some, or all extraordinary powers as required. Local Governments and Treaty First Nations who operate under Provincial legislation can access nine extraordinary powers by declaring a State of Local Emergency.

While declaring a SOLE is not required for non-treaty First Nations, it may be helpful to consider the following nine extraordinary powers when issuing a BCR. These nine extraordinary powers are modelled after those identified in the provincial Emergency Program Act and are as follows:

- » 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 Chief and Council 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

4.6.2 Legislation and Regulations to Manage Evacuations

Tk'emlúps te Secwépemc is supported by the Indian Act specifically as it relates to decision making around the use of band council resolutions for public safety. An existing Memorandum of Understanding (MOU) between the federal and provincial governments enables EMCR to provide emergency management services to non-treaty nations.

While non-treaty First Nations are not legally required to follow the Federal and Provincial emergency legislation as local authorities and treaty nations are, it is a best practice for communities to:

- » Declare a local state of emergency when some or all the extraordinary powers are needed
- » Cancel a local state of emergency when appropriate to do so

4.6.3 Limitations to a Band Council Resolution

The RCMP is legally responsible for public safety within their area of jurisdiction. Their current mandate takes into consideration that adults of sound mind who can make decisions about their wellbeing can legally refuse to leave their home and property. Children and adults who are not able to make informed decisions for themselves can be evacuated under several different potential legal ways. If an evacuation order is being considered, consult with the RCMP on your options for people who refuse to leave.

See Section 6.4 for how to issue a band council resolution and **Appendix 8** for **band council resolution**

templates.

4.7 EOC ORGANIZATIONAL STRUCTURE

Figure 4-2 shows the organizational structure of the EOC and is known as the organizational chart or “org chart”. The extent to which an EOC is activated is based on the emergency response and support required. The org chart follows the BC Emergency Management System - Incident Command Structure (ICS) model. The EMCR provincial guide can be found at the weblink provided in **Appendix 14**. This org chart also illustrates a basic response structure for a small incident response where the Tk'emlúps community would typically have capacity to initiate and deliver with the assistance from supporting subject matter expertise (e.g., engineer assessments) as required.

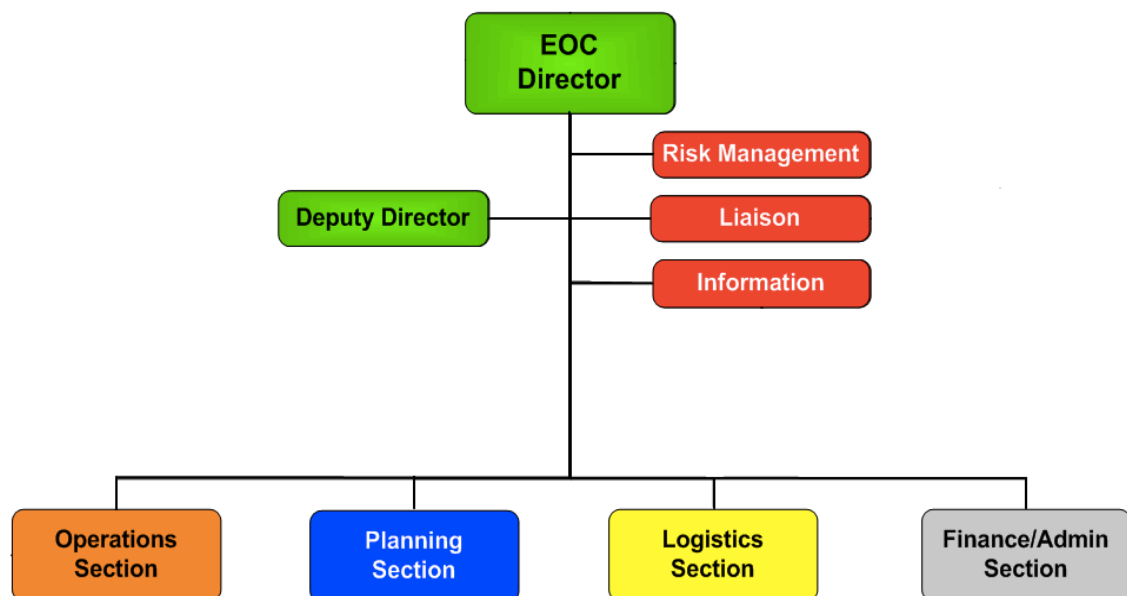


Figure 4-2 Incident Command Structure (ICS) Org Chart - Small incident



Note: The boxes in the EOC org charts represent functions and NOT people. Not every box in the EOC org chart needs to be filled by a different person. One person may fill more than one box.

Figure 4-3 shows what an org chart for a large-scale event response effort might look like. It often requires the involvement of external supporting agencies and provincial/federal assistance. In the large scale EOC response you will note a policy group section. The Policy Group may be comprised of Chief & Council, Designated Corporate Executive, and senior EOC staff, where appropriate. Note that not every box needs

to be filled and one person can fill more than one box. For more information on the Policy Group, see Section 4.8.2 Policy Group.

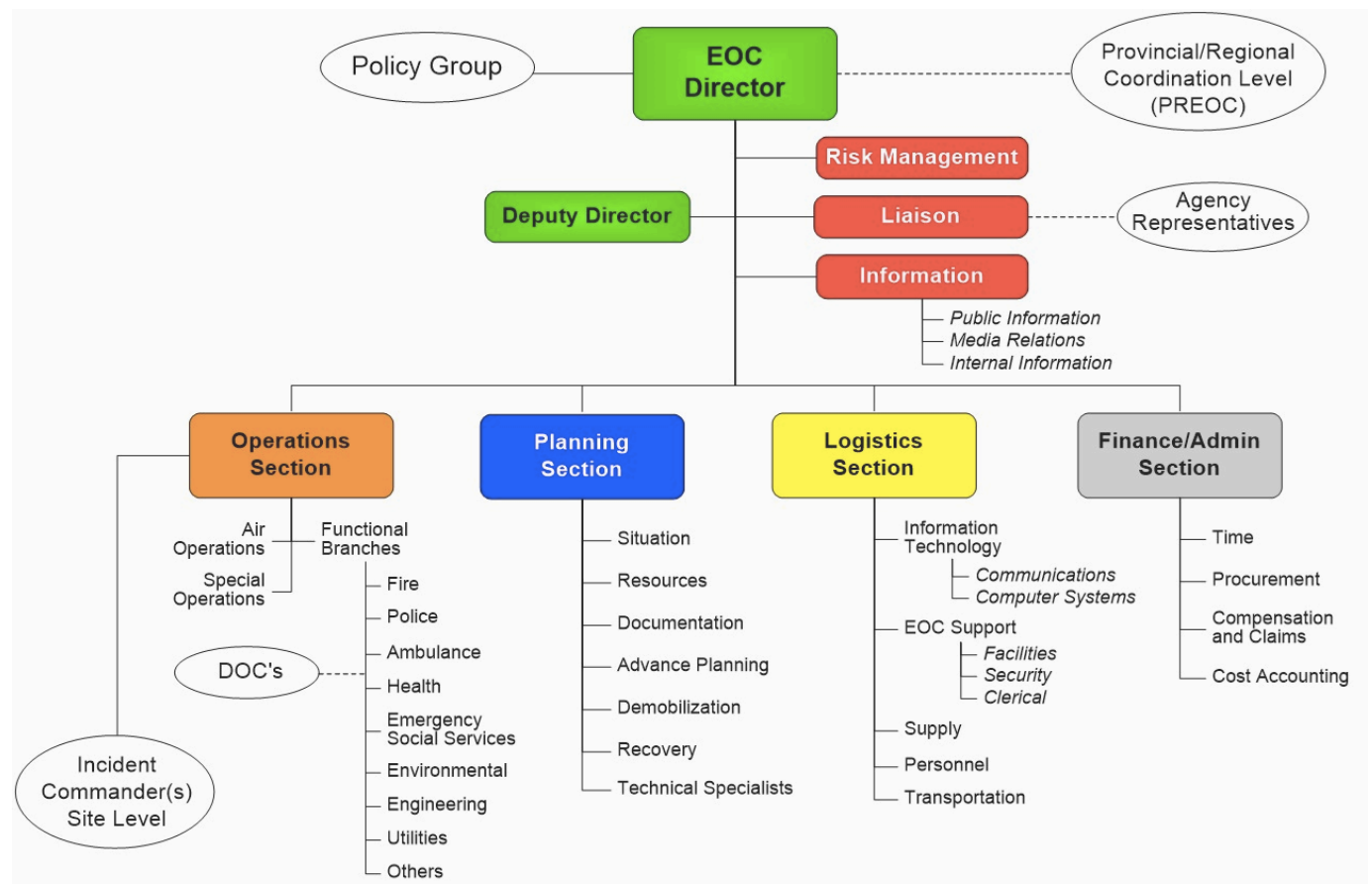


Figure 4-3 Incident Command Structure (ICS) Org Chart - Large Incident

4.8 EMERGENCY MANAGEMENT ROLES AND RESPONSIBILITIES

Understanding everyone's roles and responsibilities can help create a cohesive operation where:

- » Expectations are shared and understood in advance
- » Individuals can immediately focus on their assigned tasks
- » Critical steps are not overlooked or duplicated
- » Multiple jurisdictions can integrate seamlessly

In this section, the roles and responsibilities of the key stakeholders are outlined in the context of the emergency planning and preparedness. For emergency response specific roles and responsibilities, refer to **Appendix 9 – Position Checklists**.

The designated Corporate Executive, or the EOC Director is responsible for requesting and identifying the various supporting agencies that can provide assistance. It is important for them to understand everyone's roles and responsibilities to ensure the right knowledge and skills are applied. Being familiar with the variety of support systems available in advance will help streamline response and possibly avoid the duplication of efforts.

A variety of government ministries and assisting and supporting agencies may be assigned to respond depending on the type of incident. These agencies would be the most knowledgeable. Emergency Management and Climate Readiness (EMCR) is also available to assist and to provide contact information for any lead or supporting roles, or resources required.



Best Practice: Consider requesting all directly involved agencies provide a liaison to physically attend the EOC to discuss expectations for interacting with the EOC (i.e., frequency, time of day, in-person / conference call, etc.). Some may have limited capacity, but others will be able to provide a liaison. All agencies will provide a primary contact.

4.8.1 Community Leadership

Members of Chief and Council have varying degrees of involvement in the EOC Operations. The Corporate Executives and Emergency Planning Coordinator for instance, may take on active roles such as EOC Director or Liaison Officer, whereas the Chief and Council and Policy Group generally provide strategic guidance to the EOC Management Section.

Table 4-3 Community Leadership Emergency Roles and Responsibilities

| POSITION | ROLES & RESPONSIBILITIES |
|--------------------------|--|
| Policy Group | <ul style="list-style-type: none"> Comprised of Chief & Council, Chief Administrative Officer, and Chief Financial Officer. May also include any Elders and/or Knowledge Keepers as appropriate Consulted when activating the EOC and when determining the EOC level of activation Reports to the community |
| Chief and Council | <ul style="list-style-type: none"> Not usually involved in EOC operations directly unless there are staffing shortages Ultimately responsible for support activities to an emergency event in their communities Provide strategic guidance throughout the response and recovery process Support the emergency activities Provide interpretation of existing policies, or developing new policies to address emerging situations |

| | |
|---|--|
| | <ul style="list-style-type: none"> • Provide continuity of governance throughout the response and recovery efforts • Chief or designate typically acts as the Community Spokesperson (with assistance from the Information Officer) • Chief will typically speak on behalf of the community interests in all media interviews (with assistance from the Information Officer) • Has authority to activate the Emergency Plan and EOC • May issue a Band Council Resolution and any subsequent evacuation alerts, orders, and rescinds as appropriate (with assistance from the Corporate Executive and/or EOC Director) • Play a political role in terms of community leadership and protection. It is important they are seen by community members and the network of supporting agencies as a confident and cohesive unit • Report to the community <p>See Appendix 9 for the Chief and Council Emergency Checklist</p> |
| Corporate Executive (CAO or CFO) | <ul style="list-style-type: none"> • Liaison to Chief and Council, the EOC Policy Group, external Stakeholders and the EOC • Typically acts as EOC Director • Reports to Chief and Council during EOC activations <p>See Appendix 9 for the Corporate Executive Emergency Checklist</p> |
| Emergency Planning Coordinator | <ul style="list-style-type: none"> • Typically acts as the Liaison Officer between Chief and Council, Corporate Executives, the Emergency Management Committee, and the external agencies • Reports to Corporate Executive <p>See Appendix 9 for the Emergency Planning Coordinator Emergency Checklist</p> |
| Community Spokesperson | <ul style="list-style-type: none"> • May become the “face” of the emergency throughout the response and recovery process • Remain calm and confident so as to reassure the impacted public • Must be available to conduct media interviews which can take place at any time of the day • EOC Information Officer and EOC Director can provide support and factual information <p>See Appendix 9 for the Community Spokesperson Emergency Checklist</p> |

4.8.2 Policy Group

The Policy Group provides guidance and direction to the EOC Director. They are also responsible for overseeing, guiding, and supporting the Emergency Management Program and ensuring that the community emergency plan is current and relevant to the community needs. Chief and Council, along with the Corporate Executives (CAO and CFO), make up the core of the Policy Group. The policy group may also include Subject Matter Experts, Elders and/or Knowledge Keepers or Holders as appropriate. The community may also provide guidance to the policy group as appropriate.

The policy group supports the emergency response effort by:

- » Providing interpretation of existing policies
- » Developing new policies to address emerging situations
- » Providing continuity of governance throughout the response and recovery effort

4.8.3 Chief and Council

Chief and Council is ultimately responsible for emergency prevention, mitigation, preparedness, response, and recovery for their community. In conjunction with the Emergency Planning Coordinator, Chief and Council ensure there is a comprehensive emergency program with appropriate planning in place. The Chief and Council have the authority to activate the emergency plan. With assistance from the Corporate Executives and/or EOC Director, Chief and Council may issue a Band Council Resolution for declaring a State of Local Emergency and any subsequent evacuation alerts and orders as appropriate. For more information on issuing BCRs, see Section 6.4.

4.8.4 Corporate Executives

The Corporate Executives include the Chief Administrative Officer and the Chief Financial Officer. These positions are responsible for the overall communication with Chief and Council and other departments as required. Corporate Executives ensure services are restored to the community in the event of a disaster or emergency and that any assisting or supporting agencies are coordinated. They are responsible for overseeing the activities of the Emergency Planning Coordinator (EPC) and serves on the Emergency Management Committee. The designated Corporate Executive can activate the EOC, and when the EOC is activated, may act as the EOC Director, or designate an EOC Director as appropriate.

In the absence of a designated individual, the applicable Corporate Executive assumes the responsibilities of the Emergency Planning Coordinator, which may include supervising staff and the daily operations of the emergency program. See Section 4.8.5 Emergency Planning Coordinator for general program roles and responsibilities.

4.8.5 Emergency Planning Coordinator

The Emergency Planning Coordinator (EPC) is the single point of contact for the overall Emergency Program and is responsible for the day-to-day activities required to develop and maintain an effective emergency program. The emergency plan is a key component of the Emergency Program, but it generally only focuses on the response and recovery aspects of emergency management.

The responsibilities of the EPC include, but are not limited to, the following:

- » Emergency management plan review
 - » Initiate and coordinate regular reviews of the Emergency Plan and all other associated plans and documents
 - » Ensure the emergency management plan and all other associated plans and documents are up to date
 - » Coordinate annual assessments of Hazards, Risk and Vulnerabilities and the evaluation of mitigation projects
- » Emergency management plan training
 - » Manage contracts on behalf of the emergency management program, such as specialists to provide training, exercises, or planning
 - » Implement, monitor, and evaluate a training and exercise program
 - » Coordinate and implement community education campaigns

- » General Emergency Program Duties
 - » Coordinate the program direction provided by the Emergency Management Committee, (e.g., hold public awareness sessions and schedule all annual or bi-annual meetings)
 - » Lead the coordination of, and chair all emergency management meetings with the Emergency Management Committee and multi-agency meetings
 - » Liaise and build ongoing relationships with all supporting agencies
 - » Coordinate the purchase and tracking of all equipment, materials, and supplies on behalf of the program
 - » Liaise with regional and provincial government authorities, businesses, and industry in the area on concerns of mutual interest and potential cost share programs
 - » Initiate, maintain, and support volunteer programs
 - » Report on the effectiveness of the emergency management program to Chief and Council
 - » Prepare an annual budget, based on input from the Emergency Management Committee
 - » Research, apply for and acquire alternative funding

See **Appendix 9** for more information on the Emergency Planning Coordinator EOC roles and responsibilities. When the EOC is activated, the EPC typically acts as the Liaison Officer.

4.8.6 Emergency Management Committee

The role of the Emergency Management Committee is to support the Tk'emlúps te Secwépemc Emergency Management Program. The Emergency Management Committee can be an internal group, but there is value in including first responders and other assisting and supporting organizations.

The Tk'emlúps Emergency Management Committee is currently comprised of the following individuals:

- » Chief Administrative Officer
- » Chief Financial Officer
- » Band Department Managers
- » Emergency Planning Coordinator
- » Sk'elep7 School of Excellence Principal
- » Water Treatment Manager

Members of the committee may also include the following individuals:

- » All Program Directors
- » Any response or assisting and supporting agencies as appropriate

A multi-stakeholder approach can enhance relationship building and knowledge of roles and responsibilities across the committee participants and in advance of an event happening.

The general duties of the Emergency Management Committee include, but are not limited to, the following best practices:

- » Meet on a regular basis
- » Advise on strategies as outlined in the goals and objectives of the emergency program

- » Review policies and procedures contained within all emergency plans
- » Participate in a scheduled annual exercise that involves the multi-agency regional committee
- » Provide input to implementation of local and regional emergency management strategies
- » Identify and participate in the planning and evaluation of local mitigation projects such as flood protection works, wildfire fuel reduction and local development controls
- » Support the development of response policies and procedures, such as evacuations, communication plans and emergency support services
- » Evaluate the progress of the program on an annual basis and consider recommendations for improvement
- » Assist with the development of program budgets

It has been observed that youth participation and involvement in a Community Emergency Program may be a factor to long-term success. As such, it may be beneficial to regularly canvas Tk'emlúps community members, administration staff and volunteers who could be added to this committee.



Best Practice: Meet quarterly to support Emergency Program annual and seasonal activity planning, as scheduled by the Emergency Planning Coordinator

- » **Exercise at least one small aspect of the Emergency Management Program each meeting**

4.8.7 Multi-Agency Regional Committee

Tk'emlúps may choose to initiate a regional multi-agency committee or participate in an already existing one. A multi-agency regional committee is a group of supporting agencies, adjacent communities and neighbouring local authorities who meet regularly to update contacts, facilitate mutual aid, or resource sharing arrangements, and discuss any current issues and/or lessons learned from events. Committee representatives typically have local emergency response authority, expertise and/or decision-making for their own jurisdictions or organization.

The Multi-Agency Regional Committee may include representation from:

- » Tk'emlúps te Secwépemc Emergency Management Committee
- » RCMP
- » First Nations Health Authority and Interior Health Authority
- » BC Emergency Health Services (formerly BC Ambulance)
- » Thompson Nicola Regional District Emergency Program
- » Ministry of Transportation and Infrastructure (MoTI)
- » City of Kamloops
- » Various volunteer support agencies
- » Industry & Utilities

It is a common practice for many First Nation communities to participate in local area or regional mutual aid and resource sharing arrangements and more agencies may be identified through stakeholder consultation and emergency plan socialization.

The duties of the Multi-Agency Regional Committee include, but are not limited to, the following:

- » Meet on a regular basis in accordance with their business practices
- » Participate in meetings to collaborate and provide insight particular to their area of expertise
- » Contribute to the efforts of building relationships with other regional agencies
- » Advise on regional strategies (within their respective areas) as outlined in the goals and objectives of the emergency program
- » Identify and participate in shared training and exercises where possible
- » Provide input to implementation of emergency management strategies
- » Support the development of response procedures, such as evacuations, communication plans and emergency support services
- » Provide input on recommendations for improvement

4.8.8 Emergency Operations Centre

Table 4-4 introduces basic roles and responsibilities for each section in the Emergency Operations Centre.

Table 4-4 Basic EOC Section Roles and Responsibilities

| FUNCTION | BASIC ROLES FOR EACH SECTION IN THE EOC |
|--------------------------------------|---|
| The EOC | <ul style="list-style-type: none"> • A cohesive team comprised of all the EOC positions to ensure an effective and coordinated response • Responsible for operational implementation of the Emergency Plan • Coordinates and directs overall response and recovery operations • Provides support to: <ul style="list-style-type: none"> • Site level response and situational awareness • Evacuation planning and operations • Reception Centre(s) • Advanced planning • Recovery planning and operations • Can be responsible for one or several events at the same time <p>Reports to the EOC Director</p> |
| EOC Director 'The Leader' | <ul style="list-style-type: none"> » Typically, this is filled by the CAO or Corporate Executive designate, but it should be someone with decision making authority within the Band governance and administrative structure » If there is a joint EOC with another community or community leadership, special considerations will need to be made around responsibility for decision making |

| FUNCTION | BASIC ROLES FOR EACH SECTION IN THE EOC |
|------------------------------------|---|
| | <ul style="list-style-type: none"> » Responsible for the overall emergency policy and site support coordination (through the joint efforts of government agencies and private organizations as required) » Assesses the situation and damage; gathers information, continuously assesses the magnitude and severity of the situation and potential for future threat, considering BCEMS priorities » Supports Incident Commanders and agencies, and ensures that all actions are coordinated within the established priorities » Requests support from other communities and agencies as necessary » Should where possible delegate activities to the appropriate section or position, otherwise the responsibility for the task ultimately rests with the EOC Director to complete » Terminates the EOC activity for the current event and implements the de-activation plan » Reports to the Chief and Council <ul style="list-style-type: none"> » See Appendix 9 for the EOC Director Emergency Checklist |
| Operations 'The Doers' | <ul style="list-style-type: none"> • Coordinates EOC support to site operations, implements action plans, coordinates resource requests and multi-agency departments and deploys resources • Is the primary source of initial situational awareness • Establishes communication links with ICPs, other agency Department Operation Centres, and the PREOC, if activated • Collects and distributes operational information to the Planning Section, the EOC Information Officer and other EOC sections • Reports to EOC Director or the Deputy EOC Director if present <ul style="list-style-type: none"> » See Appendix 9 for the Operations Section Chief Emergency Checklist |
| Planning 'The Thinkers' | <ul style="list-style-type: none"> • Collects, documents, evaluates, and disseminates all information including: <ul style="list-style-type: none"> • Initial situational awareness & reporting • Incident action plans & maps • Documentation, incident chronology and issues • Displays information and maintains resources status (personnel, equipment) • Oversees the planning activities of technical SMEs assigned to EOC support roles • Assesses impacts, creates priority-based plans ensuring BCEMS goals are addressed and prepares long-term recovery • Establishes as schedules for EOC demobilization and assists Section Chiefs in debriefing EOC personnel as they leave • Responsible for advance planning, demobilization, recovery, and technical specialists • Reports to EOC Director or the Deputy EOC Director if present • See Appendix 9 for the Planning Section Chief Emergency Checklist |

| FUNCTION | BASIC ROLES FOR EACH SECTION IN THE EOC |
|---|--|
| Logistics 'The Getters' | <ul style="list-style-type: none"> • Responsible for EOC set up, equipment and communications • Provides and maintains EOC facilities including services (e.g., meals, security), resources, personnel, equipment (e.g. IT, comms systems etc.) and materials (e.g., office furniture and supplies) • Supports Mass shelter set up and equipment • Responsible for traffic management support including transportation of community members • Supports livestock evacuation • Fulfills resource requests from the EOC, Reception Centre(s) and site and field operations • Supports long-term recovery • Reports to EOC Director or the Deputy EOC Director if present • See Appendix 9 for the Logistics Section Chief Emergency Checklist |
| Finance/Admin 'The Payers' | <ul style="list-style-type: none"> • Provides overall administrative and financial services to sites and the EOC, including financial reporting and cost analysis, billing, accounting, filing, and invoice preparation • Records personnel time, control acquisitions associated with response and recovery, including purchase order and contracts • Coordinates compensation and claims • Tracks and keeps accurate records of expenditures • Provides cost eligibility, procurement and contracting subject matter expertise to the Logistics and Operations sections • Ensures that all cost expenditures are approved and recoverable from appropriate supporting agencies, including Non-Government (NGO's), EMCR and ISC to the greatest extent possible • Reports to EOC Director or the Deputy EOC Director if present • See Appendix 9 for the Finance Section Chief Emergency Checklist |

4.8.9 Government and Lead Agencies

Each of the following agencies either have a mandate to support public safety and/or have some support services that can be engaged. Consider requesting that all agencies directly involved, provide a liaison to physically attend the EOC. Some may have limited capacity, but others will be able to provide a liaison. All agencies will provide a primary contact.

Consider establishing a regular schedule of communications with each of the agencies that are involved in support. Most will defer to the daily EMCR coordination call held at your request, but it is critical for enhanced situational awareness that you have constant regular communications with the agencies, appropriate to the severity and stage of the event.

A lead agency is typically a public agency that carries legal authority and has been designated as the primary lead for a particular jurisdiction. It may also be a company that has a regulatory obligation, such as a pipeline owner who is responsible for spill response. Reach out to the primary lead agency during a specific

emergency response. You may also consider sending a liaison to represent the community interests in their EOC. Table 4-5 summarizes the key agencies that may play a role in an emergency event.

4.8.9.1 Emergency Management and Climate Readiness (EMCR)

The Province of BC through EMCR coordinates provincial level emergency management response and supports Local Authorities and First Nations in emergency response and recovery to the extent that their legislation allows. This can include access to experts and resources, and financial support.

4.8.9.1.1 Provincial Emergency Coordination (PECC)

When activated by EMCR, the PECC coordinates resources, engages in strategic and advance planning, and facilitates multi-agency involvement across the province. PECC will also support the deployment of federal resources when needed.

PECC activation typically occurs during a substantial event, or a series of events over a wider area when coordination of overall provincial response to an emergency or disaster, if necessary.

During these events, the PECC will provide EOCs with 24/7 emergency reporting and coordinated emergency response efforts. They may also serve as the coordination and communications link with other provinces and the federal disaster support system.

4.8.9.1.2 Provincial Regional Emergency Operations Centre (PREOC)

During an emergency or disaster event, the Community is responsible for leading its local response efforts to the extent possible. A PREOC can be activated to provide additional support to the local EOC.

The PREOC will be staffed with emergency management personnel who are trained to assist the local authorities with planning, coordination, logistics, and policy direction. Communication will primarily be with the site level EOC and will provide a foundation for regional, provincial, and interagency coordination. It is essential for EOCs to maintain regular contact with EMCR PREOC to ensure response efforts are coordinated.

4.8.9.2 Indigenous Services Canada (ISC)

ISC is signatory to several agreements related to support for emergency management to First Nations. ISC has an agreement with the province of BC which includes support services to all First Nation communities that are consistent with those provided to local authorities under the provincial *Emergency and Disaster Management Act*. Since EMCR is limited in the support they can provide within the scope of that legislation, ISC is often able to provide or fund any support outside of that. This is typically in the form of financial support for both community and/or traditional needs related to response and recovery to an emergency event.

4.8.9.3 Thompson Nicola Regional District

The TNRD has a designated EPC responsible for the areas and communities within their administration boundaries. It is important for the Tk'emlúps EPC to continue the collaborative relationship with the regional program and with their Emergency Management Committee in order to leverage shared services

and to ensure a common approach to emergency event support.

Table 4-5 Government Emergency Roles and Responsibilities

| AGENCY | ROLES AND RESPONSIBILITIES |
|--|---|
| RCMP | <ul style="list-style-type: none"> Has a legal mandate for public safety, which includes leading tactical and strategic evacuations as well as maintaining security on the evacuated properties Will require information, direction, and support from the Community EOC related to evacuation routes, and reception centres ANTICIPATE THEY WILL NOT BE ABLE TO PROVIDE ENOUGH RESOURCES FOR 24/7 SECURITY IN EVACUATED AREAS May be able to provide a liaison to attend EOC as required |
| BCEHS BC Emergency Health Service (Formerly BC Ambulance Service) | <ul style="list-style-type: none"> Responsible for medical aid to injured people Have a provincial agreement to evacuate any facilities that are owned by the Interior Health Authority and used to provide medical care During initial response stages, they may provide dedicated support to the responder agencies May provide a liaison to attend EOC as required |
| BC Wildfire Service Part of Ministry of Forests | <ul style="list-style-type: none"> Responsible for wildfire suppression on crown lands and on Reserve Lands by agreement with Indigenous Services Canada May provide a dedicated community liaison to the EOC if requested WILL NOT PUT OUT STRUCTURE OR VEHICLE FIRES Will provide sprinkler protection units and personnel for protection work around structures and critical infrastructure |
| EMCR Emergency Management and Climate Readiness | <ul style="list-style-type: none"> Provides an EMCR Task Number for tracking purposes; this is necessary for any cost reimbursements from the province of BC Can provide financial support, secure additional resources (through resource requests and expenditure authorization for critical resources i.e., transportation services, security, physical blockades and Search and Rescue) On request from the community EOC, they will host a multi-stakeholder coordination call starting in the first hour after the event has initiated and then scheduled as required It can be beneficial to request that an EMCR Regional Manager attend the EOC in person for the first few operational periods Can also provide expertise and support for community recovery planning |
| FNHA First Nations Health Authority | <ul style="list-style-type: none"> Supports First Nation communities to respond to emergency events May provide support and essential services through existing programs for wellness and health emergency management in First Nations communities <ul style="list-style-type: none"> This may include potable water testing, air quality testing and access to health care May provide subject matter expertise and/or environmental health staff to support re-entry planning and rapid damage assessment |

| | |
|--|---|
| | <ul style="list-style-type: none"> May provide a liaison to attend EOC as required |
| IHA Interior Health Authority | <ul style="list-style-type: none"> Maintain a network of hospitals, clinic and first aid posts in rural areas BCEHS has an agreement with IHA for transport of medically infirm from their facilities during an evacuation; confirm with IHA that this extends to their home stay clients Can provide technical subject matter expertise to support re-entry planning May provide a liaison to attend EOC as required |
| ISC Indigenous Services Canada | <ul style="list-style-type: none"> Has a legal mandate for the protection of on reserve community members, which they extend through an agreement with EMCR to provide emergency management support services May provide funding for unusual expenses not typically covered through the Provincial legislation Can support funding for design and implementation of structural mitigation works based on the level of resources available Supports community preparedness through the EMAP on a proposal basis |
| MoF Ministry of Forests | <ul style="list-style-type: none"> Can provide technical subject matter expertise to natural resource management and reforestation May provide some expertise for support to rural economic development recovery May provide a liaison to attend EOC as required |
| MECCS Ministry of Environment & Climate Change Strategy | <ul style="list-style-type: none"> Can provide expertise and coordinate resources for hazardous materials spill response May provide subject matter experts for advance planning support for hazardous materials management and natural resource management in EOC on a temporary basis |
| MIRR Ministry of Indigenous Relations and Reconciliation | <ul style="list-style-type: none"> Can provide community liaison services if requested Can provide support to consultation activities related to longer term recovery May provide program support & expertise to economic recovery activities; may or may not have funding sources |
| MOTI Ministry of Transportation and Infrastructure | <ul style="list-style-type: none"> Responsible for traffic control in and out of evacuated areas with respect to provincial highways; can provide flagging contractors DOES NOT PROVIDE SECURITY CHECKPOINT SERVICES Have the authority to stop and redirect traffic Often able to provide some assistance to traffic management planning, particularly in early response stages May provide a liaison to attend EOC as required |
| MTAC Ministry of Tourism, Arts & Culture | <ul style="list-style-type: none"> Can provide community liaison services if requested Can provide support to consultation activities related to longer term recovery May provide program support & expertise to economic recovery activities; may or may not have funding sources |
| Canadian Armed Forces | <ul style="list-style-type: none"> Can provide personnel and support for activities in support of wildfire and flood control Activated when the province of BC is in a heightened level of emergency and resource availability is limited, and where there are imminent threats to public safety |

| | |
|---|---|
| | <ul style="list-style-type: none"> Activated upon a request from EMCR through Public Safety Canada May provide a liaison to attend EOC as required |
| TNRD Thompson Nicola Regional District | <ul style="list-style-type: none"> May provide support personnel to EOC under contract; possibility of joint EOC model May provide ESS support for evacuation in the form of personnel, reception centre and/or evacuee temporary shelter |
| City of Kamloops | <ul style="list-style-type: none"> May provide support personnel to EOC under contract May provide ESS support in the form of personnel, reception centre and/or evacuee temporary shelter |

4.8.10 Non-Government Organizations

| AGENCY | ROLES AND RESPONSIBILITIES |
|--|--|
| <u>BC211</u> | <ul style="list-style-type: none"> 24hr service helping to connect your community with appropriate programs and services (e.g., basic needs (food and shelter), mental health and addictions support, legal and financial assistance, support for seniors, etc.) |
| <u>Canadian Disaster Animal Rescue Team (CDART)</u> | <ul style="list-style-type: none"> Disaster response services for domesticated animals Can deploy to a site or support remotely Available |
| <u>Canadian Red Cross</u> | <ul style="list-style-type: none"> Can provide services related to family reunification and reception centre management Ability to fund activities related to emergency shelter, food, and clothing after EMCR Emergency Support Services (ESS) program support is unavailable Can raise and distribute funds targeted at the specific event and develop programs for distribution of funds to local community members, businesses, and governance Can provide a liaison to attend EOC as required |
| <u>Billy Graham Rapid Response Team</u> | <ul style="list-style-type: none"> Crisis trained chaplains provide emotional and spiritual care |
| <u>Disaster Aid Canada</u> | <ul style="list-style-type: none"> Can provide and assist in delivering humanitarian aid, shelter, sustainable water systems and hygiene products |
| <u>FNESS</u> First Nations Emergency Services Society | <ul style="list-style-type: none"> Can provide technical guidance around wildland fuels management and structural fire protection May be able to source EOC support personnel internally and/or from other communities May provide forest fuel treatment works funding by ISC |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Conducts FireSmart training, firefighter training, runs workshops, fire awareness and prevention and supports EM plan development • Can provide a liaison to attend EOC as required |
| Disaster Psychosocial HEMBC Duty Officer | <ul style="list-style-type: none"> • Provides psychosocial services upon request • May include telephone support, group sessions, in person support, team operational debrief |
| Mennonite Disaster Service | <ul style="list-style-type: none"> • Can mobilize and support large numbers of volunteers for clean-up, repair, and rebuilding homes • Can provide a liaison to attend EOC as required |
| Salvation Army | <ul style="list-style-type: none"> • Can provide volunteer services related to food & hydration, spiritual care, donations management, disaster social services, and long-term recovery • Have some capacity around emergency financial assistance to support survivor essential needs • Can provide a liaison to attend EOC as required |
| Samaritan's Purse | <ul style="list-style-type: none"> • Can mobilize and support large numbers of volunteers for disaster debris clean up in homes and neighbourhoods • Can provide liaison to attend EOC as required |
| St. John Ambulance | <ul style="list-style-type: none"> • Can provide first aid services for reception centres and muster points • May have some capacity around transportation of medically inform but BCHES should be consulted prior to engaging St. John Ambulance for medical transport • Can provide a liaison to attend EOC as required |
| Spirit's Mission | <ul style="list-style-type: none"> • Animal welfare, re-homing |
| Team Rubicon Canada | <ul style="list-style-type: none"> • Can provide assistance with Rapid Damage Assistance, sifting, home repairs, home rebuilds, cleaning and debris removal |
| World Renew | <ul style="list-style-type: none"> • Can help with debris removal, assess unmet needs, home repairs and home rebuild |

4.8.11 Mutual Aid

Tk'emlúps te Secwépemc currently has a mutual aid agreement with the City of Kamloops Fire Department to provide fire protection. Tk'emlúps also has a verbal mutual aid agreement with the City of Kamloops for all levels of ESS. For more information on ESS see Section 6.6 in this plan.

Consider developing mutual aid agreements with neighbouring communities to potentially provide:

- » Support personnel to the EOC under contract; the possibility of a joint EOC model
- » ESS support for evacuation in the form of personnel, reception centre facilities and/or evacuee temporary shelter

5.0 EMERGENCY MANAGEMENT PRE-PLANNING

Initiating pre-planning is pivotal for effective emergency management, especially in the context of evacuations. By identifying, prioritizing, and procuring community-specific strategies, services, and

resources well in advance, Tk'emlúps can lay the groundwork for a resilient and well-coordinated response during emergencies.

5.1 HAZARD RISK VULNERABILITY ASSESSMENT (HRVA)

The hazard risk vulnerability assessment (HRVA) guides community emergency management planning through all five pillars as listed in Section 4.4. See Annex A for the most up to date HRVA and validation report.

5.1.1 Hazard Response Checklists

Using the information from the HRVA, hazard response checklists were created for threats that may necessitate more substantial response from the TteS Emergency Program. These checklists can be found in **Appendix 10** and are designed to complement the key position checklists and to provide additional considerations. The hazards are as follows:

1. Structure Fire
2. Wildfire
3. Flood
4. Severe Weather / Power Outage
5. Pandemic
6. Multiple Vehicle Casualty
7. Hazardous Materials Spill
8. Water Threat / Dam Failure

Note that some of the threats on this list and in the HRVA supporting document may not require emergency plan or EOC activation, and some will be deemed ineligible for cost recovery from EMCR. The EOC can still be activated without EMCR support. Refer to **Section 6.1.1 EOC Activation Criteria** for more information.

5.1.2 HRVA Maintenance

The community HRVA should be reviewed at least once a year to ensure it still applies. A HRVA tool for Local Authorities and First Nations can be accessed by contacting the Southern Interior EMCR Office: **250-371-5240**.

For more detailed information see **Appendix 14** BC Government URLs for the link to the [Companion Guide to HRVA for Local Authorities and First Nations](#).

5.2 KNOWN VULNERABLE POPULATIONS

Everyone is vulnerable during a disaster. However, those who are already socially vulnerable; those who experience greater disparities in life expectancy and access to health care services are even more

vulnerable. It is these groups who often have greater difficulty accessing and utilizing the standard evacuation services and resources offered. Therefore, it is a best practice to understand specific care needs in advance of a disaster to ensure vulnerable residents are not overlooked during any stage: prevention, mitigation, preparedness, response, and recovery. Considerations include, but are not limited to:

- » Emergency / evacuation communications accessible to all
- » Neighbourhood emergency program
- » Community navigator program (see Section 6.6.4.3)
- » Adequate training for ESS staff (i.e., what to expect, workplace violence, self-care strategies, active-listening, cultural awareness, etc.)
- » Additional personal services staff
- » Additional mobility aids
- » Special dietary needs
- » Cultural support services

See **Annex B Tk'emlúps te Secwépemc Evacuation Plan Section 5.1** up for more information on vulnerable populations.

5.3 CRITICAL INFRASTRUCTURE

Critical infrastructure includes facilities and assets owned or utilized by the community that have dependencies existing between them, are deemed essential to the daily operations and services of Tk'emlúps te Secwépemc and are directly linked to community resiliency. See Appendix 5 for a summary of Tk'emlúps Critical Infrastructure including band owned infrastructure, EOC facilities, and Reception Centres.

5.4 EOC EQUIPMENT AND SUPPLIES

It is the responsibility of the Emergency Planning Coordinator to ensure the EOC is prepared and ready to be used at any given time. Review and practice EOC set up regularly to help ensure efficient and effective operations. The Emergency Planning Coordinator should schedule and ensure regular maintenance and inventory checks of EOC equipment are completed. The contents of the EOC must be sourced, collected and ready in advance of its initial activation. An EOC set-up supplies checklist can be found in **Appendix 6**.

An EOC set-up kit typically contains items such as display information (e.g., white boards), communication equipment (e.g., telephones with pre-identified phone numbers), sat phones etc.), office equipment, documents (e.g., Emergency Plans, reference guides etc.), forms and supplies to ensure efficient operations and effective management for a minimum of 10 operational periods.

Any mobile EOC kits are managed and maintained by the Emergency Planning Coordinator and stored in the primary EOC locations.

For EOC set up and maintenance, see Section 6.1.5.

5.5 RECEPTION CENTRES

Depending on the scale of an event, in-person support services may be delivered on site or at a safe facility known as a reception centre. Community centres, churches, recreation centres, and schools are often selected as community reception centres. See Appendix 5 for the list of designated reception centres for Tk'emlúps te Secwépemc.

5.5.1 Reception Centre Set Up

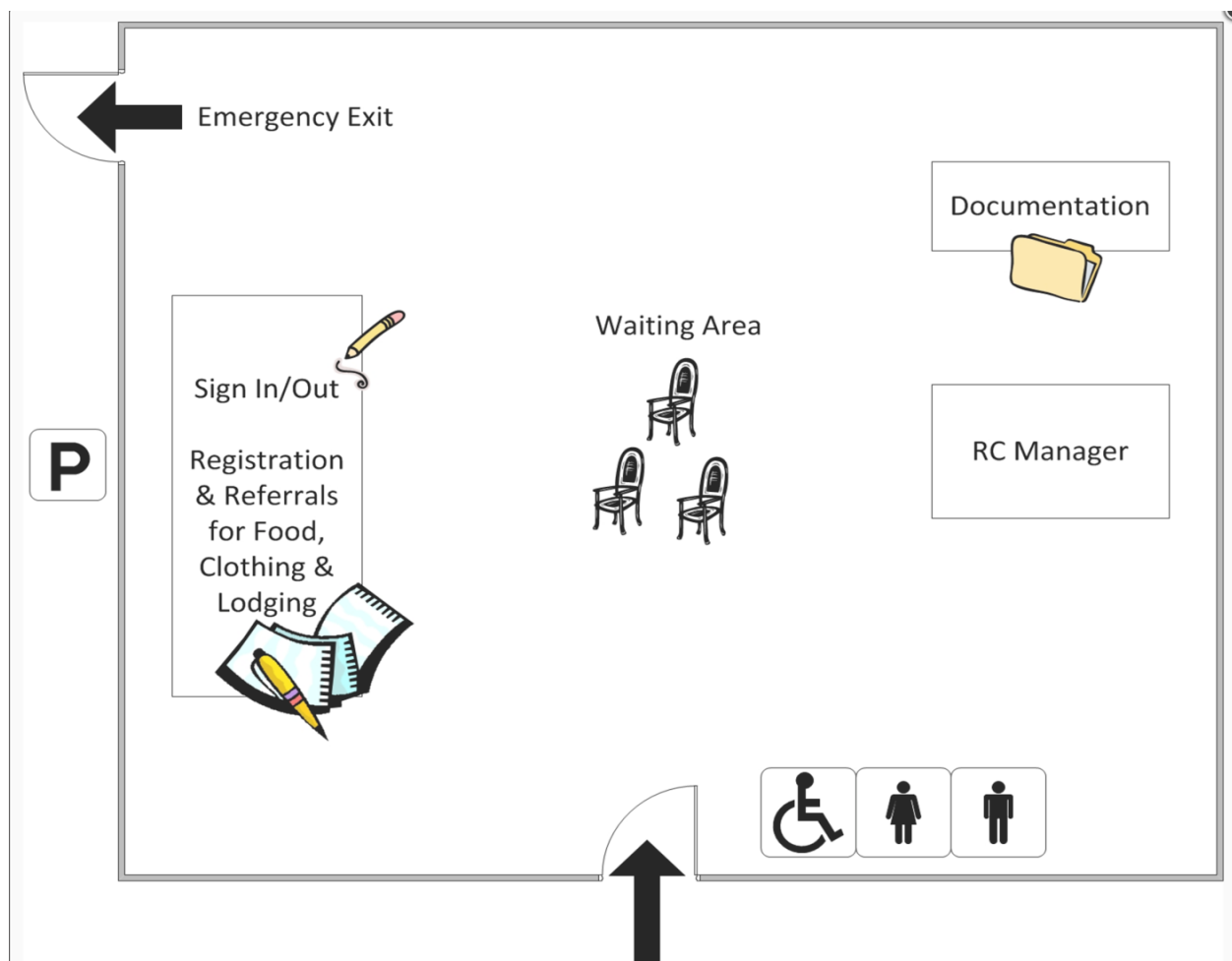


Figure 5-1 Reception Centre – Minimal Services Sample Set-up Diagram

SOURCE: EMCR Emergency Training Manual

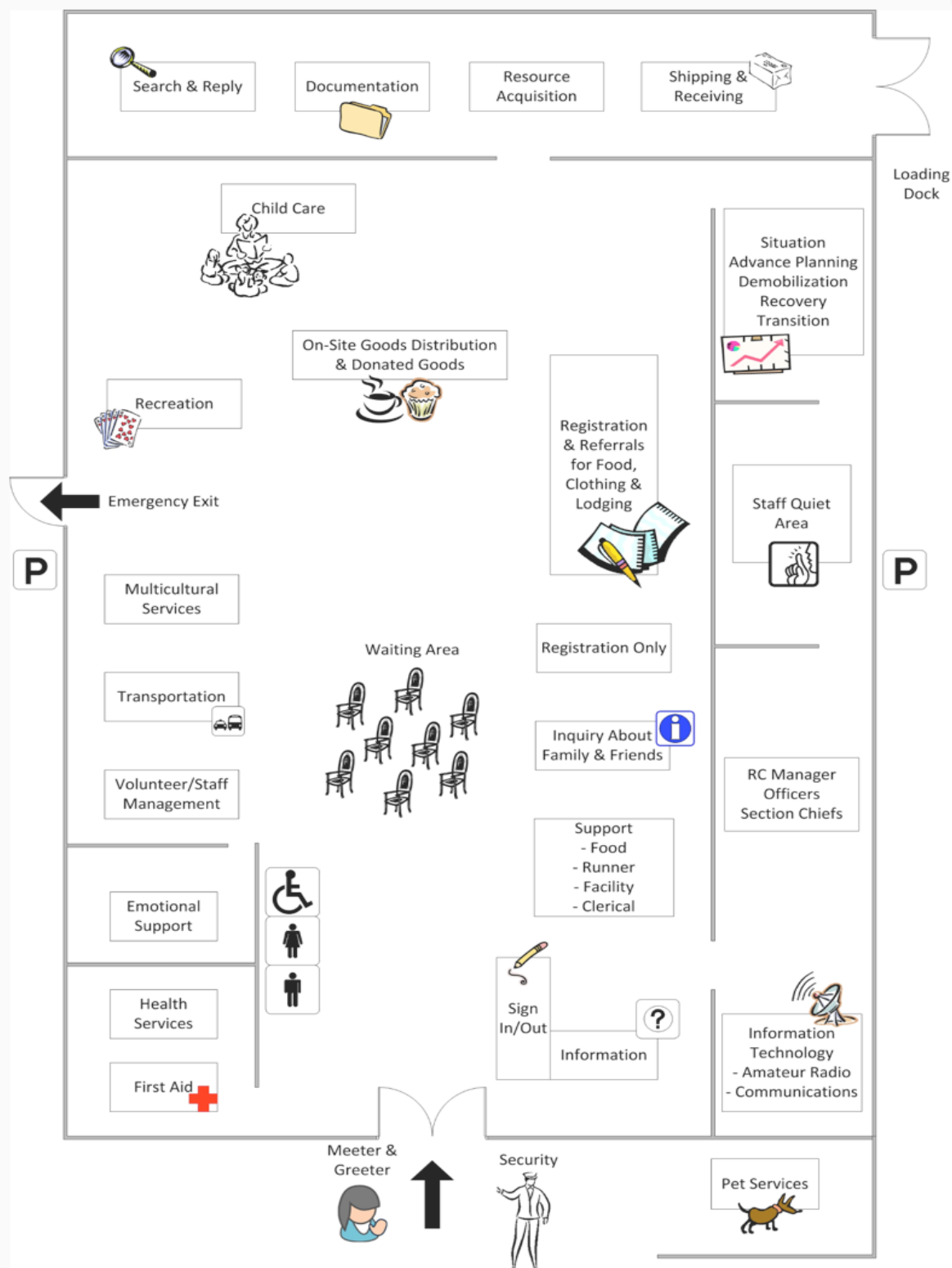


Figure 5-2 Reception Centre – Full Services Sample Set-up Diagram
 SOURCE: EMCR Emergency Training Manual

5.5.2 Reception Centre Considerations

When selecting a suitable reception centre, consider the following questions:

- » Can it manage the estimated number of evacuees, including possible expansion if other evacuations occur in the area?
- » Does it have enough space for other support agencies?
- » Can it facilitate some level of food services, whether it be a commercial kitchen or imported food trucks?
- » Does it have adequate parking?
- » Does it have adequate washroom and personal hygiene facilities?
- » Will it be available for the expected duration of the evacuation?
- » Does it possibly allow for domestic pets to be kennelled within proximity?
- » Could a mass shelter be possibly co-located with this facility?

Depending on the nature and scale of an event, in-person support services may be delivered on site or at a safe facility known as a reception centre. Community centres, churches, recreation centres and schools are often selected as community reception centres.

5.6 RECREATIONAL AND CULTURAL SITES

Recreational and cultural sites include buildings and outdoor spaces used by community members that may not be deemed as critical infrastructure but hold cultural value. See Appendix 5 for locations and specific details on Tk'emlúps recreation and cultural sites.

5.7 SPECIAL EVENTS

Table 5-1 Tk'emlúps Special Events

| EVENT NAME | DATES | APPROX. ATTENDEES (#) | DETAILS |
|----------------------|---|-----------------------|--|
| Land Based Thursdays | Thursdays from June through August | 15 - 20 | Exploration and teachings on the land. Transportation provided |
| Sweat Lodge | Wednesday afternoons June, July, August | 5 - 10 | Scheidam Flats, afternoons into the evening |
| 2 Rivers Remix | Early July | 500 - 1000 | 3-day music and culture event |
| Community BBQ | Late July | 200~ | Tyee Park, activities for kids and families |
| Kamloopa Powwow | Early August | 2000+ | Draws visitors from all over western Canada |
| Barrell Racing | Weekends in July | 500 - 1000 | Kamloops Agri Centre hosts the events, |

| | | | |
|---|---------------------------|------------|--|
| | and August | | operated by Kamloops Race Central |
| Chrome on the Grass | July | 500 - 100 | Car show hosted by Kamloops Street Rod Association and held at the Powwow Grounds as a fundraiser for Royal Inland Hospital. |
| Youth Camp | August (Monday to Friday) | 15-20 | Tkek Yeel Stem (Heffley camp) Youths occupy the camp Monday to Friday through the month of August |
| Interior Logging Association Logging Show | May | 500 - 1000 | Held at Powwow Grounds, hosting logging equipment |

6.0 EMERGENCY OPERATIONS

6.1 ACTIVATING THE EOC

The community Emergency Operations Centre (EOC) coordinates support planning and actions taken in response to an emergency or event. The primary role of an EOC is to provide support to site level operations. An EOC can be activated, staffed, and scaled to meet the dynamic needs of an emerging event that presents some level of threat to the public safety of the community.

6.1.1 EOC Activation Criteria

The EOC typically activates when the need for community support exceeds the capacity of normal business functions. Examples of such scenarios may include, but are not limited to:

- » An emergency event where:
 - » A significant number of people at risk
 - » Additional resource support is required at the site
 - » Evacuation has occurred or there is a potential for evacuation to occur
 - » An event crosses jurisdictional boundary (e.g., flood, fire, or earthquake)
 - » Multiple sites involved
 - » There is a need to coordinate multiple agencies, beyond what site command can adequately handle
 - » The magnitude and the potential duration of the event is multiple operational periods
 - » There is significant property damage – private and/or public
 - » There is significant financial risk to private sector
 - » There are environmental risks
- » An imminent threat that requires advanced planning (e.g., moving vulnerable populations ahead of an evacuation alert or order)
- » A pre-planned event that requires additional support to keep the community safe
- » Another community requesting support

See Figure 6-1 for a step-by-step flow chart on activating an EOC.

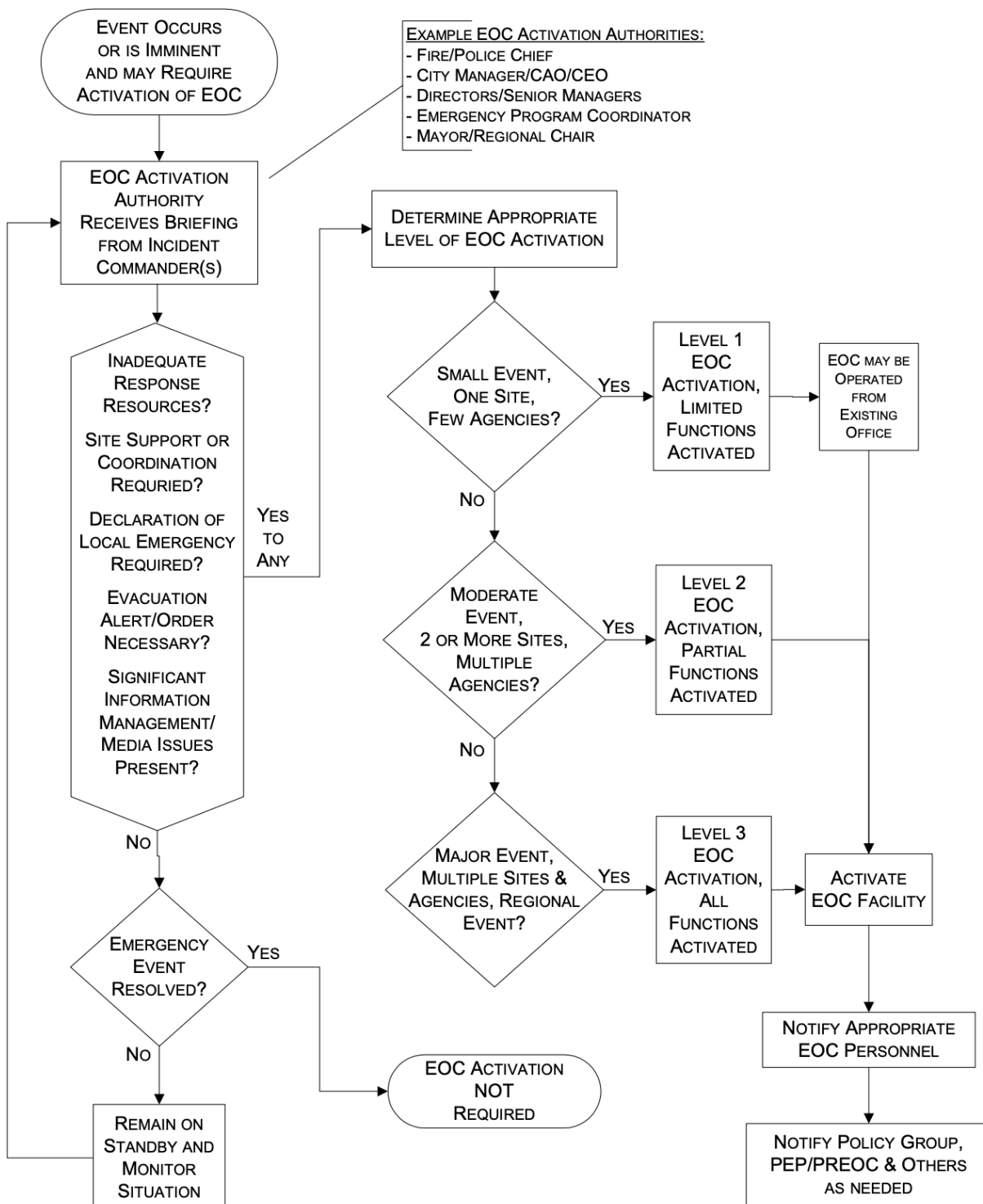


Figure 6-1 EOC Activation Flow Chart

Source: JIBC Emergency Operations Centre – Operational Guidelines

6.1.2 EOC Activation Authority

The following individuals may activate the emergency plan:

- » Chief and Council member
- » Chief Administrative Officer
- » Chief Financial Officer
- » Emergency Planning Coordinator

6.1.3 Types of EOC Activation

6.1.3.1 Partial Activation

A partial EOC activation may be considered when an event is small, requiring only short term and/or limited support. It often used when a heightened level of situational awareness across various concerned agencies is warranted because of an event within relative proximity to, and/or has potential to threaten some, or all the community. Partial activations can also be done to begin advance planning for an event where there is some indication a threat may become imminent to a community. It may not be necessary to fill every box on a standard EOC org chart and in most cases an individual can assume more than one role. It may only be necessary to staff the EOC for part of the day so that personnel can still attend to their regular duties.

6.1.3.2 Full Activation

A full EOC activation may occur when the event or incident imminently threatens public safety and/or community critical infrastructure. A full activation will almost always exceed your local capacity so anticipate reaching out to neighbouring communities and/or requesting additional services through EMCR. It is easier to staff the EOC heavy at the start and to release people if they are not needed rather than find people when things get busy.



Best Practice: Confirm that external support staff contract costs will be eligible for reimbursement through EMCR.



Best Practice: Staff the EOC heavy in the early stages and release resources when they are no longer needed rather than scramble to find resources if the event grows quickly.



Best Practice: Since a full EOC activation may last a few days or much longer, keep long term staffing and wellness concerns as a top priority

6.1.4 Levels of EOC Activation

The level of EOC activation required will depend on the nature of the event and the threat. The EOC organization should be built to meet the needs of the event. Not all positions in the ICS org chart may be required and this is best determined in consultation with the Emergency Planning Coordinator, Designated Corporate Executive, and Chief and Council. You should consider the best information available as well as recommendations from other response agencies. See Figure 6-1 EOC activation flow chart for a visual reference on how to determine EOC activation levels.

6.1.4.1 Level 1 Activation – Monitoring & Pre-planning

A Level 1 activation can be used when there is an event that needs to be monitored or there are concerns that need to be planned for in advance. Examples of this include an extreme weather event forecast indicating some imminent threat to the community and/or its infrastructure, or an out-of-control wildfire that is relatively close to the community.

In most cases, a Level 1 activation may not require the EOC facility to be set up. It can be managed by one or two people from their work desks, however, there may be some requirement for plans to be prepared.

Other characteristics of Level 1 EOCs include:

- » It may be activated to provide support to other communities and Chief and Council
- » The suggested positions to be activated include: EOC Director, Information Officer, Liaison Officer, Operations Section Chief and Planning Section Chief. In most cases, one person can be responsible for multiple roles.

6.1.4.2 Level 2 Emergency Response – Limited Hours

A Level 2 activation usually means the EOC facility has been set up, key positions have been filled, and workstations have been established. At level 2 activation, daily action plans and situation reports are generated and distributed. A Level 2 activation can also be used where complex advance planning is required, such as for an evacuation alert where there is some imminent threat to the community and/or its members identified. Level 2 EOC activations are typically *not* a 24/7 operation.

Other key characteristics of Level 2 EOCs include:

- » It may be activated to provide support to other communities and Chief and Council
- » The suggested positions to be activated include Level 1 staff plus a Liaison Officer, Public Information Officer, Risk Management Officer, and Section Chiefs as required
- » There will be involvement from Community Leadership as the Policy Group

6.1.4.3 Level 3 Emergency Response

A level 3 activation usually means there is a significant threat to the community and there is some element of evacuation that is required. The EOC is usually fully staffed and has agency representatives attending. Most Level 3 activations are 24/7 operations with 2 or 3 operational periods each day. Level 3 activations

are, however, not common and consideration must be given to planning your staffing capacity to be able to maintain the 24/7 operations.

Other key characteristics of Level 3 EOCs include:

- » It may be activated to provide support to other communities and Chief and Council, but usually at this level there is substantial activity or threat to the community, and it may make sense for that support to come from a remote location or other community
- » The suggested positions to be activated include: All EOC functions and positions as required and the Policy Group

6.1.5 EOC Setup and Maintenance

The first person to arrive at the EOC location typically begins set-up of the EOC. Any further set up required for initial or extended activation can be continued and led by the Logistics Section. See Figure 6-2 for a suggested EOC floorplan and a complete checklist of actions and resources required to set up an Emergency Operations Centre.

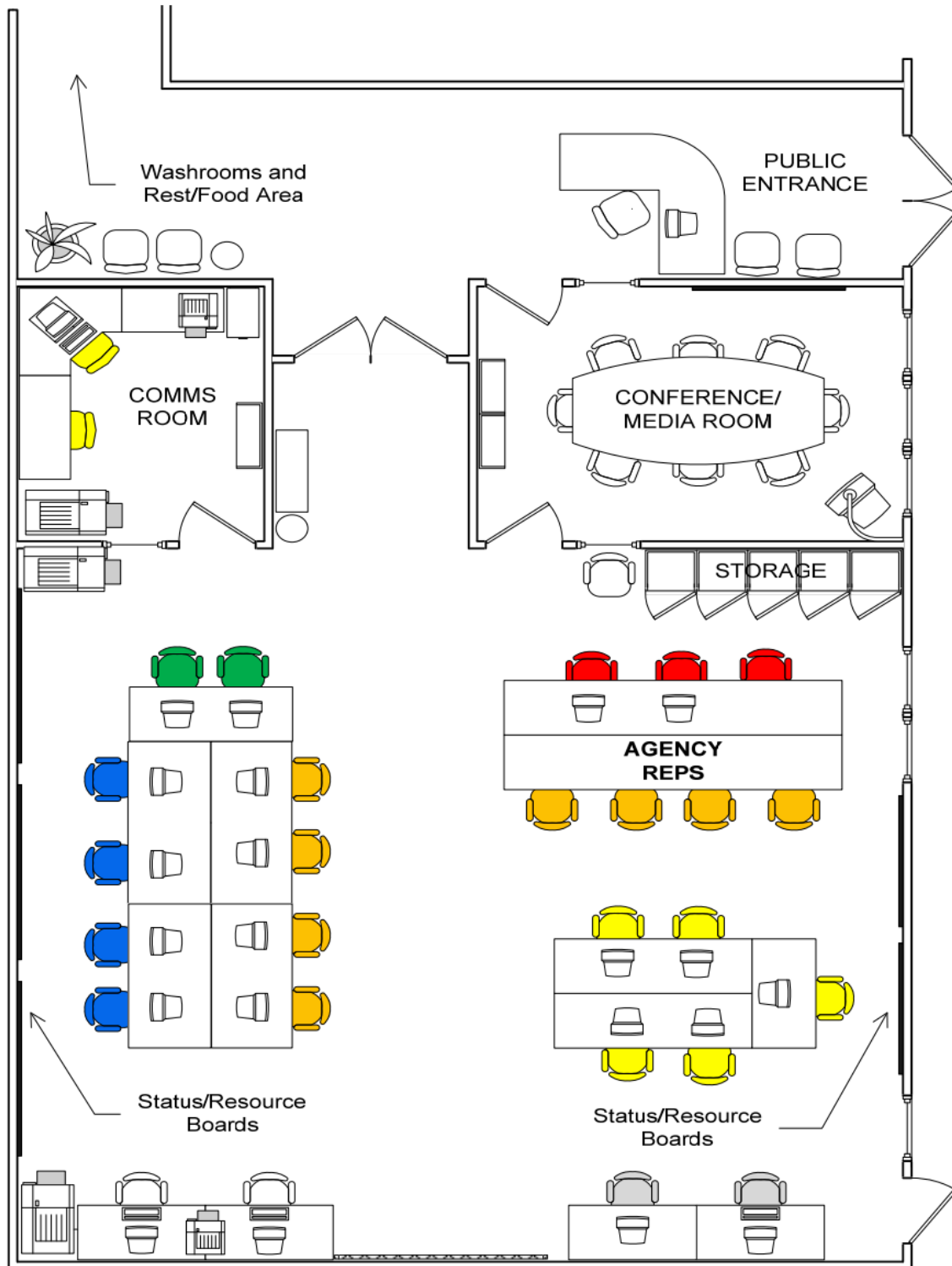


Figure 6-2 EOC Set up Diagram
 SOURCE: EMCR Emergency Training Manual

6.2 EOC COMMUNICATIONS

6.2.1 Communications Infrastructure

The EOC facility should have back-up methods of communications. It is common for land based and cellular phone networks to be disrupted during an event. Internet connections can also be challenging at times so having a few different options for communications methods in all of your EOC locations should be a standard practice. Consider the following options:

- » Pre-wired telephones and internet in each of your EOC locations; have enough so that each workstation has its own phone number and internet
 - » These dedicated EOC phone numbers should not be made available to the general public
 - » All public inquiries are best routed through a public inquiry hotline
- » The need for possible EOC expansion and the ability for your phone system to add several extra lines
- » At a minimum, dedicated satellite phones for the following:
 - » 1 for Chief & Council
 - » 1 for EOC Director
 - » 1 for Operations Chief
 - » 1 for Logistics Chief
 - » 1 for Information Officer
 - » 1 for field level operations
- » Using amateur radio to connect into the Provincial Emergency Radio Communications System (PERCS), which will give you direct contact with the EMCR PREOC
- » The use of local radio and TV stations
- » The use of social media
- » The use of online video conferencing

6.2.1.1 Communications Unit

Consider activating an EOC communications unit in the logistics section to assist with setting up and maintaining all modes of telecommunication services. They can also assist with setting up a call centre to disseminate information to the general public. Consider factors such as sufficient bandwidth and number of telephone lines when having a discussion with your internet/communications service provider.

6.2.2 Internal Communications

6.2.2.1 Staff Notification Procedures

When the EOC is activated, all required EOC staff will be notified by telephone by the Corporate Executive or designate. A list of staff identified for roles in the EOC, and their contact telephone numbers can be found on the TteS Emergency Management SharePoint site. Notify EOC staff and to the extent possible, include the following information:

- » A brief description of the nature of the situation
- » Whether they are activated or being alerted to standby

- » Where, when and to whom they should report
- » List of items they should bring with them
- » Extra considerations for the EOC such as security or safety

6.2.3 External Communications

It is critical for community leadership through the EOC be recognized by communities and external supporting agencies as the trusted source of factual information. To do this, there are several lines of communication that are important to maintain during an emergency or event. These include:

- » EOC Director to Chief and Council
- » EOC Director to EMCR and supporting agencies (EMCR, supporting agencies, other communities, and local governments etc.)
- » EOC Director to EOC staff
- » EOC Operations Section to Site Operations (at each activated Incident Command Post)
- » Chief and Council to community members

There are several ways to facilitate communication and it depends on the current circumstance. They can include:

- » Face to face meetings with community leadership, and internal with the EOC sections; site Incident Command where possible
- » Regular community meetings with appropriate representative agencies providing updates
- » Conference or coordination calls with supporting agencies
- » Public inquiry system (e.g., a public hotline)
- » Social media (e.g., community Facebook site, Twitter and/or official community website)
- » Posted notices on community bulletin boards
- » Regular newsletters
- » EOC situation reports



Best Practice: Schedule regular events such as conference calls and community meetings as appropriate and stick to that schedule



Best practice: Consider activating a joint information centre with neighbouring jurisdictions (i.e., City of Kamloops) to improve information gathering / sharing activities



Best practice: Educate community members on where to go for official community information in advance of an emergency

6.2.4 Communication Strategies Using Technology

The following sections address external communication strategies for residents, the general public, and relevant stakeholders in the context of community evacuations.

6.2.4.1 Voyent Alert

Tk'emlúps te Secwépemc, along with the City of Kamloops, and the TNRD, have subscribed to the mobile application Voyent Alert! and Tk'emlúps is in the process of setting up business practices for the system. Voyent Alert is a public alerting system used to send alerts pertaining to significant local emergencies. These alerts deliver information and safety instructions to community members who have signed up to the system. Community members have multiple options on how to receive alerts and choose options based on their preferences. Voyent Alert will be used in conjunction with other notification methods as needed.



Best practice: Educate community members on how the Tk'emlúps te Secwépemc emergency notification system will work and consider making it annual business practice before freshet season



Note: For large scale events, EMCR may send an emergency broadcast through its provincial system

6.2.4.2 Social Media

Tk'emlúps te Secwépemc will also broadcast emergency notifications to residents online and through news media outlets. Emergency information will be posted electronically on the following websites and social media channels:

- » Tk'emlúps Website <https://tkemlups.ca>
- » Tk'emlúps Facebook <https://www.facebook.com/TkemlupsteSecwepemc>

Ensure the EOC information team is adequately staffed to handle all communication needs including:

- » Preparing key messaging for responding agencies, supporting stakeholders, community leadership, residents as well as the general public
- » Monitoring popular community social media pages for misinformation
- » Liaising with stakeholder EOC information officers

6.2.4.3 Radio and Media

The following local radio stations and media companies will be contacted to help broadcast emergency event key messaging:

- ☐ 98.3 CIFM
- ☐ CKBZ 100.1FM

- ☐ Radio NL 610 AM
- ☐ CBC 94.1 FM
- ☐ CJKC 103.1 FM
- ☐ CKRV 97.5 FM
- ☐ Global BC
- ☐ Castanet Kamloops
- ☐ Info News

For up-to-date contact information see the Tk'emlúps te Secwépemc Emergency Management folder on the SharePoint Site or contact the Tk'emlúps Emergency Planning Coordinator.

6.2.5 Alternate Communication Strategies

Tk'emlúps te Secwépemc recognizes the potential challenges associated with using technology and social media for emergency communications (i.e., downed cellular networks, no electricity, residents without access to the internet/cell phones, etc.) and have identified the following contingency communication strategies.

6.2.5.1 Voyent Alert Notifications to Telephone Landlines

Residents can sign up to receive Voyent Alert notifications on their telephone landlines.

6.2.5.2 Information Signs

Billboard community signs displaying relevant emergency event information can be placed at designated community intersections. This strategy may be best used in conjunction with other identified alternate communication strategies in order to ensure the widest reach and distribution possible.

6.2.5.3 Door Knocking

Every effort should be made to ensure personnel delivering notifications are not placed in a position of risk or called to work alone. For door knocking evacuation notification procedures see the Tk'emlúps te Secwépemc Evacuation Plan.

6.2.5.4 Phone Tree

Community partners and Band departments that have regular interactions with, or trusted relationships with community members, can be utilized to organize a phone tree where calls are made to ensure emergency information has reached as many community members as possible.

6.2.6 Communication with Emergency Event Stakeholders

Responding and supporting stakeholders in the context of community emergencies will be notified as soon as possible and updated on a regular basis. Refer to **Appendix 2** for a list of emergency event stakeholders that may need to be contacted in the event of a community emergency. This list is subject to change depending on the scope, scale, and type of emergency at hand.

6.3 EOC ACTIVITIES

6.3.1 Obtain a Task Number

EMCR can provide support to First Nation communities 24/7/365 under its agreement with the Federal Government.

Contact EMCR in the earliest stages of an event and advise them of the need for an EOC and to obtain an EMCR Task Number. The task number will be critical to any expense reimbursements back to the community from the Province. It will also provide some level of WorkSafe and liability coverage for volunteers.

If Tk'emlúps is experiencing an imminent threat to public safety or requires advance planning for one, then the following steps should be taken:

- » Gather basic information about:
 - » What the threat is
 - » Where it is
 - » How many people and/or properties are threatened?
 - » Are there any evacuation orders? What support is required? Where are the evacuees going?
 - » Is the EOC being activated?
 - » Is a coordination (conference) call with any other support agencies or responder organizations required? If so, which ones
- » Contact EMCR Emergency Coordination Centre (ECC) and ask for a **task number**
- » You will be transferred to a Regional Manager who can approve your request over the phone. The Regional Manager will ask you some questions related to the basic information listed above. The Regional Manager is also a Subject Matter Expert who can help you if you have any questions or challenges.
- » Confirm with EMCR that the type of event will be supported for the EOC activation. Some event types will fall under the mandate of other agencies and will not be supported by EMCR.
 - » Event types that typically **WILL** be supported by EMCR include:
 - » Evacuations where there is imminent threat to public safety
 - » Planning and support for response to natural events such as wildfire, flood, and landslides
 - » Event types that typically **WILL NOT** be supported by EMCR include:
 - » Large social events such as music festivals
 - » Economic disruption
 - » Loss of critical utilities such as power, domestic water systems and communications
- » Consider engaging EMCR early in the response stage to discuss long-term recovery support and activities where it is apparent a long-term commitment is required



Note: Your task number will be used for administrative and financial tracking purposes only. It does not guarantee you access to funding



Note: A Band Council Resolution is NOT needed for access to support and funding from EMCR

6.3.2 Personnel Accountability

Accountability is accomplished by several means, including hierarchy of command or management, check-in lists, position logs or any other status-keeping system. Each agency is required to adopt and routinely use a system for personnel accountability.

It is important for each person attending Tk'emlúps EOC and those being assigned roles and responsibilities at the site during the emergency to check in and be accounted for at all times during their shift. This will ensure that proper safeguards are in place to account for all personnel.

It is important for all supervisors to maintain a constant awareness of the position, function and location of all personnel assigned to operate under their supervision. This awareness will serve as the basic means of accountability that is required for operational safety.

The location and function of all resources (human and physical) deployed need to be accounted for at all times. All personnel who arrive at the EOC must check in at designated locations, receive their assignments, and be recorded in the accountability system. Check-in will be recorded on the EOC Check-in/Check-out form. See **Appendix 6** for blank EOC Check-in/Check-out and Position Log forms.

Ensure the EOC 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.

Ensure each agency verifies the presence and functional assignment of all personnel involved in the emergency. This will support the proper safeguards in place to account for all personnel.

6.3.3 Daily Briefings

In the initial stages of EOC activation, EOC leadership team briefings should occur approximately every 2 or 3 hours. The briefings should be structured and short. Briefing content should be approved by the EOC Director, and agendas should be circulated to those who will attend prior to the briefing. The intent of the briefings can be to:

- » Review situation reports from other agencies or communities
- » Identify future objectives and activities
- » Identify response requirements
- » Confirm public Information requirements
- » Identify any issues that need attention

As the response continues, leadership team briefings may be reduced to once or twice during every operational period. EOC general staff should also receive regular daily briefings, which can include:

- » Personnel orientation
- » Health and safety
- » Progress reports
- » Operational guidelines and procedures
- » Response priorities and objectives

It is important to hold regular factual briefings to the public, media, and external agencies in order to:

- » Maintain community trust in the emergency response
- » Reduce the possibility of panic among community members
- » Clarify any rumours
- » Maintain effective relationships with other agencies

Conducting briefings of situational reports, progress and future plans may help provide reliable information from a trusted source.



Best Practice: Hold a short EOC internal briefing at the beginning of each operational period to provide the latest updates on the event or incident. This may then be followed by internal team meetings within each section and the daily planning meeting afterwards.

Unscheduled meetings can occur at any time as required and it can be a good practice to make an announcement to the entire EOC when there is some important piece of information that needs to be communicated.

6.3.4 Operational Periods

An operational period is the length of time set by the EOC Management Team to achieve the objectives of the EOC Action Plan. The operational period may vary in length and will be determined largely by the dynamics of the emergency event. As the event continues an operational period is usually 8-12 hours. For the sake of staff wellness and effectiveness, it should not exceed 16 hours.

The length of the operational period depends on what level of support is required. It is not unusual for 24/7 EOC coverage to be required in the early stages of an event, but every attempt should be made to scale that back as soon as possible. If there is a 24/7 operation required, consider two 12-hour shifts, with enough time for turnover briefings in the sections at the end.

Another common approach is to have one longer operational period during the day when you have most of your staff assigned and then a smaller crew for the night shift to focus on critical planning related activities.

Every attempt should be made to scale back the operational periods to a reasonable amount of time so that staff don't get traumatized or burnt out.

6.3.5 EOC Action Planning Cycle

The EOC Management team should make sure that one full cycle of the EOC Action Planning Cycle happens every operational period. This ensures that the support actions are based on plans that are under continuous analysis so that the EOC is able to react quickly, and that they align with BCEMS response goals. You can set your meeting and conference call times to align with the planning cycle. Figure 6-3 outlines what one EOC action planning cycle may look like.



Figure 6-3 The Planning "P" – Incident Action Planning Process
Source: FEMA

6.3.6 Situation Reporting

Situation reports or "sitreps" as they are commonly called, are used to communicate your event status and situational awareness to EMCR and other supporting organizations. There are many organizations at the ready to help. Organizations need to monitor what is happening in both your EOC and event so they can plan their support activities. The sitrep, along with the EMCR Coordination Calls are good ways of communicating your needs to them.



Best Practice: Once the EOC is activated, have the Planning Section Chief review the standard sitrep form with the regional EMCR office. This is an opportunity to clarify what is expected, what time(s) in the day it should be submitted, what is the best format for submission etc. This will allow the planning section to set up their information collection procedures.

The sitrep is a daily activity in the planning section. The sitrep is usually compiled by 2:00 pm and submitted to the regional EMCR office. The regional EMCR office rolls up all the sitreps coming in from other communities and then submits a regional sitrep to EMCR Headquarters (HQ) in Victoria by 3:00pm. EMCR HQ then rolls up all the regional sitreps for submission to higher levels of government so that the various Ministries can plan for impacts and support. This submission also forms part of a situational awareness package for the Provincial Treasury Board, who are responsible for making Provincial funds available to support the emergency events.

It is important to note that the standard situation report form on the EMCR site may not work that well for non-disaster type events such as pandemics. In this case, you may have to add a page or two to summarize your activities. If there are any questions about the sitrep, its content or submission, contact the regional EMCR office and ask for a Regional Manager.

See the [EMCR website](#), or Appendix 11 for a copy of the standard Sitrep form or by search on the web for “EMCR eoc forms” where you will find it listed under the planning section.

6.3.7 Interagency Coordination and Conference Calls

6.3.7.1 EMCR Coordination Calls

In the earliest stages of an event, sharing trusted situational awareness with supporting agencies can be critical to a successful response outcome. EMCR has a very large network of support agencies, utilities, non-government organizations, and government ministries on their contacts list. It is a common practice for EMCR to organize a call with many dozens of these agencies on very short notice. These multi-agency calls can happen within the first hour if required.

When an event happens that is beyond the capacity of the community to manage, it is generally a good idea to contact EMCR at **1-800-663-3456** and request a Coordination Call. They will put you through to a Regional Manager, who in turn will help you identify who should be on that call. You can request Coordination Calls from EMCR for large events or small ones. They are available to you 24/7/365.

6.3.7.2 Conference Calls

While the EMCR Coordination Calls are highly valuable for sharing situational awareness, it is often a good idea to host your own conference calls with other agencies, other communities, suppliers, or whomever is appropriate.

During your EOC activation, it may make sense to have regularly scheduled conference calls with people, agencies, or organizations of your choice. Tools for this can include conference call services through your telephone provider or online tools such as Zoom or GoTo Meeting.

6.3.8 Documentation

All EOC activities require some form of documentation and record keeping. Accurately document all actions taken during an emergency for cost reimbursement support, to capture learnings and best practices for after action reviews and for litigation support. This practice includes documenting and keeping a record of all decisions, directions, actions taken, and resources deployed. Each EOC Section has prepared forms that can be used as required.

Log documentation should adhere to the following standard guidelines:

- » Notes 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 separated and referred to by a message number in the log
- » Log entries will be numbered in sequence
- » Log sheets are to be photocopied in duplicate. One copy remains at the originator's desk, and the other is passed to the clerical staff for consolidation in the master log maintained by the Documentation Unit.
- » Time recording to use the 24-hour clock and be stated as local time
- » All dates will be written as YYYY/MM/DD
- » All measurements will use the metric format, except where law and convention dictate that some responders such as mariners and aviators, use other systems



Best Practices:

- ☐ **Add Scribes to important decision makers**
- ☐ **Scan all your documents and keep them on a cloud storage or a portable computer hard drive; only keep paper copies as you are working on them**
- ☐ **Have a dedicated person in the Planning Section, Documentation Unit who can organize the event documents. This will be particularly important when it comes to providing support documentation for cost reimbursement claims back to the Province and ISC.**
- ☐ **Create a confidential log that identifies any issues that arise, and any decisions made and/or actions taken**

6.3.9 Resource Requests

6.3.9.1 Resource Request Form

Use the request resource form to request resources that you already have or can source locally, as part of your regular business practices. Typically, the responders will supply what resources they can and then turn to the EOC for anything they can't get. The EOC may be able to source the resources independently

but if they are not able to, they can submit a formal [Resource Request form](#) to the EMCR PREOC and have them procure it. The Resource Request form is used only for requesting goods or services that you cannot source yourself.

The standard practice is to have your Logistics Section fill in the [Resource Request form](#) and email it into the Operations Section at the EMCR PREOC. See **Appendix 11** for a standard Resource Request template.



Note: Use the [Resource Request form](#) for requesting goods or services that you **CANNOT** source yourself

6.3.9.2 Expense Authorization Form

If you can source something, then the proper form to use to get EMCR pre-approval of the cost is the [Expense Authorization Form](#) (EAF). See **Appendix 11 – EOC Templates** for a standard EAF form.



Note: Use the [EAF form](#) for EMCR pre-approval when you **CAN** source goods and services yourself

6.3.9.3 Shift Changes and Transfer Responsibilities

When a staff member transfers their responsibilities to another, a simple but formal transfer briefing will be required. Shifts should overlap by 15 to 30 minutes to allow for the outgoing staff to brief the incoming staff. A transfer briefing should summarize the activities of the past shift, identify “open” incidents or activities, and the key points or topics should be documented. See the All Personnel – EOC Demobilization Checklist in **Appendix 6**.



Best Practice: Schedule a ½ day overlap when someone is finished their EOC deployment and heading home or back to work. Their replacement will need that time to get briefed on all the position and section activities and get introduced to how the EOC operates.



Best Practice: Do not allow personnel to drive home unless they have had a good night's rest prior to departure

6.3.10 Risk Management

Risk management is the process of planning and implementing decisions that will minimize the adverse effects of accidental and business losses on an organization. The EOC should evaluate the risk to personnel with respect to the potential results of their actions in each situation.

The EOC has incorporated the principles of risk management in the development of all action plans to:

- » Include a policy statement supporting risk management
- » Specify risk management procedures

The Tk'emlúps EOC Director will ensure that effective risk management practices are applied in all incidents throughout the response organization, and that every function contributes to the management of risks. The Director may activate the function of Risk Management Officer to assist in this function. See **Appendix 9** for the Risk Management Officer Emergency Checklist.

6.3.11 Worker Care

The EOC can be stressful, intense, busy, and overwhelming to anyone who doesn't regularly work in one. Staff may also be exposed to trauma and loss that can affect them in the long term or possibly even a trigger post-traumatic stress disorder (PTSD). Ultimately it is the EOC Director's responsibility to make sure that there are sufficient work practices in place that focus on staff wellness. These can include things like:

- » Making sure staff take regular breaks outside the EOC
- » Ensuring healthy meals and snacks are available
- » Bringing in a human resources / wellness coordinator into the EOC to observe and support personnel

It is also a good idea to regularly check in with staff; ask them how they're doing and source any support requirements if necessary. It is everyone's responsibility to monitor themselves and their co-workers for signs of stress and fatigue. EOC training in advance of an EOC activation is critical in terms of reducing potential stress by preparing potential workers with sufficient training to be successful in their roles as well as understanding what to expect.

6.3.11.1 Staff Rest and Scheduling

EOC workers should be permitted regular breaks in a quiet area when on shift in the EOC. When off-shift, EOC staff should not be called in to work unless it is essential; their down time is required to properly recover for their next shift. In longer and larger EOC activations, worker care centres can be established. Staff must be provided with food, rest areas, emotional support programs and first aid. EMCR can provide short-term emotional support experts for EOC personnel and evacuation reception centres through the Disaster Psychosocial Support (DPS) program.



Note: Disaster Psychosocial Support can be contacted through EMCR at: 1-800-663-3456

6.3.11.2 Labour Relations

When deployed to an EOC, staff continue to work to whatever the terms and conditions of their employment contract or collective agreement is. This means that any overtime must be paid in accordance with those documents. Where there is no employment contract or collective agreement, a good guideline is to follow the BC Labour Relations Code. It is common for some management staff contracts to not have overtime clauses included and if that's the case, you may not be able to pay them overtime wages.



Note: Some employment contracts may allow workers to bank their overtime. Be aware that EMCR will not reimburse any costs for banked overtime. It must be paid out, and proof of payment will need to be demonstrated.

6.3.11.3 Critical Incident Stress Management (CISM) Services

Emergency events are often stressful and sometimes traumatic. CISM has multiple components that can be used before, during, and after a crisis. The purpose is to help mitigate the impact of an event, accelerate the recovery process, and assess the need for additional or alternative care. It is important to know that mental health assistance in the form of critical incident stress management (CISM) services for EOC personnel are supported by EMCR. In the event an EOC activation is not supported by EMCR, contact ISC and/or FNHA to inquire about CISM support for both workers as well as community members.

6.4 ISSUING A BAND COUNCIL RESOLUTION

The current best practice is to issue a Band Council Resolution (BCR) and identify the extraordinary powers required. The nine extraordinary powers as they are identified in the Emergency Program Act and can be referenced in a BCR and are listed in Section 4.6.1.



Note: A BCR can be used to demonstrate access to extraordinary powers and to declare a State of Local Emergency on Reserve lands. A BCR applies to reserve lands only and where possible, it should be done with the consensus support of a Council majority.



Note: A BCR is NOT required to access financial support from EMCR or ISC.



Note: BCRs are a common practice, but the same results may be better achieved by creating a by-law that identifies the process that Chief and Council will use when needing to access the extraordinary powers.

6.4.1 Steps to a Band Council Resolution

The steps to a Band Council Resolution (BCR) are:

1. Confirm there is an imminent threat to some or all of the community
2. Identify the areas that are to be affected by the Resolution; this is usually a legal administrative boundary and/or a geographic description
3. Prepare a map of the area under Resolution
4. If applicable, confirm the timeframe required for the Resolution. For reference, 7 days is the current maximum allowable time for a Declaration of a State of Local Emergency (SOLE) as identified in the Emergency Program Act. It is important to note that BCRs are not bound to this rule. BCRs are not required to have an expiration date.
5. Issue a letter under signature of the Chief or designate issuing a Band Council Resolution; include the extraordinary powers that are required in that letter
6. Send a copy of the Resolution letter and supporting documentation to the Southern Interior EMCR office

See **Appendix 8** for a BCR checklist and templates.

6.5 COMMUNITY EVACUATION

Please see **Annex B** for Tk'emlúps te Secwépemc Evacuation Plan.

6.5.1 EOC Evacuation

All EOC Personnel should be briefed on the facility evacuation plan at the start of each deployment. In the event the Tk'emlúps EOC must be evacuated, the evacuation will be ordered by the EOC Director. The evacuation will be by formal announcement, or audible alarm system if so fitted.

All personnel are responsible for ensuring safety materials are properly secured before evacuating the building. However, in life-threatening situations, safety shall take precedence over other priorities.



Best Practice: Designate a monitor to assist personnel who have medical/physical disabilities and require assistance in evacuating the building

6.6 EMERGENCY SUPPORT SERVICES (ESS)

6.6.1 Overview

An ESS program is a legislated requirement for any local government or Treaty First Nation that the Emergency Disaster Management Act applies to. At the community level, ESS provides short term assistance and/or services to those affected by an emergency or disaster so they can begin to move forward

and plan their next steps following the emergency event. Most programs are delivered by volunteers and can be offered on site for smaller events, or at a Reception Centre facility for larger scale events. The goal of ESS is to help people begin to re-establish themselves as quickly as possible after a disaster. It plays an important role by:

- » Helping people remain independent and self sufficient
- » Providing residents affected by the disaster/emergency with accurate and up to date information
- » Reuniting families separated by the disaster
- » Helping individuals meet basic survival needs

ESS can be established to support individuals affected by a smaller emergency (single house fire) or through a more complex disaster (community wide wildfire evacuation). Support is typically available for 72 hours after the disaster or emergency occurs. During this window, individuals work to connect with family and friends, contact insurance providers, or access any other possible resources they may have. Basic support may look like:

- » Food
- » Lodging
- » Child/Pet care
- » Family reunification
- » Emotional Support
- » Clothing and other essentials

Specialized support services are determined on a case-by-case basis. They may include transportation, pet care and emotional support. ESS is limited in the support it can provide and it is suggested that homeowner or tenant insurance held by the evacuee may provide greater support.

If there is no community capacity, it may be possible for EMCR to extend emergency services. When requesting Emergency Support Services support, be prepared to provide the following information:

- » Estimated number of people who will be evacuated and will require assistance
- » Where they are coming from and where they are going
- » Any known evacuee situations requiring special conditions or attention related to transportation, housing, diet, language and/or religion
- » Requirements for mass shelter as appropriate
- » Location of reception centre(s)

Tk'emlúps has a verbal mutual aid agreement with the City of Kamloops for all levels of ESS. When ESS is required:

- » Tk'emlúps will contact the City of Kamloops Emergency Program Coordinator and request ESS assistance
- » The City of Kamloops will contact EMCR and asks for a task number
- » City of Kamloops ESS volunteers will provide ESS assistance

In the event that the City of Kamloops is unable to provide ESS capacity, and there are no agreements with neighbouring communities:

- ☐ Tk'emlúps te Secwépemc will contact EMCR and request ESS assistance
- ☐ EMCR PREOC will contact the nearest community with ESS capacity and issue a task number and arrange for assistance to be provided
- ☐ The neighbouring community ESS Team may provide ESS assistance

See **Annex X** for Tk'emlúps te Secwépemc ESS Plan (in development November 2023)



Note: Ensure your community has mutual aid agreements with various neighbouring communities in place. EMCR may not be able to provide adequate support in the event numerous communities are evacuating at the same time.



Note: The type of emergency support services provided will vary depending on a number of factors including the location, scope, and scale of the disaster

6.6.2 ESS Response Levels

Table 6-1 ESS Response Levels

| RESPONSE LEVEL | RECEPTION CENTRE | EOC | PREOC | DESCRIPTION |
|----------------|------------------|-----|-------|--|
| Level 1 | | | | <ul style="list-style-type: none"> A house fire or small localized event usually less than 12 people |
| Level 2 | | | | <ul style="list-style-type: none"> An apartment fire or significant event affecting more than 12 people Resources coordinated at the Reception Centre – usually for a short duration An EOC may be established |
| Level 3 | | | | <ul style="list-style-type: none"> A large-scale flooding or interface wildfire(s) involving a large-scale evacuation Some resources may be coordinated at EOC More than one Reception Centre may be established and may last days to weeks The PREOC may be activated |

6.6.3 ESS Response Protocols

Scenario 1: The community has an emergency program in place including an ESS team

- » Community ESS Director or responder calls EMCR for a task number
- » Service is provided on reserve by local volunteers

Scenario 2: The community has no ESS capacity but has agreement (MOU or verbal/informal agreement with neighbouring community)

- » Community contacts neighbouring community Emergency Program Coordinator requesting ESS assistance
- » Neighbouring community contacts EMCR and asks for a task number
- » Neighbouring community ESS volunteers provide ESS assistance on or off reserve as appropriate

Scenario 3: The community has no ESS capacity and no agreements with neighbouring communities

- » Community contacts EMCR and request ESS assistance
- » EMCR PREOC contacts nearest community with ESS capacity and issues a task number and arranges for assistance to be provided on or off reserve
- » Neighbouring community ESS Team provides ESS assistance

6.6.4 ESS Considerations

6.6.4.1 Evacuation Considerations

See **Annex X** Tk'emlúps te Secwépemc Evacuation Plan for planning considerations specific to evacuation needs.

6.6.4.2 Resiliency Centre

A Resiliency Centre coordinates with a variety of organizations and non-government agencies to provide resources for residents. Examples include Red Cross, First Nations Health Authority, ICBC, and Disaster Financial Assistance. This model allows for community members affected by an emergency event to access necessary supports in a “one stop shop” single point of contact location.

6.6.4.3 Community Navigator Program

A community navigator program may be used as an additional means of supporting residents during an emergency. Community navigators can go into the community and engage residents to help identify the type of support they require and then connect them to supports where they exist. This strategy has been proven to be effective in reaching vulnerable populations.

6.6.5 Host Communities

Although there is no legislation in place requiring a community to act as a host community, a Provincial Declaration of a State of Local Emergency allows the province to compel a community to provide support. Regardless, it is in the best interest of a community to consider hosting external evacuees since there is much to be benefitted from proactively building and fostering strong relationships with other communities

in order to support each other in times of need. Whenever possible, consult with EMCR in advance about possibilities.

6.7 RECOVERY PLANNING

Recovery can have widespread meanings depending on the scope and scale of the emergency. Within an information technology department, it may pertain to the restoration of computers and systems in the aftermath of a crash. Planning for such incidents is relatively straightforward, given that most impacts can be anticipated. For a community, recovery is often more intricately tied to mitigating the impacts of an emergency event. While some level of planning for these events is possible, the unpredictable nature of disasters makes it challenging to establish a comprehensive, formalized community recovery plan. Nevertheless, it is feasible to pre-plan for certain impacts, potentially allowing for the implementation of a recovery plan when required.



Note: A basic rule is every 1 operational event day translates into 40 days for the recovery process (e.g., If an event lasts 2 days, the recovery period may take up to 80 days)

6.7.1 Recovery Pre-planning

Pre-planning that can be done in advance includes the following but is not limited to:

- » Ensuring a Business Continuity Plan in place that addresses all departments, programs and activities related to community governance and administration
- » Identifying all critical programs and services that are directly relevant to supporting response and cannot be disrupted
 - » Planning how to protect them from impacts and/or mitigate the impacts
- » Identifying all the various agencies, departments and/or programs that would have a supporting role and invite them to be part of regular Emergency Committee meetings. Ideally there is an organization or department that is best suited and willing to lead one of the following functions:
 - » **Human Wellness** – Consider the Community Services department or a local organization that offers social and cultural support programs as part of its daily business and is already well networked into the various agencies
 - » **Housing** – Consider the Housing Department
 - » **Critical Infrastructure** – Consider Planning and Engineering or Public Works department
 - » **Economic Recovery** – Consider the Economic Development Department or a regional program such as Secwepemc Health Caucus or Shuswap Nation Tribal Council.
 - » **Environmental Recovery** – Consider the Natural Resources Department

- » When an event has occurred or is imminent, consider activating your EOC and putting someone in the Recovery Planner role within the first operational period. This person could eventually transition into the Recovery Manager role. There are two advantages to this approach:
 1. There is a someone who can start collecting information on the scope and impact of the event; this information will be critical to inform the decision making and response planning
 2. Someone will be in place to start thinking about the recovery planning right away, instead of waiting a few weeks as has typically been the case



Best Practice: Put someone in the Recovery Planner role during the early stages of EOC activation as soon as recovery activities have been deemed necessary

6.7.2 Recovery Operations Centre and Organization

If the event is small enough, you can run your Recovery Operations organization within your EOC and then transition as appropriate when the response activities have slowed down or are finished. If the event is larger and more complex, a separate facility may be required that can hold the entire team and support all its activities. The Recovery Planner should be able to identify the appropriate needs from the start.

The Incident Command System (ICS) is a good tool for organizing your Recovery team. Depending on the size of the event, it may make sense to start the Recovery Branch under the EOC Operations Section, and then transition it to its own organizational structure farther into the event. Not every box on the org chart needs to be filled by a different person. It is common for one person to act in more than one of the boxes. Some recommended boxes for a larger recovery organization can look like Figure 6.4.

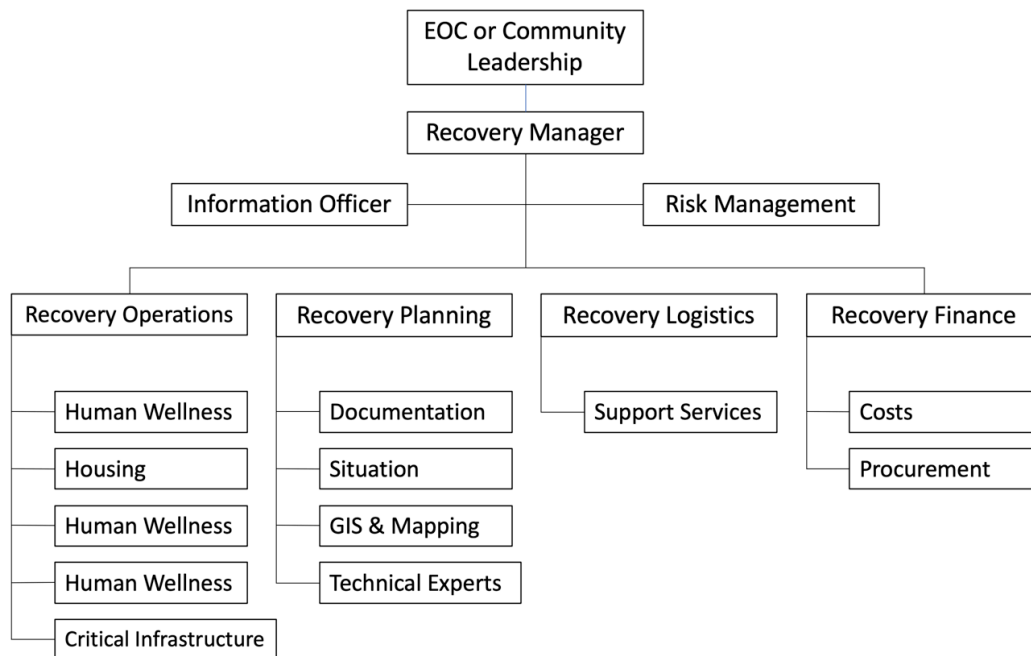


Figure 6.4 Recovery Section Org Chart

6.7.2.1 Main Contents of a Community Recovery Plan

Consider the following main components when putting together the initial Community Recovery Plan:

Introduction

- » General context around the community and event
- » Summarize best options and cost estimates by activity

Nature of the Event and Impacts to:

- **Human Wellness**
 - » Number of people impacted by the event directly and who require support for daily living
 - » Potential for longer term trauma
 - » Vulnerable populations and people in existing social support networks and the impacts of any disruptions
 - » Access to traditional or common social practices
- » **Housing**
 - » Number of people removed from their homes for short or long term
 - » Damage to homes and property and estimated value
 - » Options for temporary housing

- » Options for permanent housing repair or replacement; include any agencies who may have a legal or formal responsibility, and their roles; include any agencies who may have a social mandate to support
- » Best recommendations and predictions if options are not supported or met
- » Cost estimates for solutions
- » **Community owned critical infrastructure**
 - » Scope and scale of damage
 - » Time to restore
 - » Best recommendations and predictions if options are not supported or met
 - » Cost estimates for solutions
- » **Economic concerns**
 - » Direct known impacts to local community owned businesses
 - » Direct known impacts to Band financial management
 - » Forecast impacts on both for short, mid, and long term
 - » Best recommendations and predictions if option not supported or met
 - » Cost estimates for solutions
- » **Environmental concerns**
 - » Traditional use and sacred sites
 - » Local water bodies and lands
 - » Any sensitive areas and/or species
 - » Any area that may present a threat again in the future due to damage from this event
 - » Best recommendations and predictions if option not supported or met
 - » Cost estimates for solutions

Supporting Documentation

- » Subject matter expert reports & recommendations
 - » Anything else that helps establish the impacts and need for solutions such as:
 - » Pre-existing reports
 - » Maps
 - » Photos
 - » Impact assessments (engineers, consultants etc.)

6.7.2.2 Communications For Recovery

Ongoing communication is important on many levels. Impacted residents need to know what's going on so they can make sense of their situation and work towards getting their lives back to normal. Supporting agencies need to receive current situational awareness so that they can continue to plan their support services to meet the Band's recovery needs. Consider the following practices:

- » Daily or regular communications to the community members through:
 - » Band official website
 - » Social media (e.g., Facebook)

- » Online resources such as Zoom or Skype
 - » Newsletters
 - » Emails
 - » Community bulletin boards
 - » Community meetings or dinners
 - » Videos from leadership, response or support agencies, or subject matter experts if not able to do it in person
 - » Local radio station
 - » Portable electronic highway message boards
- » Daily or weekly situation reports sent out to supporting agencies
 - » Holding regular conference calls or online sessions with supporting agencies, suppliers, and other stakeholders

6.8 BUSINESS CONTINUITY

6.8.1 Overview

Ideally, the community should have a Business Continuity Plan (BCP) in place and each department or program should be familiar with its section of it. It is a planning activity and document separate from the emergency plan. The BCP addresses the critical elements that are necessary to maintain continuity in emergency program operations.

A Business Continuity Plan should address at a minimum:

- » Roles and responsibilities of community leadership
- » Roles and responsibilities of Band administrative leadership, including the various departments and programs
- » Minimum acceptable levels of program delivery to guarantee essential and critical services
- » Prioritization of those essential services, and timelines for reinstating them to that minimum acceptable level of program delivery
- » How you are going to maintain those levels of program delivery

A BCP should be an operational document and not just a reference tool. One way to ensure this is to collaborate with staff to design decision and action-based checklists for each department and program. By doing so, staff will be very familiar with those checklists. Flow charts are also a tool for enhancing the operational value and acceptance of the BCP's.

For any business continuity disruptions, identify someone to take the lead and be accountable as appropriate. Should a major event occur that disrupts the business continuity of the organization, it may be a necessary to put together a small crisis management team to address the recovery project.

6.8.1.1 Business Impact Analysis

Although the Emergency Planning Coordinator is responsible for the daily emergency program activities in the Tk'emlúps community, the Corporate Executives are ultimately responsible for ensuring the Business Impact Analysis (BIA) is done for the emergency program. When a major disruption occurs, several different activities within the emergency program may require consideration. These activities could include:

- » Community wildfire protection planning, including forest fuel reduction projects
- » Emergency plan and EOC activation to events; including staffing of key positions
- » Community pandemic planning
- » Evacuation planning
- » Emergency Support Services (ESS)
- » New event or incident response
- » Community disaster recovery
- » Facilities management for EOC's and reception centres
- » Mutual aid and/or resource sharing agreements
- » Staff safety education
- » Public safety education

Any one of these services may need to be maintained during a major event and a BCP will have a Business Impact Analysis that addresses the continuity of operations for each. The person responsible for the Emergency Program should have some input into the BCP development to ensure that continuity of operations can be met.

A simple approach to developing an initial BIA may look like:

- » Making a list of all the higher-level projects or activities that the emergency program is responsible for or involved in with other departments
- » Identifying the minimum acceptable level of service delivery for each of those higher-level projects or activities
- » Identifying what will happen in the short, medium, and long term if those minimum levels of service cannot be met. For each higher-level project or activity, consider:
 - » Impacts to other programs within the organizations
 - » Impacts to staff
 - » Impacts to community members
 - » Impacts to external agencies
 - » Any contractual obligations
 - » Any financial implications for both revenue and expense activities
- » Identifying the maximum allowable time for those programs to be back operational to those minimum levels of service which can:
 - » Not be disrupted and must be maintained at all times
 - » Be disrupted for a short term but need to be back in place within 1 week
 - » Be disrupted for up to 1 month

- » Be disrupted for more than 1 month
- » Be put on hold for several months or discontinued all together
- » Identifying what the staffing and budget costs are to maintain the minimum levels of service delivery within the timelines
- » Identifying who from which department or program will do what
- » Identifying any challenges or barriers to restoring services to the minimum levels and what the solutions are
- » Developing a timeline with budget and staffing identified to restore to full or new levels of service permanently

Once there is a BIA in place, the critical and essential services can be prioritized for action.

6.9 FINANCIAL REIMBURSEMENT

6.9.1 Overview

Under the *Emergency and Disaster Management Act* and the *Compensation and Disaster Financial Assistance Regulation* (C&DFA), each community can receive financial assistance for eligible emergency response costs incurred during a major emergency or disaster, and assistance for some post-disaster recovery costs expended to repair or restore public works and facilities that are essential to community operation.

Under this legislation, EMCR is authorized to assist Local Authorities and treaty First Nation communities with eligible costs for response and recovery, providing there is sufficient documentation to confirm that costs have been incurred directly as a result of a major emergency or disaster and they have been paid.

ISC has an agreement with EMCR that requires them to provide the same level of support to non-treaty First Nation communities in BC as it does with Treaty Nations and Local Authorities. EMCR has legislation and policy that outlines the types of financial support it can provide to communities who incur extraordinary costs responding to an event, and those goods and services that it considers eligible for cost reimbursement.



Note: Costs associated with activating your EOC may be considered eligible for reimbursement from EMCR. It is generally a good idea to call them to get a task number and speak with a Regional Manager about cost eligibility.



Best practice: Activate a Finance Section during the initial stages of the first operational period to track costs and initiate procurement practice

6.9.2 Response Cost Eligibility

When an emergency event happens, or is about to happen, there can be extraordinary costs associated with planning and/or responding to that event. These are costs usually associated with setting up the EOC and providing support to site level operations. Both EMCR and ISC have some capacity to reimburse the communities for these costs.

EMCR has a document that identifies the most current Financial Assistance policies. To find the document online, google the term "[EMCR financial assistance guide](#)" and it should turn up near the top of the search results. Alternatively, use the link provided above.

To determine eligibility of response costs from EMCR, consult the [most current copy of the Financial Assistance guidelines](#). The table of examples of eligible costs begins on page 10.



Best Practice: Get pre-approval for cost expenditures from EMCR. This is done by submitting an Expense Authorization Form (EAF). This form can be found on the EMCR website, by googling "*EMCR eoc forms*" or by referencing *Appendix 11* in this document.



Best Practice: When there is a question about eligibility for response cost reimbursement, contact the local EMCR office. If costs are not eligible through EMCR, ISC may have a source for the funding.

6.9.3 Recovery Cost Eligibility

Community recovery involves the efforts required to return community infrastructure and critical services to pre-disaster conditions unless there is a regulatory or legal requirement that identifies a higher standard. This applies to the repair or replacement of structures, equipment and materials that are essential to effective operations.

The Provincial Compensation & Disaster Financial Assistance Regulation (C&DFA) only applies when a state of Disaster Financial Assistance (DFA) has been declared by the Province. This typically only happens when an unusual event that has impacted several properties or infrastructure sites over a wider area has occurred. It is typically not declared for just one or a few residential, commercial, agricultural, or industrial properties.

Under provincial regulation, First Nation communities, private residents, commercial operations, agricultural operations, and registered not-for-profit organizations who are eligible, may receive 80 percent of recovery costs (e.g., repair or replace public facilities and materials) that exceed \$1,000 in total per event. See Table 6-2 Expense Types and % Eligible Costs. Under provincial regulation, First Nation communities

may also receive financial assistance from the province for 100 percent of eligible response costs.

First Nation communities are responsible for the remaining twenty percent of eligible costs and all response and recovery costs that are not eligible for financial assistance from EMCR. First Nation communities may be able to seek financial support for the remaining 20% through Indigenous Services Canada.

Table 6-2 Expense Types and % Eligible Costs

| Expense Type | % of Eligible Costs |
|--|---------------------|
| Community Leadership Response | 100% |
| Community Leadership Recovery (accepted claim that exceeds \$1,000) | 80% |
| Community Recovery (accepted claim that exceeds \$1,000) | 90 – 95% |
| Recovery Administration | 10% |
| Homeowners where DFA has been declared | 80% |
| Business Interruption | No eligible costs |

Business interruption losses do not qualify for financial assistance under EMCR legislation. This includes community leadership costs and interrupted revenues that may not be immediately obvious, including lost income from public facilities and lost tax base. These loss types may arise from other impacts, such as public works and facilities damage, or the commitment of key community leadership personnel to the emergency event.

If there are concerns or questions about the eligibility of recovery costs, follow these two steps:

- 1) Read the EMCR [most current copy of the Financial Assistance guidelines](#).
- 2) Call EMCR 24/7 and ask to speak to the Duty Regional Manager. This person will be expert in response and recovery cost eligibility and can provide good guidance and advice relative to their policies.



Best Practice: If your community has experienced a significant event and it is apparent that there are going to be significant impacts or losses, put a Recovery Planner position into your EOC organization as soon as possible. This person can start to collect initial information on the scope and scale of the impacts which will also aid in the response support planning.

6.9.4 Cost Reimbursement Process

To be most effective, the Finance Section of an EOC should be operating as soon as possible in an emergency or event that generates response costs. One main role of the EOC Finance Section will be to track all costs associated with the emergency event and organize them so that all eligible costs can be reimbursed back to the community.

Under the Provincial Emergency and Disaster Management Act, EMCR can reimburse Community leadership and First Nation communities for all eligible response and recovery costs. Eligible costs can be generally described as those that are extraordinary to your daily costs of doing regular business and are specific to responding to and supporting the emergency event. For example, a Fire Department responding to a fire where members incurred a call-out or overtime would be considered part of your normal business. However, those same costs incurred by a Fire Department responding to a flood or an event that is not their normal business may be considered eligible for reimbursement.

EMCR has several forms that can be used to help track and organize activities related to cost reimbursement. The main forms to introduce into your EOC on a daily basis for cost related tracking will be:

- › **Expense Authorization Form (EAF)** - the EAF is used to get pre-approval from EMCR for money to be spent. An approved EAF, signed by someone from EMCR, will be one of the most important forms in your cost reimbursement submission.
- › **Check-in/Check-out** - use this for personnel to sign in and out of the EOC facility, and it can be modified for site level operations as well. It is used as a personnel safety tracking tool (e.g., for facility evacuation purpose) first but can also be helpful when estimating costs or confirming staff time sheets or supplier invoices.
- › **Payroll Reconciliation Spreadsheet** - is used to track any staff overtime associated with the event
- › **Staff Food and Lodging** - some costs associated with the EOC activation and response activities may be eligible, so this form is used to track those costs.
- › **Response Claim Submission** - this is a spreadsheet that is used to list all of the goods and services that you are claiming cost reimbursement for.

These forms can be found:

- › **Appendix 11** for a standard copy of these forms
- › EMCR website
- › Google “EMCR eoc forms” and something should show up near the top of the search results



Best Practice: Tie response activities and their associated costs to specific goals within the BC Emergency Management System (BCEMS):

1. Provide for the safety & 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 & social losses



Note: In order to have eligible costs reimbursed from EMCR, you will be required to pay for the goods and services first, and then submit documented proof of payment.



Best Practice: Have the Finance Section build and use a simple tracking spreadsheet that captures the following information:

- » Task #
- » Incident #
- » Date goods & services orders
- » Date goods & services received
- » Supplier invoice number
- » PO Number
- » Name of Supplier
 - » Contact Number for Supplier
- » Who Placed the Order:
 - » Name
 - » Position
 - » Contact Info
- » Supplier GST number
- » Type of Goods:
 - » EOC Service or Supplies
 - » Site Service or Supplies
- » Description of goods or service
- » EAF #
- » Amount
- » PST
- » GST
- » Other fees or charges
- » Estimated amount or actual known amount

- » **Method of payment**
- » **Corporate credit card**
- » **Staff personal purchase to be reimbursed**
- » **Cheque**
- » **Electronic Funds Transfer**
- » **Cash - Please explain why cash was used**
- » **Comments**

6.9.5 Cost Reimbursement Process Steps

There are 5 steps in the general cost reimbursement process:

Step 1: Obtain an EMCR Task Number

In order to have costs reimbursed back from EMCR, it is absolutely necessary that you have a Task Number for your EOC activation or event. Only one Task Number is issued for an event or EOC activation. For example, a Task Number can be issued for a single event, such as a landslide or wildfire, as well as for flood season, and another for wildfire season.

A Task Number is similar to a Purchase Order number in that it is used for administrative tracking. Make sure the Task Number is on all forms, contracts, invoices, staff time sheets, and anything else that may be part of the documentation support for the cost reimbursement submission.

Step 2: Submit Expenditure Authorization Forms, where required

The EAF is one of the most important documents in the cost reimbursement process. It is the signed pre-approval from EMCR stating they will reimburse for the costs identified on the form.



Best Practice:

- 1. Submit an EAF for any and all expenditures that are being incurred in the EOC**
- 2. Prepare and submit an Expenditure Authorization Form (EAF) to the PREOC to confirm the eligibility of particular response costs for actions being considered by the community leadership**
- 3. Wait for EAF authorization unless the action being taken is absolutely necessary for public safety or for the protection of critical infrastructure**

Once an EAF has been authorized by the PREOC, the community can be assured the province will provide assistance to the dollar limit specified, as long as the proper documentation is provided with the claim. If circumstances require an increase to the estimate, the EOC should prepare an addendum to the EAF and seek authorization from EMCR through the PREOC. See **Appendix 11** for a copy of the standard EMCR EAF form.

Step 3: Submit Daily Expense Reports

Keep track of all daily expenditures, both forecast and actual. Building an expense tracking sheet using the columns identified as described in **Section 6.9.4 Cost Reimbursement Process** should ensure that EOC financial management is well documented.

Step 4: Submit Resource Requests

As mentioned above, EMCR will only reimburse for eligible costs after the costs have been paid for. Proof of payment will be required in the form of attaching documentation to each line item in the Cost Reimbursement Submission form. Examples of documentation could include:

- » EAF's that have been signed as approved by someone from EMCR
- » Staff timesheets
- » General Ledger reports from your accounting system
- » Proof of payment (photocopy of cleared cheque or electronic funds transfer report)
- » Supplier invoices
- » Purchase receipts
- » Supplier contracts
- » Equipment daily time slips signed by operator and someone in your organization

See **Appendix 11** – EOC Templates for a copy of a standard Resource Request form template.

Step 5: Assemble and Submit Cost Reimbursement

Send the cost reimbursement submissions to the regional EMCR office and they will review all cost items and supporting documentation for eligibility. It is common for EMCR to reach out to seek out additional clarity or supporting documents for something during this process. This can result in delays around their approval of the submission and processing for payment.



Best Practice: If EOC activations are not common for the community, have the Finance person contact the local EMCR office and ask to have them explain the process and to confirm adequate supporting documentation.

Once there is a clear idea of what the expenditures are, and what is eligible for reimbursement from EMCR, then the process is as follows:

1. Enter each line item into the Cost Reimbursement form
2. Gather up supporting documentation for each line item
3. Organize it so that the flow of the submission follows the flow of the Cost Reimbursement form



Best Practice: Write the line or row number from the Cost Reimbursement form on the top of all the corresponding documentation for that cost item. This will help the EMCR team review the submission quickly, and have the payment processed sooner.

6.9.6 Evacuation Financial Reimbursement

For evacuation and evacuee assistance reimbursement, see the Tk'emlúps Evacuation Plan for more information.

6.10 EOC DEACTIVATION

6.10.1 EOC Deactivation Criteria

The EOC Director in consultation with Chief and Council and other relevant subject matter experts will decide at what point the EOC is no longer required. It may make sense to deactivate some of the functions and sections and keep others going. The Finance Section for example, will almost always be involved after the response is over. The Planning Section's Demobilization Unit Leader can develop a demobilization plan as required. Before deactivation, the EOC should be returned to a state of readiness for future emergencies.

A suggested criterion for deactivating the EOC may include one or more of the following:

- » Individual EOC functions are no longer required
- » Coordination of response activities and/or resources is no longer required
- » Event has been contained and emergency personnel have returned to regular duties



Best Practice: Keep staff around to refurbish the EOC supplies and to make sure all the paperwork is completed.

6.10.2 EOC Deactivation Authority

The following individuals have the authority to deactivate the EOC under the emergency plan:

- » Chief or Council Member or designate
- » Chief Administrative Officer
- » Chief Financial Officer
- » Emergency Planning Coordinator

APPENDICES

Appendix 1. Contact List

Appendix 2. Emergency Stakeholder List

- ☐ BCEHS (formerly BC Ambulance)
- ☐ BC Hydro
- ☐ BC Cattleman's Association
- ☐ Canadian Red Cross Society
- ☐ City of Kamloops
- ☐ CP Railway
- ☐ EMCR
- ☐ First Nation's Health Authority
- ☐ Fortis
- ☐ Interior Health Authority
- ☐ MoTI to update DRIVE BC
- ☐ RCMP
- ☐ Secwépemc Health Caucus
- ☐ Skeetchestn Indian Band
- ☐ Telus
- ☐ Thompson Nicola Regional District

*This agency/stakeholder list may vary depending on the incident type, scope, and scale

Appendix 3. Known Vulnerable Populations

Specific information around vulnerable members of Tk'emlúps are housed with a variety of support agencies within the Tk'emlúps community. Contact the following agencies for specific information if required.

- › Secwépemc Child and Family Services
- › Q'wemtsín Health Society
- › Tk'emlúps Community Services

RESIDENTIAL NEIGHBOURHOOD DEVELOPMENTS

| NAME | LOCATION | ADDITIONAL INFORMATION |
|-----------------------------|--|--|
| Gottfriedson Estates | Pinantan Pritchard Rd. | <ul style="list-style-type: none"> » Approx. 131 residences » Primarily lease holders » Located on Paul Lake » Full time and seasonal residents » Limited to non-existent cell service » Access into community is singular via Ojibway Rd. |
| George Campbell Subdivision | Kamloopa Way | <ul style="list-style-type: none"> » Approx. 100 residences » Primarily occupied by band members » Multiple railway crossings parallel to the neighbourhood » Borders on industrial park |
| Windchimes Mobile Home Park | East side of Kootenay Way | <ul style="list-style-type: none"> » Approx. 49 residences » Neighbourhood borders industrial park and railway |
| Mountain View Estates | North of Cree Rd, South side of Hwy 5. | <ul style="list-style-type: none"> » Approx. 74 residences » Multiple railway crossings parallel to the neighbourhood » Primarily occupied by non-band members » Borders industrial park |
| G and M Trailer Park | 220 G and M Rd. | <ul style="list-style-type: none"> » Approx. 192 residences » Primarily occupied by non-band members » Adjacent to major highway |
| Silver Sage Trailer Park | 98-771 Athabasca St. E | <ul style="list-style-type: none"> » Approx. 100 residences » Primarily occupied by non-band members » Borders on industrial park » Limited egress routes from the park |
| Sun Rivers | Shuswap Road and Hwy 5 intersection. | <ul style="list-style-type: none"> » Approx. 650 residences » Primarily occupied by non-band members » Managed by Sun Rivers Corp. » Multiple family dwellings |
| Sienna Ridge | South side of East Shuswap Road | <ul style="list-style-type: none"> » Approx. 117 residences » Primarily occupied by non-band members » Primarily single-family dwellings |
| Southbend Estates | North side of East Shuswap Road | <ul style="list-style-type: none"> » Approx. 21 residences » Primarily single-family dwellings » Primarily occupied by non-band members |
| Sage Meadows | North side of East Shuswap Road | <ul style="list-style-type: none"> » Approx. 45 residences » Manufactured home park – primarily single-family dwellings » Primarily occupied by non-band members |
| Sun Ridge Court | South side of East Shuswap Road | <ul style="list-style-type: none"> » Approx. 44 residences » Occupied by both band and non-band members |

SCHOOLS

| FACILITY | ADDRESS | PHONE NUMBER | DETAILS |
|------------------------------|------------------|--------------|------------------------|
| Sk'elep School of Excellence | 365 Powwow Trail | 250-828-9777 | K- 7 Elementary School |

DAYCARE AND YOUTH FACILITIES

| FACILITY | ADDRESS | PHONE NUMBER | DETAILS |
|---------------------|-------------------------------|------------------------------------|---|
| Little Fawn Nursery | 234-345 Chief Alex Thomas Way | 250-828-9767 Or 250-828-9734 | Infant to 5 yrs. program Full day Contact: Debra McNeil |

RECREATIONAL FACILITIES

| FACILITY | ADDRESS | PHONE NUMBER | DETAILS |
|--------------------------|---|--------------|--|
| Full Circle Youth Centre | 1186 – 1368 Kootenay Way | 250-314-1798 | Contact Anne Keith 250-828-9801 |
| Moccasin Square Gardens | 357-345 Chief Alex Thomas Way (315 Yellowhead Hwy) | 250-314-1552 | Multi-purpose facility for gatherings, meetings, events. |
| | | | |
| | | | |

RV PARKS

| NAME | ADDRESS | CAPACITY | OTHER | PHONE # |
|--|---------------------------|-------------------------------|--|--------------|
| <u>Copper Quarter Campground</u> | 485 Mt Paul Centre Way | 65 long term 95 short term | Full-service sites | 250-425-2005 |
| <u>Silver Sage RV Park</u> | 98-771 Athabasca St. E | 42 RV sites 4 tent areas | Water, 30Amp electrical, sani dump system Washroom facility Laundromat | 250-828-2077 |

Appendix 4. Mutual Aid Agreements

Tk'emlúps te Secwépemc currently has a mutual aid agreement with the City of Kamloops Fire Department to provide fire protection which can be found below. Any additional mutual aid agreements between Tk'emlúps and supporting community partners will be housed here.

Appendix 5. Resource Inventory

This template aims to provide a structured approach to cataloguing resources that may be beneficial during emergency activities. Add or modify to suit the specific needs of TteS. Consider including Heavy Equipment, Utilities, Personnel, Neighbouring Communities, Technology and Communications, Social Support, Security, Transportation, and Medical. Tips for utilization include.

- » Regular updates: schedule routine reviews to ensure all information is current and accurate
- » Collaboration: engage with internal departments, external organizations, and neighbouring communities to gather comprehensive data
- » Training: Conduct regular review sessions to familiarize personnel with the inventory and procedures

| Resource Type | Resource Name | Location | Contact | Availability | Response Time | Additional Information (consider capacity, skills, expiration dates, experience) |
|-----------------|----------------|----------|--------------|-------------------|---------------|--|
| Heavy Equipment | Big Trucks 101 | Kamloops | 250-987-6543 | June through Oct. | 2 to 4 Hours | › 1 water tender, 2 gravel trucks |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Appendix 6. EOC Activation Checklists

ALL PERSONNEL EOC ACTIVATION CHECKLIST

- ☐ Confirm the safety of you and your family
- ☐ Receive your assignment from your organization; ensure it includes the following information:
 - ☐ Job assignment (e.g., Situation Unit Leader etc.)
 - ☐ Position checklist (if applicable)
 - ☐ Resource order number, request/manifest number, task number, etc. (as applicable)
 - ☐ Reporting location and time
 - ☐ Travel Instructions (if applicable)
 - ☐ Safety Instructions (if applicable)
 - ☐ Any Special Instructions (e.g., Travel, Radio Frequency) if applicable
- ☐ Upon arrival, check in at the designated check-in location (e.g., EOC, ICP, Reception Centre etc.)
- ☐ Check in with the EOC Director or Section Chief upon arrival at the EOC and obtain an identification card and vest, if applicable
- ☐ Participate in any facility / safety orientation briefing, as required
- ☐ Use the EOC Check-in / Out Form (511) in **Appendix 12** each time you enter or leave the EOC
- ☐ Receive a briefing from your assigned supervisor; ensure it includes information such as:
 - ☐ Specific job responsibilities
 - ☐ Co-workers within job function
 - ☐ Operational period work shifts
 - ☐ Defined functional work areas
 - ☐ Protocols on confidentiality and information sharing
 - ☐ Eating / sleeping arrangements, if applicable
 - ☐ Procedures for obtaining additional supplies, services, and personnel
 - ☐ Current EOC Action Plan or an incident briefing if an action plan has not yet been developed
 - ☐ Critical contact information (e.g., phone numbers, PINs, radio frequency, email...etc.)
 - ☐ Procedure for specific debriefings and turnover at the end of the operational period
 - ☐ Clarify any questions you may have including any important details pertaining to assignments
- ☐ Ensure proper set-up of EOC section (if applicable) and/or workstation
 - ☐ Phone(s) / voicemail / computer
 - ☐ Section filing system
 - ☐ Section whiteboards
- ☐ Review your position checklist, forms, and functional aids
- ☐ Establish and maintain an EMCR Position Log in **Appendix 11** or a dedicated Position Notebook
 - ☐ *Use only **ONE** position Log even if you are serving more than one function
 - ☐ Identify/label by event, function, position, EMCR task number and date
 - ☐ Chronologically describe the actions you take, conversations you have & decisions you make during your shift
- ☐ Note any ideas or suggestions for improving the contribution of your function and of the EOC overall (these will be considered in an After-Action Report)
- ☐ Identify any resource needs (e.g., portable radio, computer, stationary, forms and other reference documents)
- ☐ Organize and brief subordinates (if applicable)

EOC SUPPLIES CHECKLIST

The following lists are a guide to consider for equipping the Emergency Operation Centre (EOC). If there is no dedicated facility available, then consider assembling mobile EOC kits with these supplies.

EOC Furniture & Equipment

- ☐ Desks and/or folding tables to accommodate each section and its expansion to a full activation
- ☐ Chairs
- ☐ White boards
- ☐ One or more clocks on the walls, all synchronized
- ☐ Shredding machine
- ☐ Garbage cans
- ☐ Kettle & coffee maker
- ☐ Tea, coffee, and condiments
- ☐ Disposable recyclable cups and plates
- ☐ Water dispenser
- ☐ Microwave / Stove
- ☐ Trays for 'inboxes' for workstations

EOC Communications, Computers & Audio Visual

- ☐ Telephones / Satellite phone / 2-way radios
 - ☐ Amateur radio station if available; use as back up communications and contact with EMCR and other support agencies
 - ☐ Consider unlisted numbers for the various EOC positions that are not made available to the general public
 - ☐ Public number(s) for general public support; ideally available 24/7 in the earlier stages of the response and scaled back down to reasonable times as the event stabilizes and then slows down
 - ☐ Projector and screen to display from EOC computers; consider spare bulbs for projector
 - ☐ One or more large screen TV set(s) for monitoring news and displaying status boards; ideally these can be connected to the internet and/or your information systems
 - ☐ Recording device for meetings & important conversations
 - ☐ Chargers for popular mobile phone types; iPhone, mini-USB etc.
 - ☐ Maps
 - ☐ Internet Connection
 - ☐ Adequate Computers for the EOC staff
 - ☐ Adequate Printers for the EOC staff
 - ☐ Fax machine
 - ☐ Consider a plotter for printing larger maps
 - ☐ Consider multi-function devices
 - ☐ Ensure back up supply of toners
 - ☐ Flashlights
 - ☐ Batteries
 - ☐ Blankets
 - ☐ Pillows
 - ☐ Name identification tags
 - ☐ EOC vests
 - ☐ Emergency flashlights & battery powered lighting
 - ☐ Workstation logbooks for recording calls, conversations, and decisions for each position
 - ☐ TV
 - ☐ Radio
 - ☐ Generator
 - ☐ Extension Cords
 - ☐ Power Bars
 - ☐ Printer Cables
- *Consider taping pre-organizing envelopes with set up checklists to the doors of EOC rooms

Page 1/1

ALL PERSONNEL – EOC DEMOBILIZATION CHECKLIST

- ☐ Participate in debrief with your immediate supervisor
 - ☐ Be prepared to provide input into the After-Action Report
- ☐ If another person is relieving you, brief them thoroughly before you leave your workstation
- ☐ Clean-up your work area before you leave
- ☐ Return any communications equipment or other materials to the Logistics Section
- ☐ Set any required out-of-office notifications (e.g., telephone, email, etc.)
- ☐ Restock any supplies (e.g., stationary) that were used
- ☐ Ensure your section is ready to go for the next event
- ☐ Complete all other required forms, reports, and documentation and submit them to the Planning Section prior to your departure
- ☐ Complete your Position Logbook if one was used
- ☐ Complete all other required forms, reports, and documentation and submit them to the Planning Section, Documentation Unit
- ☐ Leave contact information where you can be reached
- ☐ Sign the EOC check-out form in Logistics
- ☐ Make use of the EOC stress counseling and debriefings, as needed

EMERGENCY PERSONAL PREPAREDNESS CHECKLIST

For additional information go to the [PrepareBC Public Emergency Preparation and Recovery website](#)

If time permits, it is recommended that residents prepare for emergencies by organizing a Personal Preparedness Kit that is easy to transport in the event of an evacuation order. ESS may not be immediately ready and available. Some suggested items and documents include the following:

ITEMS:

- ☐ Portable radio with spare batteries
- ☐ Flashlights with spare batteries
- ☐ Candles & matches (remember to place candles in sturdy containers and to put them out before going to sleep)
- ☐ Sleeping bag or warm blanket for each household member
- ☐ Pre-packaged thermal blankets
- ☐ Leak-proof container of soap
- ☐ Small towel and washcloth
- ☐ Toothbrush and toothpaste
- ☐ Plastic knives, forks & spoons
- ☐ Bottled water - at least 4 litres of water per person per day (including small bottles that can be easily carried in the event of an evacuation order)
- ☐ Food that won't spoil (e.g., canned food, energy bars and dried foods)
- ☐ Small fuel-driven stove and fuel
- ☐ Pet food for several days and pet supplies (e.g. kennel, leash, poop bags)
- ☐ First aid kit
- ☐ Toilet paper and other person care supplies
- ☐ and other belongings to be sufficient for several days
- ☐ Garbage bags for personal sanitation
- ☐ Multi-purpose tool or basic tools (e.g., hammer, pliers, wrench, screwdriver, work gloves, etc.)
- ☐ Spare contact lenses and/or glasses
- ☐ Medications
- ☐ Small amounts of cash & coins
- ☐ Credit cards
- ☐ Cell phone, cell phone charging cords and a disposable battery charger if possible
- ☐ List of emergency contact numbers of immediate family members & relatives

DOCUMENTS:

- | | |
|---|---|
| <input type="checkbox"/> Driver's Licence | <input type="checkbox"/> Title to vehicles (cars, boats, RV's etc.) |
| <input type="checkbox"/> Health Care Card / Number | <input type="checkbox"/> Name & phone number of out of town/province contact |
| <input type="checkbox"/> Social Insurance Information | <input type="checkbox"/> Passport |
| <input type="checkbox"/> Birth Certificates | <input type="checkbox"/> Bank Account Numbers |
| <input type="checkbox"/> Will | <input type="checkbox"/> Medical Cards |
| <input type="checkbox"/> Name / Phone number of children's school | <input type="checkbox"/> Medical Prescriptions |
| <input type="checkbox"/> Insurance Policies | <input type="checkbox"/> Medical lists (suggest they write down what they take and how often) |
| <input type="checkbox"/> Insurance Agent's name and contact information | <input type="checkbox"/> Name / Address of Doctor |
| <input type="checkbox"/> Mortgage Papers | |
| <input type="checkbox"/> Treaty Card / Identification | |
| <input type="checkbox"/> Professional Licenses and Credentials | |
| <input type="checkbox"/> Photos or video of personal property | |

**In the event of an Evacuation Alert, consider maintaining at least half a tank of gas your vehicle to reduce delays

*This list can also be found in Annex X Tk'emlúps te Secwépemc Evacuation Plan Appendix 5

Appendix 7. ESS Capacity

ACCOMMODATION

| NAME | ADDRESS | PETS | CAPACITY | PHONE NUMBER | OTHER |
|---------------------------|-------------------------|------|---|--------------|--|
| Pow Wow Arbor | 100 – 345 Powwow Trail | Y | 500 + | 250-314-1552 | Operates as primary Reception Centre during evacuations. No amenities – camping space only. |
| Silver Sage RV Park | 98- 771 Athabasca St. E | Y | 42 RV sites 4 tent areas | 250-828-2077 | Water, 30Amp electrical, sani-dump system Washroom facility Laundromat |
| Copper Quarter Campground | 485 Mt Paul Centre Way | Y | 65 long term sites 95 short term sites | 236-425-2005 | Full-service sites |

City of Kamloops has multiple hotel and motel accommodations. For additional information on City of Kamloops accommodations options, contact the EPC.

SCHOOLS / GROUP LODGING

| NAME | ADDRESS | PETS | CAPACITY | PHONE NUMBER | OTHER |
|------------------------------|---------------------------------|------|-----------------|--------------|--|
| Moccasin Square Gardens | 357 – 345 Chief Alex Thomas Way | N | 100 (overnight) | 250-314-1552 | Potentially used as a Reception Centre during evacuations |
| Sk'elep School of Excellence | 365 Powwow Trail | N | | 250-828-9777 | Depending on time of year, school may be in operation |
| T'sellétkwe Lodge | 5300 block Yellowhead Hwy. | Y | 300 | 250-314-1552 | Collaboration with EMCR to be utilized as an evacuee camp, may be seasonal use only. Not wheelchair accessible. |

LIVESTOCK FACILITIES / RESOURCES

| NAME | ADDRESS | CAPACITY | PHONE NUMBER | ADDITIONAL INFORMATION |
|------|---------|----------|-----------------|------------------------|
| | | | | |
| | | | | |
| | | | | |

KENNELS

| NAME | ADDRESS | CAPACITY | PHONE NUMBER | ADDITIONAL INFORMATION |
|------|---------|----------|-----------------|------------------------|
| | | | | |
| | | | | |
| | | | | |

Appendix 8. Band Council Resolution Planning

BAND COUNCIL RESOLUTION CHECKLIST

Based on recommendations from the designated Corporate Executive and/or EOC Director in consultation with the available hazard-specific subject matter experts (technical specialists and traditional knowledge keepers), it is the responsibility of Chief and Council to determine if and when a Band Council Resolution, (BCR) is required. In some cases a by-law may be a better option.

- ☐ Is there time to convene a council meeting?
 - ☐ If Yes, then consider submitting a written declaration to council for passing of bylaw
 - ☐ If No, then consider a BCR to reinforce the evacuation alerts & orders, as well as Declaration of State of Local Emergency
- ☐ Clearly define the specific geographic boundaries of the area under Resolution and prepare a map
 - ☐ Use civic addresses, street names, lot #s, IR# or any combination that works for your community
- ☐ If applicable, define a timeframe required for the Resolution
- ☐ Complete the written BCR for submission to Chief or designate for signature
- ☐ Include the extraordinary powers that are required
- ☐ Any Evacuation Alerts & Orders, as well as the Band Council Resolution should include:
 - ☐ A map of the area with boundaries clearly delineated
 - ☐ Signature of Chief or designate
- ☐ Publish / Post notice of declaration for affected residents
- ☐ Submit a copy of the Completed and Signed BCR to EMCR PREOC at:

Central Interior Region
1255 – D Dalhousie Drive
Kamloops, B.C.
V2C 5Z4

Phone: 250-371-5240
Fax: 250-371-5246
Email: preoc3.ops1@gov.bc.ca

BAND COUNCIL RESOLUTION
DECLARATION OF STATE OF LOCAL EMERGENCY
Tk'emlúps te Secwépemc

WHEREAS there is [type of hazard] within the jurisdiction of, or in close proximity to Tk'emlúps te Secwépemc;

AND WHEREAS the [type of hazard] poses an existing or imminent threat to people and property within the geographic area known as [Community area where the emergency exists, e.g. Gottfriedson Estates, neighbourhood, etc.];

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

NOW THEREFORE:

IT IS HEREBY ORDERED THAT the Tk'emlúps employees, servants and agents are empowered by a duly signed Band Council Resolution pursuant to the Indian Act (R.S. 1985) to do all acts and implement all procedures that are considered necessary to prevent or to alleviate the effects of the emergency, including:

- 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 designated in the declaration within the Chief and Council's jurisdiction.
- Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain, and coordinate emergency medical, welfare and other essential services in any part of the Chief and Council's jurisdiction.
- Cause the evacuation of persons and the removal of livestock, animals and personal property from any area designated in the declaration within the Chief and Council's jurisdiction 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 Chief and Council 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 Chief and Council 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 Chief and Council to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster.

ORDERED by Tk'emlúps Band this date, [mm/dd/yyyy] to remain in force for seven days until [mm/dd/yyyy] at midnight unless cancelled by order of the Tk'emlúps Band.

Chief or Designate Tk'emlúps te Secwépemc

20____

Tk'emlúps te Secwépemc Councillor

BAND COUNCIL RESOLUTION
STATE OF LOCAL EMERGENCY CANCELLATION ORDER
Tk'emlúps te Secwépemc

Date: [Insert Date]

WHEREAS [description of hazard and emergency] within the jurisdiction of, or in close proximity to Tk'emlúps te Secwépemc;

AND WHEREAS the [type of hazard] emergency no longer requires prompt coordination of action or special regulation of persons or property to protect the health, safety, or welfare of people or to limit damage to property;

IT IS HEREBY ORDERED by a duly signed Band Council Resolution pursuant to the Indian Act (R.S. 1985) that a State of Local Emergency no longer exists in [specific geographic boundaries of designated area] and is therefore cancelled effective this date at [time].

Chief or Designate Tk'emlúps te Secwépemc

20_____

Tk'emlúps te Secwépemc Councillor

Appendix 9. Position Checklists

Community Leadership Checklists

All hazard emergency response checklists for Chief and Council, designated Corporate Executive, Emergency Planning Coordinator, and Community Spokesperson can be found here. An additional shelter-in-place checklist exists for the designated Corporate Executive.

- » Chief and Council
- » Corporate Executive (CAO or CFO)
 - » Shelter-in-place checklist
- » Emergency Planning Coordinator
- » Community Spokesperson

Regularly update these checklists to reflect current or new practices, standards, or legislative processes. New checklists may be added as new information is experienced. These checklists can be used in coordination with the hazard specific checklists in Appendix 10.

CHIEF AND COUNCIL CHECKLIST

- ☐ Confirm the safety of you and your family
- ☐ Confirm with The designated Corporate Executive and the community Emergency Planning Coordinator (EPC) that there is a threat/emergency impacting or potentially impacting the community
- ☐ Gather information on the area under potential threat, such as weather forecasts
 - ☐ Consider recommendations from other agencies
 - ☐ Consider the potential for evacuation
 - ☐ Is Elder and/or Knowledge Keeper assistance needed?
- ☐ Review the Hazard Specific Response Checklist in **Appendix 10**, if applicable

Confirm with the Designated Corporate Executive and Emergency Planning Coordinator:

- ☐ Whether or not the Community Emergency Plan needs to be activated
- ☐ Your role(s) in the event
- ☐ Whether or not the EOC needs to be activated
 - ☐ Select the EOC facility and confirm it will not be threatened by the event, otherwise consider a safer location
- ☐ Whether or not an EMCR task number is needed
 - ☐ If an EMCR all-stakeholder coordination call is required
- ☐ Whether or not there is a need for issuing a Band Council Resolution to access some or all of the extraordinary powers
- ☐ Whether or not there is a need for and Evacuation Alert and/or Order. Consider:
 - ☐ Evacuation decision triggers and the Chief and Council Evacuation Alert Checklist identified in the **Chief and Council Evacuation Playbook**
- ☐ If there any potential impacts to the community continuity of operations
 - ☐ If so, discuss activating the **Tk'emlúps Business Continuity Plan**
- ☐ Any known or potential issues

Review the following with the Designated Corporate Executive and the EPC together:

- ☐ Internal communication protocols to staff
- ☐ External communication protocols to first responders and other support agencies
- ☐ External communication protocols to the general public
- ☐ External communication protocols to media; traditional and social

Confirm with the Designated Corporate Executive, EPC and Community 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
- ☐ Designated spokesperson to reference the **Community Spokesperson Emergency Checklist**
- ☐ Participate in any emergency response and planning activities as required

Recovery Phase:

- ☐ Participate in the critical incident debriefing session for team members
- ☐ Prepare to work with the EOC Team to assess the effectiveness of this plan and make revisions as necessary
- ☐ Participate in town hall events to discuss recovery activities and to support community members
- ☐ Document lessons learned and share with the EPC and EOC Director
- ☐ Discuss key messaging with the Information Officer
- ☐ Consider soliciting input on how the Event affected the community
- ☐ Share mental health support services information to Community members

CORPORATE EXECUTIVE (CAO OR CFO) CHECKLIST

- ☐ Confirm the safety of you and your family
- ☐ Confirm with the Emergency Planning Coordinator (EPC) that there is an emergency event or threat to the community that has been identified by:
 - ☐ External response agencies (e.g., RCMP, BC Wildfire Service or the Regional Fire Department)
 - ☐ Critical infrastructure owners may have the event in their area of interest or responsibility
- ☐ Request a briefing of the situation from the Lead Response Agency or Organization
- ☐ Confirm if there is any potential threat to:
 - ☐ Community public safety
 - ☐ Community critical infrastructure
 - ☐ Community traditional or sacred locations
- ☐ Gather information on the area under potential threat, including weather forecasts
 - ☐ Consider recommendations from other agencies
 - ☐ Consider the potential for evacuation
 - ☐ Is Elder and/or Knowledge Keeper assistance needed?
- ☐ Consult with other agencies and consider their recommendations
- ☐ Identify any known or potential issues

Meet with the Emergency Planning Coordinator (EPC) and Confirm:

- ☐ If Community Emergency Plan needs to be activated
- ☐ Who will be the EOC Director, if required (see the EOC Director Emergency Checklist in **Appendix 9**)
- ☐ Your EOC role(s) in the event
- ☐ Assume the Information Officer (IO) role or designate a qualified person, see Information Officer Checklist in **Appendix 9**
- ☐ If the EOC needs to be activated and if yes, determine to what level
 - ☐ Refer to the EOC Activation Flow Chart in **Section 6.1.1**
- ☐ Select the EOC facility and confirm it will not be threatened by the event
 - ☐ If yes, consider a safer location
- ☐ Call out EOC personnel as required
- ☐ Activate EOC:
 - ☐ Confirm if an EMCR task number is needed and who will call EMCR **1-800-663-3456** to obtain it
 - ☐ Confirm if an EMCR all-stakeholder coordination call is needed and if so, what time, what is the phone number and who will call to request it
- ☐ If there is a need for issuing a Band Council Resolution to reference some or all of the extraordinary powers
 - ☐ See the Issuing a Band Council Resolution Checklist in **Appendix 8**
- ☐ Any known or potential issues
- ☐ If there any potential impacts to the Community Continuity of Operations
 - ☐ If so, discuss activating the **Community Business Continuity Plan** as required
- ☐ The need for an Evacuation Alert and/or Order
 - ☐ Review the evacuation decision triggers and The designated Corporate Executive evacuation checklists in the **Tk'emlúps te Secwépemc Evacuation Plan**
 - ☐ Consider areas under potential threat and the time required for actual evacuation, including any community members with medical and/or transportation needs

Page 1/2

CORPORATE EXECUTIVE (CAO OR CFO) CHECKLIST cont'd

Brief Chief and Council as appropriate on the nature and scope of the event including the possible need for:

- ☐ Evacuation Alerts or Orders
- ☐ Response activities and support required from the Community
- ☐ Support from other communities and agencies required; there may need to be a request for assistance from the Chief to assisting communities
- ☐ The extent of activation of the **Tk'emlúps Emergency Plan** required
- ☐ The extent of EOC support required and its initial support objectives
- ☐ Any known or potential issues

Review the following with Chief and EPC together:

- ☐ EOC state of readiness if activation is required
- ☐ Process for declaring a Band Council Resolution, see the issuing a Band Council Resolution Checklist in **Appendix 8**
- ☐ Potential resources to be requested from other communities and/or EMCR
- ☐ Internal communication protocols to staff
- ☐ External communication protocols to first responders and other support agencies
- ☐ External communication protocols to the general public
- ☐ External communication protocols to the media; traditional and social
- ☐ Confirm 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
 - ☐ Designated spokesperson to reference the Community Spokesperson Emergency Checklist in **Appendix 9**
- ☐ As a member of the Policy Group, provide guidance and strategic direction throughout the emergency response and recovery processes
- ☐ Review the **Tk'emlúps Business Continuity Plan** with Chief and Council and the EOC Director
- ☐ Participate in any emergency response and planning activities as required

Recovery Phase:

- ☐ Participate in the critical incident debriefing session for team members
- ☐ Prepare to work with the EOC Team to assess the effectiveness of this plan and make revisions as necessary
- ☐ Participate in town hall events to discuss recovery activities and to support community members

Before Leaving:

- ☐ Ensure all paperwork is complete, and logs are closed and sent to the Documentation Unit in the Planning Section
- ☐ Ensure that any open actions are assigned to the appropriate agency and/or EOC staff as appropriate
- ☐ Follow the All Personnel – EOC Demobilization Checklist in **Appendix 6**.

CORPORATE EXECUTIVE (CAO OR CFO) – SHELTER-IN-PLACE CHECKLIST

For additional guidance see EMCR's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia 24 July, 2021](#)

- ☐ Ensure personal safety and the safety of your family
- ☐ Obtain a briefing on the specifics of the hazard/threat including weather forecasts and area(s) to be evacuated
- ☐ Consult with other response and support agencies or subject matter experts and consider their recommendations
- ☐ Assume the EOC Director role or designate a qualified person – See EOC Director Shelter-in-Place Checklist
- ☐ Assume the Information Officer role or designate a qualified person
- ☐ Confirm with the Emergency Planning Coordinator (EPC) the threat warrants a shelter-in-place for some or all of the community. Confirm the following:
 - ☐ The geographic area(s) under threat
 - ☐ The geographic area(s) requiring a shelter-in-place order
 - ☐ The estimated numbers of community members and structures at threat
 - ☐ If the EOC has been activated
 - ☐ Consider remote or virtual EOC support options from other communities or organizations
 - ☐ Confirm a safe EOC location that will not be compromised by the event or threat
 - ☐ EMCR Task Number has been requested and issued
 - ☐ The recommendation for a shelter-in-place order should be accepted, modified, or dismissed
 - ☐ Potential evacuation decision triggers have been considered, applicable
 - ☐ Identify any gaps in support that may cause challenges

EMERGENCY PLANNING COORDINATOR CHECKLIST

- ☐ Confirm the safety of you and your family
- ☐ Ensure all relevant positions have applicable playbooks
- ☐ Confirm with the Designated Corporate Executive that there is an emergency event or threat to the community that has been identified by:
 - ☐ External response agencies (e.g., RCMP, BC Wildfire Service or the Regional Fire Department)
 - ☐ Critical infrastructure owners may have the event in their area of interest or responsibility
- ☐ Request a briefing of the situation from the lead responder agency or organization
- ☐ Confirm if there is any potential threat to:
 - ☐ Community public safety
 - ☐ Community critical infrastructure
 - ☐ Community traditional or sacred locations
- ☐ Consult with other agencies and consider their information and recommendations
- ☐ Identify any known or potential issues
- ☐ Discuss with the Designated Corporate Executive to decide if the Community Emergency Plan needs to be activated
 - ☐ Confirm who will be the EOC Director, if needed
 - ☐ Review the EOC Director Emergency Checklist in **Appendix 9**
 - ☐ Confirm your role(s) in the event
 - ☐ Confirm if there are any potential impacts to the Community Continuity of Operations
 - ☐ If so, discuss activating the Community Business Continuity Plan as required
- ☐ Meet with the Designated Corporate Executive and EOC Director and discuss the following:
 - ☐ Determine if the EOC needs to be activated and to what level
 - ☐ EOC Activation and Level - review the **EOC Activation Flow Chart** in **Section 6.1.1**
 - ☐ Select the EOC facility and confirm it will not be threatened by the event
 - ☐ If so, consider a safer location
 - ☐ Call out EOC personnel as needed
 - ☐ Confirm if there is a need to get an EMCR task number and who is calling EMCR **1-800-663-3456** to obtain it
 - ☐ Confirm if an EMCR all-stakeholder coordination call is needed and if so, what time, what is the phone number and who will call to request it
 - ☐ The need for issuing a Band Council Resolution to access some or all of the extraordinary powers
 - ☐ Any known or potential issues
- ☐ Review the Hazard Specific Response Checklist in **Appendix 10**, if applicable
- ☐ Monitor the ongoing threat(s) and be aware of the area affected by the hazard including weather forecasts
- ☐ Monitor the event for the possibility of an evacuation
- ☐ Review and revise the **Tk'emlúps Emergency Management Plan** as needed

EMERGENCY PLANNING COORDINATOR CHECKLIST cont'd

- ☐ Consult with the Designated Corporate Executive and/or EOC Director, Information Officer and Chief and Council as directed and review the following:
 - ☐ EOC state of readiness if activation is required
 - ☐ Support from EMCR and how that works
 - ☐ Potential resources to be requested from other communities and/or EMCR
 - ☐ Confirm continuity of Operations plan for the Emergency Program
 - ☐ The process for issuing a Band Council Resolution
 - ☐ Internal communication protocols to staff
 - ☐ External communication protocols to first responders and other agencies
 - ☐ External communication protocols to the general public
 - ☐ External communication protocols to media; traditional and social
- ☐ Confirm with designated Corporate Executive and EOC Director who will be the primary Community Spokesperson
 - *Ensure this individual will not be viewed as fatigued, stressed, or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event*
 - ☐ Designated Spokesperson to follow the Community Spokesperson Emergency Checklist in **Appendix 9**
- ☐ Brief Chief and Council and/or the designated Community Spokesperson on the most current and critical situational awareness as it unfolds
- ☐ Participate in planning and preparedness activities as required

Recovery Phase:

- ☐ Participate in a critical incident debriefing session for team members
- ☐ Prepare to work with the EOC Team to assess the effectiveness of this plan and make revisions as necessary
- ☐ Discuss with community how this Event affected them
- ☐ Consider holding town hall events to discuss recovery activities and to support community members
- ☐ Arrange for the return of any members of the Community who may have been out of the Community
- ☐ Consider soliciting input on how the Event affected the community
- ☐ Document lessons learned and update the Tk'emlúps 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:

- ☐ Ensure all paperwork is complete, and logs are closed and sent to the Documentation Unit in the Planning Section
- ☐ Ensure that any open actions are assigned to the appropriate agency and/or EOC staff as appropriate
- ☐ Follow the All Personnel – EOC Demobilization **Checklist** in **Appendix 6**

COMMUNITY SPOKESPERSON CHECKLIST

- ☐ Confirm the safety of you and your family
- ☐ Complete the All Personnel – EOC Activation Checklist in **Appendix 6**
- ☐ Prior to any interviews receive a briefing from the Incident Commander, EOC Director and/or Emergency Planning Coordinator and confirm:
 - ☐ Accuracy of information
 - ☐ Type of event and location
 - ☐ Who the lead agency is
 - ☐ Known and potential impacts; ensure only factual information is released to public
 - ☐ Current responder agency activities
 - ☐ What community leadership and the EOC are doing to support the event
 - ☐ Instructions required to give the general public:
 - ☐ Identify geographic areas under the alert
 - ☐ Location or reception centre and preferred routes
 - ☐ Where they can go to get more information including public phone numbers, online sources, poster board locations and/or any town hall sessions that are planned
 - ☐ When the next public incident update will be, and how it will be delivered
 - ☐ What to do when an evacuation occurs (personal preparedness)
 - ☐ Any other messaging that is appropriate
- ☐ Identify any information that is confidential and/or sensitive to any official investigations surrounding the event and ensure it does not get released
- ☐ Ensure that all staff, EOC personnel and responders know that all media inquiries are to be directed to the EOC Information Officer for follow up
- ☐ To better prepare yourself for the interview(s), confirm:
 - ☐ Which traditional media will be attending the interview and what social media platforms are being used officially by the EOC or community leadership
 - ☐ Ask the interview(s) ahead of time:
 - ☐ What their questions will be and what their intended storyline is
 - ☐ When and how it will be broadcast
 - ☐ What other agencies may be required to participate in the interview; consider lead agency, responder agencies, and other support organizations

COMMUNITY SPOKESPERSON cont'd

- ☐ During the interview(s):
 - ☐ Follow the “CAC” principle: *Concern, Action, Commitment*
 - ☐ Ensure messaging conveys empathy, addresses what is being done to respond to the situation and expresses that all efforts are focused on supporting those affected
 - ☐ Only speak to factual information that has been approved by the EOC Director (this is especially critical in situations that involve injuries or fatalities or if property has been damaged or destroyed)
 - ☐ Where questions are asked and you cannot answer, avoid the phrase “No comment” and instead, refer them to a subject matter expert if one is available or use one of the following responses:
 - ☐ “I’m not the best person to address that, but I will connect you with someone who can.”
 - ☐ “We’re not yet at a stage where we have that information. When we do, we will share it.”
 - ☐ “At this time, we are focussed on responding to the situation at hand. Once things have stabilized, I would be happy to get you some information on that.”
 - ☐ Remain calm and confident in order to reassure the impacted public
- ☐ A primary consideration is to set the tone / expectation for the public by striking a balance between providing awareness and not causing unnecessary panic
- ☐ Avoid jargon – plain language should be utilized whenever possible
- ☐ Understand that you may become the “face” of the emergency and will likely remain so through the recovery process. This may be taxing on you and your loved ones, especially if the Community Leadership’s actions come under scrutiny or criticism
- ☐ Incorporate self-care and manage fatigue to avoid coming across as tired, stressed, or combative. Otherwise, public perception on Community leadership and their ability to deal with the event may be negatively impacted

Recovery Phase:

- ☐ Participate in a critical incident debriefing session for team members
- ☐ Prepare to work with the EOC Team to assess the effectiveness of this plan and make revisions as necessary
- ☐ Discuss with community how this Event affected them
- ☐ Participate in town hall events to discuss recovery activities and to support community members

Before Leaving:

- ☐ Ensure all paperwork is complete, and logs are closed and sent to the Documentation Unit in the Planning Section
- ☐ Ensure that any open actions are assigned to the appropriate agency and/or EOC staff as appropriate
- ☐ Follow the All Personnel – EOC Demobilization Checklist in **Appendix 6**

KEY EOC LEADERSHIP CHECKLISTS

All hazard response checklists for Information Officer, EOC Director, and the Section Chiefs can be found [here](#).

- » Information Officer
- » EOC Director
- » Operations Section Chief
- » Planning Section Chief
- » Logistics Section Chief
- » Finance Section Chief

Regularly update these checklists in order to reflect current or new practices, standards, or legislative processes. New checklists may be added as new information is experienced.

These checklists are intended to help guide the key positions within the Tk'emlúps te Secwépemc emergency program and emergency operations centre. They're formatted so that if someone wishes, they can be photocopied or scanned/printed to use in operational situations.

A best practice is to store a set of the relevant checklists in each of the EOC command staff and management position workstation kits.

Additionally, ICS position checklists that identify responsibilities and key priorities can be found [here](#). These include

- | | |
|--|---|
| » Risk Management Officer | » Advanced Planning Unit Coordinator |
| » Deputy EOC Director | » Demobilization Unit Coordinator |
| » Liaison Officer | » Recovery Unit Coordinator |
| » Fire Branch Coordinator | » Technical Specialists Unit Coordinator |
| » Police Branch Coordinator | » Information Technology Branch Coordinator |
| » Ambulance Branch Coordinator | » EOC Support Branch Coordinator |
| » Health Branch Coordinator | » Supply Branch Coordinator |
| » Emergency Social Services Branch Coordinator | » Personnel Branch Coordinator |
| » Environmental Branch Coordinator | » Time Unit Coordinator |
| » Engineering Branch Coordinator | » Procurement Unit Coordinator |
| » Utilities Branch Coordinator | » Compensation and Claims Unit Coordinator |
| » Situation Unit Coordinator | » Cost Accounting Unit Coordinator |
| » Resource Unit Coordinator | |
| » Documentation Unit Coordinator | |

INFORMATION OFFICER CHECKLIST

- ☐ Confirm the safety of you and your family
- ☐ Complete the All Personnel – EOC Activation Checklist in **Appendix 6**
- ☐ Obtain a briefing from the EOC Director and confirm the following briefing information:
 - ☐ Your role(s)
 - ☐ 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 status and requirements
 - ☐ EOC objectives and highest priorities
 - ☐ Operational periods
- ☐ Consider the need for additional support for your role
- ☐ Collect information from the Designated Corporate Executive, Emergency Coordinator (EPC) and Incident Commander (IC) if possible

Confirm with General Manager and/or EOC Director:

- ☐ There is an emergency or threat to the community that has been identified by:
 - ☐ External response agencies such as RCMP, BC Wildfire Service, or Regional Fire Department
 - ☐ Critical infrastructure owners that may have the event on their area of interest or responsibility
- ☐ Any other partner agencies and/or stakeholders involved
- ☐ Any potential impacts to other stakeholder interests such as critical infrastructure or other values at risk
- ☐ When/if the EOC is being activated, it's location and the best forms of contact
- ☐ When/if Reception Centre(s) are being activated; it's location and best forms of contact
- ☐ The primary source for factual information for the community (community website, social media site etc.)
- ☐ Status of:
 - ☐ Evacuation alerts or orders
 - ☐ Issuing a Band Council Resolution to access some or all of the extraordinary powers
 - ☐ Response activities and support required from the Community
 - ☐ Support from other communities and agencies required
 - ☐ Threats to community public safety
 - ☐ Threats to community critical infrastructure
 - ☐ Community traditional or sacred locations
- ☐ The extent of EOC support required and its initial support objectives
- ☐ Any known or potential issues

INFORMATION OFFICER CHECKLIST cont'd

Establish Contact

- ☐ Contact local media to establish incident communications protocols
- ☐ Ensure that news media have safe access to incident area with the authority of the Incident Commander
- ☐ Consider establishing a Joint Information Centre (JIC) when other jurisdictions are involved
- ☐ If there is a lead agency other than a Volunteer Fire Department, contact their Information Officer and confirm information sharing protocols
- ☐ Consult with other agency liaisons or representatives in the EOC
 - ☐ Consult with EOC Risk Management Officer for any potential liability and/or safety concerns

Brief all staff, EOC personnel, and responders on communications protocols for public, stakeholders, and the media

- ☐ Ensure they know that all media inquiries are to be directed to the EOC Public Information Officer for follow up
- ☐ Ensure they understand any and all confidentiality requirements
- ☐ Consider organizing a daily (or regularly scheduled) media briefing, either in-person, over the phone or online if the number of media requests become unmanageable
- ☐ All information releases must be approved by the EOC Director and copies must be retained

Confirm Key Messaging

- ☐ Confirm with Chief, Designated Corporate Executive, and EPC who will be the primary 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
 - ☐ Designated Community Spokesperson to reference the Community Spokesperson - General EOC Checklist and the Community Spokesperson Key Messaging document - in **Appendix 9**
- ☐ Prepare factual speaking notes for Chief, EOC Director and the designated Community Spokesperson (as necessary)
 - ☐ Ensure messaging is clear, concise, and factual
- ☐ Seek EOC Director approval on speaking notes before release to Chief and Community Spokesperson
- ☐ Brief Chief and Council and the designated Community Spokesperson on key messaging and communication protocols for the public, stakeholders, and media
 - ☐ Ensure they understand their responsibility to defer questions that may be operational and/or technical in nature and what these questions might be
 - ☐ Ensure they only share information that has been provided and approved by the EOC
- ☐ Confirm if an EMCR multi-agency coordination call is required and if so, what time and number and who will call to request it
 - ☐ Ensure speaking notes for Community Spokesperson are prepared in advance of the multi-agency coordination calls

Prepare a Communications Plan for the general public and affected community members; ensure you have the following information:

- ☐ What the threat is and status
- ☐ How to obtain current and accurate information (e.g., phone number)
- ☐ Where the ESS Reception Centre is located and how to get there
- ☐ Ensure that information and materials are prepared for special populations (e.g., non-English speaking, hearing impaired, etc.) as necessary

Page 2/4

INFORMATION OFFICER CHECKLIST cont'd

Prepare a Communications Plan for Chief and Council: ensure that:

- ☐ All media requests are handled by Chief or the designated Community Spokesperson (in order to maintain consistency and accuracy of the messaging)
- ☐ Elected officials **ONLY** share out **APPROVED** communications coming from the EOC
 - ☐ Utilizing personal social media channels to get this information out to the public may be an option

Prepare a Communications Plan for notifying EOC and Internal Staff

- ☐ Utilize existing community communication tools (e.g., email, phone trees, newsletter, staff paying system etc.) to inform Community staff of emergency (This is in addition to your public notification)
- ☐ Where to refer the public inquiries
- ☐ Personal preparedness including what to organize in the event of an evacuation
- ☐ Communication protocols for public and the media
- ☐ Any business continuity practices appropriate to their roles

Prepare a Communications Plan for Support Agencies

- ☐ Ensure that Response Agencies (e.g., RCMP, BC Wildfire, etc.) understand that all inquiries should be deferred to the EOC for response (they may be approached by the public)
- ☐ Consider allowing pre-approved messaging for agencies to disseminate
- ☐ Consider using a third-party messaging platform (e.g., WhatsApp, Slack, etc.) for staff working together remotely to remain in contact order to streamline interagency communications
- ☐ Ensure you have information on:
 - ☐ Nature and potential impacts of the event
 - ☐ Appropriate point of contact for them to get more information
 - ☐ Locations appropriate to their roles such as the Incident Command Post (ICP), EOC and/or Reception Centres
 - ☐ Protocols for accessing restricted areas as appropriate

Prepare a Communications Plan for External Stakeholders

- ☐ Ensure you have information on:
 - ☐ Nature and potential impacts of the event
 - ☐ Appropriate point of contact for them to get more information
 - ☐ Locations appropriate for accessing restricted areas as appropriate

Participate in any briefing sessions with Chief and Council, Designated Corporate Executive, EOC Director, EPC and Incident Commander

- ☐ Confirm any factual information that you have collected on the cause and nature of the event or threat
- ☐ If any investigations around cause, ensure that confidentiality is maintained, and any inquiries are directed to the appropriate agency
 - ☐ Communicate this to the community and EOC leadership teams
- ☐ Confirm the best estimate or known number of how many people and/or properties are threatened including how imminent it is
- ☐ Confirm if there is an EMCR stakeholder coordination call as appropriate; attend these calls
- ☐ Identify any issues that require special attention, and by whom
- ☐ Keep a current issues log and review with EOC Director daily, or as they arise if critical

INFORMATION OFFICER EMERGENCY cont'd

Consider as many of the following systems for public notification and ongoing emergency communication as possible:

- ☐ Door-to-door: provide written copies of the emergency information along with maps and directions to Reception Centres for residents
- ☐ Phone line: work with EOC Logistics to activate a dedicated toll-free public information phone line
 - ☐ Staff call-takers
 - ☐ Provide call-takers with timely and accurate message sheets so they offer only confirmed and approved information
- ☐ Public meetings: either closed meetings for evacuees or open meeting or everyone & the media
- ☐ Radio
- ☐ Signage
- ☐ Social media: consider partnering with neighbouring communities to ensure updates are being shared (Ideally social media should be staffed appropriately to allow capacity for two-way conversations with followers) Consider pre-recorded video messages
- ☐ Website - For posting emergency bulletins, updates, and contact info for EOC and ESS

Facilitate News Media Relations

- ☐ At the request of the EOC Director, prepare media briefings for elected officials and/or community leadership and provide other assistance as necessary to facilitate their participation in media briefings and press conferences
 - ☐ Promptly provide copies of all media releases to the EOC Director
- ☐ Arrange through logistics appropriate staffing and telephones to efficiently handle incoming media calls
- ☐ Ensure that adequate staff members are available at incident sites to coordinate and conduct media tours of the disaster areas when safe
- ☐ Establish a Media Information Centre near the EOC, as required, providing necessary space, materials, telephones, and electrical power
 - ☐ Develop the format for press briefings working with the EOC Director
 - ☐ Develop and publish a media briefing schedule, to include location, format, and preparation and distribution of handout materials
- ☐ Review and regularly monitor news media broadcasts and written articles for accuracy
 - ☐ Develop follow-up news releases for rumour control; consult with the Risk Management Officer on appropriate wording and actions to take in correcting erroneous information
 - ☐ Keep the EOC Director advised of all major critical or unfavourable media comments
- ☐ Coordinate media releases with officials representing other affected emergency response agencies, such as BC Wildfire Service
 - ☐ Arrange for appropriate EOC or agency staff to answer technical questions from members of the media
- ☐ Review and regularly monitor local social media activity; identify any sources of misinformation
- ☐ Develop public information releases pertaining to recovery activities
- ☐ With direction from the EOC Director, develop and publish key messaging around the threat/incident being over
- ☐ Follow the **All Personnel – EOC Demobilization Checklist** in **Appendix 6**

INFORMATION OFFICER EOC – KEY MESSAGING

- ☐ A primary consideration is to set the tone / expectation for the public by striking a balance between providing awareness and not causing unnecessary panic
 - ☐ Avoid jargon – plain language should be utilized whenever possible
 - ☐ See **Appendix 6** for an Emergency Personal Preparedness Checklist for residents if applicable
-
- There is currently a(n) **<emergency>** posing a potential threat to public safety. Tk'emlúps te Secwépemc is monitoring the situation and will continue to provide regular updates
 - **You are not required to leave your home at this time**
 - However, you may want to ensure you have adequate emergency supplies and/or an emergency supply kit in order should the situation get worse and/or you need to leave on short notice
 - The province has a Preparedness Guide, and a Household Emergency Plan, both available here, that contain very useful info and tips: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/preparedbc/make-your-plan>
 - Please monitor the Tk'emlúps **<media of choice>** for further information and updates or tune to **<local radio station>** for further alerts
 - **<You may include the information sources for other agencies involved, depending on the nature of the emergency, e.g., BC Wildfire>**

INFORMATION OFFICER – SHELTER-IN-PLACE KEY MESSAGING

- A primary consideration is to set the tone / expectation for the public by striking a balance between providing awareness and not causing unnecessary panic
- Avoid jargon – plain language should be utilized whenever possible
- See **Appendix 6** for a Personal Preparedness Kit Checklist for residents if applicable
- There is currently a(n) **<emergency>** causing hazardous material to enter the air. Emergency response professionals are requesting that you immediately “Shelter-in-Place” by staying protected indoors or finding refuge in the closest safe building until you receive instruction that it is safe to exit the building. The Tk'emlúps Band is monitoring the situation and will continue to provide regular updates
- **You are required to stay at home at this time**
- Please monitor Tk'emlúps **<media of choice>** for further information and updates or tune to **<local radio station>** for further alerts
- **<You may include the information sources for other agencies involved, depending on the nature of the emergency, e.g. BC Wildfire>**
- **DO NOT** leave your building or home until you receive notification that the danger has passed

Include the following relevant Shelter-in-Place instructions:

1. Get inside your home or other building as quickly as possible
2. Close all doors, windows, fireplaces, vents, or other openings. Use duct tape, foil, or plastic wrap to seal leaks
3. Turn off all heating, ventilation, and air conditioning systems. Close vents
4. Close drapes, curtains, and shades. Stay away from windows
5. Use stairwells whenever possible. Limit the use of elevators
6. Use the telephones only if you need immediate emergency service
7. Turn on the radio/television or go to an online news source for information
8. The hazardous material may be toxic. The signs and symptoms of overexposure to such toxins are as follows:
 - Dizziness/disorientation
 - Blurred vision
 - Difficulty breathing
 - Cyanosis (turning blue)
 - Incoherency
 - Severe Nausea
 - Vomiting
 - Bleeding from the nose, ears, or mouth

If you have any of these signs or symptoms, seek medical help outside of the shelter-in-place area or at the established medical treatment station set up by the Tk'emlúps EOC

EOC DIRECTOR CHECKLIST

- ☐ Confirm the safety of you and your family
- ☐ Establish Contact and Gather Information from the Designated Corporate Executive, Emergency Planning Coordinator, Lead Responder Agency and/or Critical Infrastructure Owner (see Incident Report Template in **Appendix 11**)
- ☐ 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 **Tk'emlúps te Evacuation Plan**
- ☐ Review the Hazard Specific Response Checklist in **Appendix 10**, if applicable
- ☐ Work together with the Designated Corporate Executive 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 Tk'emlúps 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
 - ☐ 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 **Appendix 8**
- ☐ 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 **Tk'emlúps te Secwépemc 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 **Section 6.1.1**

EOC DIRECTOR CHECKLIST 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 EOC Activation is Required, confirm the following information:

- ☐ Will the event be supported for EOC activation?
- ☐ 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

Work Together with Designated Corporate Executive 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)

EOC DIRECTOR CHECKLIST 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
- ☐ 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 (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 CHECKLIST 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 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 (safety/health of the responders, save lives, protect public health...etc.) in Section 6.3 in the **Tk'emlúps Emergency Plan**
- ☐ Designate the operational periods according to the situation and display in a prominent location
- ☐ Fill out the All Personnel – EOC Activation Checklist in **Appendix 6**
- ☐ Start setting up the section workstations and other rooms as required until Logistics arrives
 - ☐ Review EOC Set Up Checklist in **Appendix 6**
- ☐ Set up check in procedures using the EMCR Logistics Check-in Form (511) in **Appendix 11**
- ☐ Greet and orient arriving EOC members until the Logistics Section is established to assume this function

EOC DIRECTOR CHECKLIST 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 **Appendix 6**
- ☐ Confirm with Chief, Designated Corporate Executive, 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 Tk'emlúps 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*
- ☐ 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 4 of the **Tk'emlúps 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 DIRECTOR CHECKLIST 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 Designated Corporate Executive and Emergency Planning Coordinator the EOC can be deactivated
- ☐ Deactivate the EOC
- ☐ Prepare the EOC After Action Report
- ☐ Follow All Personnel – EOC Demobilization Checklist in **Appendix 6**

EOC DIRECTOR – SHELTER-IN-PLACE

For additional guidance see EMCR's [Evacuation Operational Guide for First Nations and Local Authorities in British Columbia March, 2022](#)

- ☐ Ensure personal safety and the safety of your family
- ☐ Collect information / obtain a briefing from the Incident Commander
 - ☐ Nature, status, and prognosis of the threat
 - ☐ Geographic area under threat
 - ☐ Estimated numbers of community members, and structures at threat
 - ☐ Any site support needs required
- ☐ Consult with Incident Commander or available hazard specific Subject Matter Experts to confirm that a shelter-in-place is required
- ☐ Discuss with the designated Corporate Executive and Emergency Planning Coordinator if the recommendation for a shelter-in-place order should be accepted, modified, or dismissed
- ☐ Determine the shelter-in-place support needs
- ☐ Consider the need to activate a resident notification group under the EOC Operations Section
 - ☐ Assistance with shelter-in-place notification (e.g. first responders, ground search and rescue)
 - ☐ Consider the need for shelter-in-place mapping
 - ☐ Confirm communications strategy with Information Officer (refer to **Information Officer shelter-in-place key messaging checklist**)
- ☐ Confirm with the Designated Corporate Executive and Emergency Planning Coordinator:
 - ☐ If the EOC has been activated and that it is located in a safe location that will not be compromised by the event or threat
 - ☐ EMCR Task Number (if applicable), call **1-800-663-3456** if it hasn't already been done
 - ☐ Consider remote or virtual EOC support options from other communities or organizations
 - ☐ Consider the need to review the **Pre-planning Evacuation Checklist** in the **Tk'emlúps Evacuation Plan**
 - ☐ Brief Chief on the most current situational awareness as it evolves

OPERATIONS SECTION CHIEF CHECKLIST

- ☐ Confirm the safety of you and your family
- ☐ Follow the All Personnel – EOC Activation Checklist in **Appendix 6**
- ☐ Obtain a briefing from the EOC Director and confirm the following briefing information:
 - ☐ Your role(s)
 - ☐ 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
 - ☐ Who the lead agency and Incident Commander is, and their contact information
 - ☐ EOC set up status and requirements
 - ☐ EOC objectives and highest priorities
 - ☐ Key response agencies involved including contact information
 - ☐ Key support agencies involved including contact information
 - ☐ Operational periods
- ☐ Identify additional section staff required, get approval from EOC Director and request through Logistics
- ☐ Activate appropriate branches and designate Branch Directors as necessary:
 - ☐ Fire
 - ☐ Police
 - ☐ Ambulance
 - ☐ Health
 - ☐ Emergency Support Services
 - ☐ Engineering
 - ☐ Utilities
 - ☐ Others as needed
- ☐ Establish and maintain communication links (e.g., radio or telephone contact) with the Operations Section in each Incident Command Post, in each activated Reception Centre, and with the PREOC Operations
- ☐ Establish and maintain contact with key response agencies for situation report
- ☐ Establish and maintain contact with community personnel who are already supporting response
- ☐ Set up your workstation (phones, position logbook, section whiteboards, computer)

Brief incoming staff as they arrive:

- ☐ Their role(s)
- ☐ Nature and scope of the emergency event as per briefing details above
- ☐ Section objectives and highest priorities
- ☐ Key response agencies involved including contact information
- ☐ Key support agencies involved including contact information
- ☐ Operational periods

OPERATIONS SECTION CHIEF CHECKLIST cont'd

Confirm with Logistics Section Chief

- ☐ There is adequate communications equipment available for the Operations Section
- ☐ Resource requesting and fulfillment procedures from field to EOC
- ☐ Any known community personnel and resources already committed to response activities
- ☐ Any outstanding resources required

Participate in EOC Action Planning Meetings

- ☐ Identify key issues current affecting the Operations Section
- ☐ Meet with Section personnel and determine appropriate section objectives for each operational period
- ☐ Based on the known or forecasted situation, determine likely future needs of the Operations Section
- ☐ Prepare for and participate in the EOC Action Planning meeting and other relevant EOC Management Team meetings
- ☐ Identify the strategies required for carrying out the objectives of the Operations Section

Coordinate Response

- ☐ Establish operational periods
- ☐ Work closely with each Branch Coordinator in the Operations Section to ensure implementation of all objectives defined in the current Action Plan
- ☐ Coordinate overall response, resources, and event status information

Coordinate Resource Requests

- ☐ Ensure that Operations Section coordinates all initial resource needs through the Logistics Section
- ☐ Authorize external resource requests and forward extraordinary and critical resource requests to the EOC Director for approval
- ☐ Ensure the proper financial codes are noted on the Resource Request Form and on all invoices to support a claim for financial assistance, including the EMCR Task Number and Expenditure Authorization Form Number, if applicable
- ☐ Requests for assistance should be made by the Tk'emlúps Chief and Council to the neighbouring community or Community leadership providing resources
- ☐ Alert the Finance / Admin Section Chief of the request to track costs

Share Operational Information

- ☐ Ensure that situation and resources information is provided to Planning Section as the situation requires, including status reports and new incoming incident reports
- ☐ Brief the EOC Director, EOC staff members, and Operations Section Staff on any updated information you may have received
- ☐ Share status information with PREOC, as appropriate

OPERATIONS SECTION CHIEF CHECKLIST cont'd

Manage the Operations Section

- ☐ Ensure that the Operations Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps, and status boards
- ☐ Request additional personnel for the section from the Personnel Unit as necessary
- ☐ Coordinate with the Liaison Officer regarding the need for Agency Representatives from external organizations in the Operations Section
- ☐ Ensure that all section personnel maintain their individual position logs and other paperwork as required
- ☐ Collect objectives from each activated Operations Branch prior to each Action Planning meeting
- ☐ Participate in Action Planning Meetings, using EOC Briefing Format
- ☐ Coordinate daily time sheets and emergency expenditures with the Finance/Administration Section

Recovery Phase

- ☐ Work with the Planning Section Chief (PSC) and coordinate the recovery operations
 - ☐ Ensure community services and utilities are restored to normal pre-emergency/disaster day-to-day operations
 - ☐ Remove debris
 - ☐ Restore medical facilities and services
 - ☐ Restore government facility functions
 - ☐ Restore critical infrastructure and facilities
 - ☐ Demolish buildings
 - ☐ Provide emergency housing

Before Leaving

- ☐ Deactivate branches and any organizational elements when no longer required
- ☐ Determine demobilization status of all operations and advise the EOC Director
- ☐ Ensure all paperwork is complete, and logs are closed and sent to the Documentation Unit in the Planning Section
- ☐ Ensure that any open actions are assigned to the appropriate agency and/or EOC staff as appropriate
- ☐ Follow the EOC Demobilization All Personnel Checklist in **Appendix 6**

PLANNING SECTION CHIEF CHECKLIST

- ☐ Confirm the safety of you and your family
- ☐ Follow the All Personnel - EOC Activation Checklist in **Appendix 6**
- ☐ Obtain a briefing from the EOC Director and confirm the following briefing information:
 - ☐ Your role(s)
 - ☐ Nature and scope of emergency event including:
 - ☐ Potential impacts to public safety
 - ☐ Potential impacts to critical infrastructure, communications, and services
 - ☐ 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
 - ☐ Who the lead agency, Incident Commander and Planning Section Chief is, and their contact information
 - ☐ EOC set up status and requirements
 - ☐ EOC objectives and highest priorities
 - ☐ Key response agencies involved including contact information
 - ☐ Key support agencies involved including contact information
 - ☐ Operational periods
- ☐ Identify additional section staff required, get approval from EOC Director and request through Logistics
- ☐ Activate units within the Planning section as needed and designate Unit Leaders as necessary:
 - ☐ Situation Unit
 - ☐ Damage Assessment Unit
 - ☐ Resources Unit
 - ☐ Documentation Unit
 - ☐ Advanced Planning Unit
 - ☐ Demobilization Unit
 - ☐ Recovery Planning Unit
 - ☐ Technical Specialist Unit
- ☐ Confirm with EOC Director, Operations Section Chief and Information Officer the process for recording and tracking issues
- ☐ Meet with Operations Section Chief; obtain and review any major incident reports
 - ☐ Number of impacted people, homes, and buildings
 - ☐ Scope and scale of any known damage and/or impacts
- ☐ Establish contact with:
 - ☐ Key response agencies for situation report
 - ☐ Community personnel for situation report
 - ☐ Lead Agency Planning Section Chief
- ☐ Set up check in procedures using the EMCR Logistics Check-in Form (511) in **Appendix 11**
- ☐ Set up your workstation (phones, position logbook, section whiteboards, computer)

PLANNING SECTION CHIEF CHECKLIST cont'd

Manage the Planning Section

- ☐ Provide and manage technical services, such as environmental advisors and other technical specialists to all EOC sections, as required
- ☐ Ensure that the Planning Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps, and status boards
- ☐ Request additional personnel for the section from the Logistics Section as necessary
- ☐ Ensure that all section personnel maintain their individual position logs and other paperwork as required
- ☐ Collect objectives from each activated section prior to each Action Planning meeting and lead action planning meetings
- ☐ Coordinate daily time sheets and emergency expenditures with the Finance Section

Brief incoming staff as they arrive:

- ☐ Their role(s)
- ☐ Nature and scope of the emergency event as per briefing details above
- ☐ Section objectives and highest priorities
- ☐ Operational periods

Collect, analyze, and display situation information

- ☐ Produce an EOC Situation Report for approval by the EOC Director with each operational period
- ☐ Distribute EOC Situation Report to EOC Sections and PREOC by 2:00pm daily
- ☐ 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
- ☐ Liaise with the PREOC Planning Section, if activated, and coordinate Situation Report requirements with them

Prepare EOC Action Plans

- ☐ Ensure EOC Section Chiefs provide their objectives prior to each daily Action Planning meeting
- ☐ Prepare an EOC Action Plan for each operational period, based on objectives developed by each EOC Section
- ☐ In preparation for the Action Planning meeting, ensure that all EOC priorities and objectives are posted or distributed, and that the meeting room is set up with appropriate equipment and materials (easels, markers, Sit Reports, etc.)
- ☐ Schedule and chair the EOC Action Planning meetings at a time that allows for development of the Action Plan and approval by the EOC Director prior to next operational period
- ☐ Following the meeting, send approved **Action Plan – see** form in **Appendix 11** to the Documentation Unit for distribution prior to the next operational period

Track Resources

- ☐ Track the type and status of resources assigned to the Incident Commanders through the EOC
- ☐ Track the type and status of resources assigned to the EOC

Page 2/3

PLANNING SECTION CHIEF CHECKLIST cont'd

Keep Records

- ☐ Maintain files on all EOC activities and provide reproduction and archiving services for the EOC, as required

Plan for EOC Demobilization

- ☐ Prepare staffing plan for the EOC that addresses the anticipated activation levels for the coming operational periods, working with the EOC Director
- ☐ Prepare a plan for EOC demobilization
- ☐ Highlight forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall priorities of the EOC
- ☐ Develop plans and report, as required

Plan for Recovery

- ☐ Begin Recovery planning during the early phases of Response to ensure proper appropriate plans are in place
- ☐ Consider putting a Recovery Planner position in place early on, during the first operational periods
- ☐ Assess the need for immediate and long-term reconstruction, restoration, and recovery of infrastructure and services
- ☐ Work with the Information Officer to issue public messages to control unsolicited donations of unwanted goods
- ☐ Provide documentation of response and recovery for Disaster Financial Assistance (DFA)
- ☐ Provide direction in land use and zoning issues
- ☐ Issue building permits (e.g., a decentralized function with link to recovery)
- ☐ Develop alternative building regulations and code enforcement
- ☐ Provide an Action Plan for recovery operations
- ☐ Prepare re-development plans
- ☐ Prepare recovery situation reports
- ☐ Document recovery operations
- ☐ Recommend mitigation plans
- ☐ Prepare a community recovery plan

Prepare the After-Action Report

- ☐ In consultation with Section Units and EOC Management Team, prepare the EOC After Action Report

Before Leaving

- ☐ Ensure Demobilization Plan for the EOC is complete, approved by the EOC Director and distributed to all EOC sections
- ☐ Deactivate units when no longer required
- ☐ Ensure that all paperwork is complete, and logs are closed and sent to the Documentation Unit
- ☐ Ensure that any open actions are assigned to appropriate agency and/or EOC staff as appropriate
- ☐ Follow the EOC Demobilization All Personnel Checklist in **Appendix 6**

LOGISTICS SECTION CHIEF CHECKLIST

- ☐ Confirm the safety of you and your family
- ☐ Follow the All Personnel - EOC Activation Checklist in **Appendix 6**
- ☐ Obtain a briefing from the EOC Director and confirm the following briefing information:
 - ☐ Your role(s)
 - ☐ 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
 - ☐ Who the lead agency and Incident Commander is, and contact information
 - ☐ EOC set up status and requirements
 - ☐ EOC objectives and highest priorities
 - ☐ Operational periods
- ☐ Work with Operations Section Chief and identify any additional section staff required, get approval from EOC Director, and call out
- ☐ Activate branches within the Logistics Section as needed and designate Branch Directors and Unit Leaders as necessary:

| | | | |
|--|--|--|--------------------------------------|
| <input type="checkbox"/> Service Branch: | <input type="checkbox"/> Communications Unit | <input type="checkbox"/> Medical Unit | <input type="checkbox"/> Food Unit |
| <input type="checkbox"/> Support Branch: | <input type="checkbox"/> Ground Support Unit | <input type="checkbox"/> Facilities Unit | <input type="checkbox"/> Supply Unit |
- ☐ Review the EOC Checklists in **Appendix 6**
- ☐ Set up your workstation (phones, position logbook, section whiteboards, computer)
- ☐ Establish and maintain EOC telephone, internet, and radio communications
- ☐ Confirm with Finance Section Chief procurement and resource tracking requirements

Confirm with Operations Section Chief:

- ☐ Any community personnel and equipment already supporting response activities
- ☐ Resource requesting and fulfillment procedure from field to EOC
- ☐ Any outstanding resources required and order them
 - ☐ Use **EMCR Expense Authorization Form (EAF)** for resources you can locate and source
 - ☐ Use **EMCR Resource Request Form** for any resources you are unable to locate or source locally

Confirm with Finance Section Chief:

- ☐ The level of purchasing authority for the Logistics Section
- ☐ The processes for completing and submitting Expense Authorization Forms (EAFs) and Resource Request forms

Brief incoming staff as they arrive:

- ☐ Their role(s)
- ☐ Nature and scope of the emergency event as per briefing details above
- ☐ Section objectives and highest priorities
- ☐ Operational periods

LOGISTICS SECTION CHIEF CHECKLIST cont'd

Provide Telecommunication and Information Technology Services

- ☐ Support use of information technology in EOC
- ☐ Establish and maintain EOC telephone, internet, and radio communications
- ☐ Establish communications with the Logistics Section at the PREOC, if activated
- ☐ Establish telecommunications at media centre, working with the Information Officer

Support EOC Operations

- ☐ Meet with the Finance Section Chief and determine level of purchasing authority for the Logistics Section
- ☐ Coordinate closely with the Purchasing Unit in the Finance/Admin Section in following all required procedures
- ☐ Coordinate all requests for resources from initiation to delivery to support Incident Commanders
- ☐ Validate resource requests from Incident Commanders prior to acting on a request
- ☐ Locate or acquire food, equipment, supplies, and facilities
- ☐ Work with Operations Section Chief to establish priorities for resource allocation
- ☐ Ensure critical resources are allocated according to EOC Action Plan policy, priorities, and direction
- ☐ Ensure that all resources are tracked and accounted for in cooperation with the Planning Section Resource Unit

Coordinate Personnel & Transportation

- ☐ Coordinate requests for EOC personnel, and assign available personnel appropriate with their training and qualifications
- ☐ Acquire and assign personnel with the appropriate qualifications. Support site requests for personnel, accounting for priorities among all sites
- ☐ Liaise with community volunteer organizations to acquire personnel to fill both site and EOC requests
- ☐ Develop systems to manage convergent volunteers
- ☐ Coordinate transportation requests in support of response operations

Manage the Logistics Section

- ☐ Ensure that the Logistics Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps, and status boards
- ☐ Request additional personnel for the section as necessary to maintain 24-hour staffing capabilities
- ☐ Ensure that all section personnel maintain their individual position logs and other paperwork as required
- ☐ Collect objectives from Logistics Branches prior to Action Planning meetings
- ☐ Participate in Action Planning Meetings
- ☐ Coordinate daily time sheets and emergency expenditures with the Finance/Administration Section

Support Recovery and Re-entry Operations

- ☐ Allocate office space
- ☐ Provide recovery and re-entry supplies and equipment, vehicles, and personnel

Before Leaving

- ☐ Deactivate Branches and Sections when no longer required
- ☐ Determine demobilization status of all and advise the EOC Director
- ☐ Ensure all paperwork is complete, and logs are closed and sent to the Documentation Unit in the Planning Section
- ☐ Follow the All Personnel – EOC Demobilization Checklist in **Appendix 6**.

FINANCE SECTION CHIEF CHECKLIST

- ☐ Confirm the safety of you and your family
- ☐ Follow the All Personnel – EOC Activation Checklist in **Appendix 6**
- ☐ Obtain a briefing from the EOC Director and confirm the following briefing information:
 - ☐ Your role(s)
 - ☐ 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
 - ☐ EOC set up status and requirements
 - ☐ EOC objectives and highest priorities
 - ☐ Operational periods
- ☐ Identify additional section staff required, get approval from EOC Director and request through Logistics
- ☐ Activate units within the Finance Section and designate Unit Leaders as necessary:
 - ☐ Procurement Unit Leader
 - ☐ Cost Unit Leader
 - ☐ Time Unit Leader: ☐ Personnel Time Recorder ☐ Equipment Time Recorder
 - ☐ Compensation / Claims Unit Leader: ☐ Compensation for Injury Specialist
 - ☐ Equipment Time Recorder Claims Specialist

Confirm with EOC Director, all EOC Command and Management Positions:

- ☐ Daily financial tracking & reporting requirements
- ☐ Cost reimbursement process & need for support documentation

Confirm with Operations Section Chief:

- ☐ Financial expenditure approval process

Confirm with Logistics Section Chief:

- ☐ Procurement and resource tracking requirements
- ☐ Financial expenditure approval process
- ☐ Process for EMCR EAF form submission

Brief incoming staff as they arrive:

- ☐ Their role(s)
- ☐ Nature and scope of the emergency event as per briefing details above
- ☐ Section objectives and highest priorities
- ☐ Operational periods
- ☐ Set up your workstation (phones, position logbook, section whiteboards, computer)

Coordinate Compensation and Claims

- ☐ Ensure that WorkSafe claims resulting from the response are processed within a reasonable time
- ☐ Document any claims or threats of claims from disaster victims

FINANCE SECTION CHIEF CHECKLIST cont'd

Record Personnel Time

- ☐ Collect and record on-duty time for all EOC personnel, including volunteers and Tk'emlúps representatives **Use the same time sheet forms used in non-emergency times, if possible*
- ☐ Meet with the Logistics and Operations Section Chiefs and review financial administrative requirements and procedures
- ☐ To confirm assumptions about eligibility for provincial financial assistance, submit Expenditure Authorization Forms (see **Appendix 11**) to the PREOC on behalf of the EOC Director and with his/her/their signature
- ☐ Organize and control any acquisitions required in emergency operations. Process purchase orders and develop contracts in a timely manner

Record Costs

- ☐ Maintain all financial records throughout the event or disaster
- ☐ Keep the EOC Director, Management Team, Section Chiefs, and Chief and Council aware of the current financial situation and other related matters, on an ongoing basis
- ☐ Ensure that displays associated with the Finance Section are current, and that information is posted in a legible and concise manner

Manage the Finance Section

- ☐ Ensure the Finance Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps, and status boards
- ☐ Request additional personnel for the section as necessary to maintain 24-hour staffing capabilities
- ☐ Ensure all section personnel maintain their individual position logs and other paperwork as required
- ☐ Collect objectives from each activated Finance Unit prior to each Action Planning meeting
- ☐ Participate in Action Planning Meetings
- ☐ Coordinate daily time sheets and emergency expenditure with other EOC Sections

Recovery Phase:

- ☐ Facilitate application process for Emergency Response Funding and Disaster Financial Assistance
- ☐ Manage public finances
- ☐ Prepare and maintain the recovery budget
- ☐ Develop and maintain contracts
- ☐ Process accounting and claims
- ☐ Manage insurance settlements
- ☐ Ensure correct EMCR task number and authorization
- ☐ Complete appropriate EMCR claims and task forms
- ☐ Submit forms to EMCR Manager within 60 days of authorized emergency response task
- ☐ Ensure all paperwork is complete, and logs are closed and sent to the Documentation Unit in the Planning Section

Before Leaving:

- ☐ Deactivate units and any organizational elements when no longer required
- ☐ Ensure logs are closed, all paperwork is complete and sent to the Documentation Unit in Planning Section
- ☐ Follow the All Personnel – EOC Demobilization Checklist in **Appendix 6**

| Risk Management Officer | |
|-------------------------|---|
| Responsibilities: | <p>The Risk Management Officer assesses the high-level risks of the response effort and takes steps to protect organizations from unexpected losses. The RMO monitors and assess hazardous or unsafe situations and ensures EOC safety.</p> <p>Manage Risks – Ensure that good risk management practices are applied throughout the Tk'emlúps response and recovery organization and that every function contributes to the management of risk. Monitor situations for risk exposures and ascertain probabilities and potential consequences of future events.</p> <p>Ensure EOC Safety – Provide advice on safety issues. A Technical Specialist familiar with all aspects of safety and relevant legislation should be appointed to assist.</p> <p>Ensure EOC Security – Ensure that appropriate security measures have been established to allow only authorized access to the Tk'emlúps EOC facility and documents.</p> |
| Reports To: | EOC Director |
| Getting Started: | Follow the Generic All Personnel EOC Activation Checklist in Appendix 6 |
| Main Checklist: | <p>1. Manage Risks</p> <ul style="list-style-type: none"> • <u>Evaluate Damage and Potential Losses</u> – Collect damage and financial loss information, working with the Planning Section Chief. • <u>Evaluate Liability Exposure</u> – Evaluate situations and advise the EOC Director of any conditions and actions that might result in liability exposure for Tk'emlúps te Secwépemc, such as improper response or evacuation procedures. • <u>Advise Response Organizations</u> – Advise members of response organizations regarding options for risk control, during operational meetings and upon request. • <u>Promote Loss Prevention</u> – Advise on actions to reduce loss and suffering and, where appropriate, proactively support response and recovery objectives. • <u>Identify Claimants</u> – Identify potential claimants against Tk'emlúps te Secwépemc and the scope of their needs and concerns. • <u>Collect Evidence</u> – Gather and organize evidence that may assist all EOC organizations in managing legal claims, including documentation that may be more difficult to obtain later. • <u>Interview Witnesses</u> – Conduct interviews and take statements that address major risk management issues. • <u>Assist Public Information</u> – Assist the EOC Director in reviewing press releases, public alerts and warnings, and public information materials. • <u>Organize Records</u> – Organize and prepare records for final audit. <p>2. Ensure EOC Safety</p> <ul style="list-style-type: none"> • <u>Identify EOC Hazards</u> – Review any hazardous conditions of the facility with the EOC Logistics Section Chief, especially following a seismic event. • <u>Assist in Acquiring Safety Equipment</u> – Assist EOC Logistics Section Chief in obtaining any special safety equipment or procedures for the EOC. |

| | |
|-----------------|--|
| | <ul style="list-style-type: none"> • <u>Advise EOC Personnel</u> – Provide guidance to EOC staff regarding actions to protect themselves from the emergency event, such as smoke from a wildfire or aftershocks from an earthquake. • <u>Support Personnel Injury Claim Investigation</u> – Work with the EOC Finance / Administration Section Chief on any EOC personnel injury claims or records. • <u>Advise on EOC Setup</u> – Monitor set-up procedures for the EOC, ensuring that personnel adhere to proper safety regulations. <p>3. Ensure EOC Security</p> <ul style="list-style-type: none"> • <u>Monitor EOC Security</u> – Establish security checkpoints and EOC facility access, in cooperation with the EOC Logistics Section Chief, and arrange for staff sign-in and identification procedures. • <u>Improve Security, Where Needed</u> – Address any security issues with the EOC Director, recommending improvements where necessary. • <u>Secure Documentation</u> – Advise Planning Section on the types of information to collect, the organization of collected information, confidentiality, document security measures taken. |
| Before Leaving: | <ul style="list-style-type: none"> • Assist the EOC Director in de-activation activities including: • Collection of all relevant documents and electronic records • Collection of all material necessary for After Action Report • Security of EOC records • Follow the generic Demobilization Checklist. |
| Function Aids: | <p><u>Aids</u></p> <ul style="list-style-type: none"> • Documenting Issues <p><u>Forms</u></p> <ul style="list-style-type: none"> • Position Log (Form EOC 414) in Appendix 11 |

DEPUTY EOC DIRECTOR

| | |
|-------------------|---|
| Responsibilities: | <p>A Deputy EOC Director may be assigned to assist in managing the EOC group and responsibilities.</p> <p>Assist Information Flow – Ensure the efficient and effective flow of information within the EOC.</p> <p>Support the EOC Organization – Assist the EOC Director in organizing and supporting the EOC staff, appropriate to the needs of the emergency or disaster.</p> <p>Assist EOC Director – Support the EOC Director in all aspects of managing the EOC responsibilities, upon request. Assume the role of the EOC Director, if required.</p> <p>Assist with EOC Action Planning – Assist the Planning Section Chief in preparing for the EOC action planning meetings.</p> <p>Debrief EOC Personnel – Interview all EOC members as they leave to collect recommendations for improvements. Arrange for stress counseling, as required.</p> |
| Reports To: | EOC Director |
| Getting Started: | <p>Follow All Personnel Activation Checklist in Appendix 6</p> <p>Assist EOC Director in determining initial EOC activation level and staffing.</p> |
| Main Checklist: | <p>1. Assist Information Flow</p> <ul style="list-style-type: none"> • <u>Assist EOC Functions</u> – Help all activated EOC functions obtain the information required. • <u>Help Planning Section</u> – Assist Planning Section Chief and Information Officer in gathering critical information about the emergency situation. • <u>Liaise with PREOC</u> – Liaise with PREOC to ensure the ongoing exchange of information. <p>2. Support the EOC Organization</p> <ul style="list-style-type: none"> • <u>Assist with EOC Setup</u> – Supervise the set-up of the EOC facilities for the most effective and efficient operations. Ensure that appropriate equipment and supplies are in place. • <u>Assist with EOC Shift Planning</u> – Facilitate shift change and operational decisions with the EOC Director. Coordinate additional EOC staffing needs with Logistics Section, Personnel Unit Coordinator. • <u>Support Administrative Needs</u> – Ensure EOC management staff has sufficient administrative support, including assigning a recorder assigned to the EOC Director from the Documentation Unit. • <u>Assess EOC Staff Health</u> – Monitor the health and welfare of EOC staff. Mediate and resolve any personnel conflicts. <p>3. Assist EOC Director</p> <ul style="list-style-type: none"> • <u>Communicate Objectives</u> – Assist EOC Director in communicating priorities, objectives, and decisions to all EOC staff and agency representatives. • <u>Perform Special Assignments</u> – Undertake special assignments at the request of the EOC Director. • <u>Identify Issues</u> – Report significant events and any issues of concern to the EOC Director and advise of your activities on a regular basis. • <u>Fill Role of EOC Director</u> – Assume the role of the EOC Director in his/her absence. |

| | |
|-----------------|---|
| | <p>4. Assist with EOC Action Planning</p> <ul style="list-style-type: none"> • <u>Help with Planning Meetings</u> – Assist EOC Planning Section Chief with preparations for EOC Action Planning meetings. • <u>Meet with Others in EOC</u> – Participate in EOC Action Planning and Management Team meetings. <p>5. Debrief EOC Personnel</p> <ul style="list-style-type: none"> • <u>Hold Exit Interviews</u> – Conduct exit interviews with all key EOC members, recording their observations and recommendations for improving EOC operations. • <u>Provide Stress Counseling</u> – Arrange for and facilitate critical incident stress debriefs for EOC staff, as required. |
| Before Leaving: | <ul style="list-style-type: none"> • 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 coordinate staff recognition initiatives (i.e.: thank you letters) for EOC staff. • Follow the All Personnel EOC Demobilization Checklist |
| Function Aids: | <p><u>Aids</u></p> <p><u>Forms</u></p> <ul style="list-style-type: none"> • Decision / Approval Log (Form EOC 407) • Position Log (Form EOC 414) in Appendix 11 • EOC Action Plan (Form EOC 502) in Appendix 11 • EOC Incident Record (Form EOC 550) |

| LIAISON OFFICER | |
|-------------------|--|
| Responsibilities: | <p>The Liaison Officer is the EOC point of contact for assisting and cooperating agency representatives and responds to requests or concerns from stakeholder groups.</p> <p>Assist Agency Representatives – The Liaison Officer functions as the principal point of contact for representatives from other agencies arriving at the EOC.</p> <p>Keep External Agencies Informed – Liaise with organizations not represented in the EOC. All media contacts will be handled by the Information Officer.</p> <p>Advise EOC Director on EOC Staffing – Advise EOC Director in ensuring adequate EOC structure and staffing. Assist the EOC Director in ensuring proper procedures are in place for directing agency representatives, communicating with elected officials.</p> <p>Advise on EOC Action Plans – Assist and serve as an advisor to the EOC Director and Planning Section Chief, providing information and guidance related to the external functions of the EOC.</p> <p>Lead VIP Tours – Conduct VIP/visitor tours of the EOC facility.</p> |
| Reports To: | EOC Director |
| Getting Started: | <p>Follow All Personnel Activation Checklist in Appendix 6</p> <p>Ensure that an EOC check-in procedure is established immediately for use by all Agency Representatives (Form EOC 511).</p> |
| Main Checklist: | <p>1. Assist Agency Representatives</p> <ul style="list-style-type: none"> • <u>Greet Agency Representatives</u> – Identify yourself as the principal point of contact for representatives from other agencies arriving at the Tk'emlúps EOC. • <u>Advise on EOC Functions</u> – Working with the EOC Director, assist agency representatives in filling all necessary roles and responsibilities within the EOC. Ensure proper procedures are in place for directing agency representatives. • <u>Assist with Access to EOC Equipment and Supplies</u> – Ensure that agency representatives have access to functioning telephone, radio communications, and other EOC equipment. <p>2. Keep External Agencies Informed</p> <ul style="list-style-type: none"> • <u>Establish Communications</u> – Ensure that communications with appropriate external non-represented agencies (such as: Provincial Agencies, utility companies, volunteer organizations, private sector, etc.) are established and recorded (Form EOC 410). • <u>Work With External Agencies</u> – Liaise with local authorities, other EOCs, Provincial and Federal organizations, and other organizations not represented in the EOC. Communicate the EOC Action Plans and Situation Information, and request situation reports from external non-represented agencies and forward to the Planning Section Chief. • <u>Advise the EOC Director</u> – Let the EOC Director know of any critical information and requests that come to light in working with external agencies. |

| | |
|-----------------|--|
| | <p>3. Advise EOC Director on EOC Staffing</p> <ul style="list-style-type: none"> • <u>Advise on EOC Organization</u> – Work with the EOC Director to ensure the EOC organizational structure meets the requirements of the situation. • <u>Advise on EOC Staff</u> – Assist the EOC Director in determining appropriate staffing for the EOC. Help identify potential EOC staff members. Provide assistance with shift change activity as required. • <u>Orient New EOC Staff Members</u> – Upon request, advise all new EOC members on their roles and responsibilities. Provide an overview of BCERMS and the EOC operations to all untrained personnel. <p>4. Advise on EOC Action Plans</p> <ul style="list-style-type: none"> • <u>Assist with Action Plans</u> – Provide information on external and non-represented agencies to the Planning Section to assist in the development, continuous updating, and implementation of EOC Action Plans. • <u>Advise on External Agencies</u> – Assist and serve as an advisor to the EOC Director and Planning Section Chief, providing information and guidance related to the external functions of the EOC. • <u>Help Set Priorities</u> – With your knowledge of the EOC and external agencies, assist the EOC Director and EOC Group in developing overall EOC priorities. Advise on the capabilities and willingness of external agencies to undertake cooperative actions. <p>5. Lead VIP Tours</p> <ul style="list-style-type: none"> • <u>Lead VIP Tours</u> – Conduct VIP and visitor tours of the affected areas in the region and the EOC facility and explain the functions within. • <u>Participate in Media Tours</u> – Working with the EOC Information Officer, conduct media tours of EOC facility as requested. |
| Before Leaving: | <ul style="list-style-type: none"> • 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. • Follow the All Personnel EOC Demobilization Checklist |
| Function Aids: | <p><u>Aids</u> See Contact List in Appendix 1</p> <p><u>Forms</u></p> <ul style="list-style-type: none"> • Contact Log (Form EOC 410) • Position Log (Form EOC 414) in Appendix 11 • EOC Check-in / Check-out List (Form EOC 511) in Appendix 11 |

FIRE BRANCH COORDINATOR

| | |
|-------------------|--|
| Responsibilities: | <p>The EOC Fire Branch Coordinator manages fire resource requests in support of Incident Commanders at one or more sites. The Fire Branch does not direct suppression or rescue activities at the site but may coordinate the regional allocation of resources to meet EOC priorities.</p> <p>Coordinate resources for major structural fire – Coordinate the acquisition of fire / rescue resources, call utilities, and allocate crews to sites according to EOC priorities.</p> <p>Coordinate hazardous materials response – Coordinate contacts for response personnel and equipment if requested by Incident Commander.</p> <p>Coordinate structural protection during wild land/urban interface fire – Coordinate structural fire resources operating in unified command with BC Forest Service.</p> <p>Coordinate light and heavy search and rescue – Coordinate search and rescue operations in collapsed structures, including mutual aid.</p> <p>Manage the Fire Branch – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.</p> |
| Reports To: | EOC Operations Section Chief or EOC Director |
| Getting Started: | <p>Follow All Personnel Activation Checklist in Appendix 6</p> <p>Based on the situation, activate the necessary groups within the Fire Branch:</p> <ul style="list-style-type: none"> Structural Fire Suppression Group Hazmat Group Wild land Fire Suppression Group Search and Rescue Group |
| Main Checklist: | <p>1. Coordinate Resources for Major Structural Fire</p> <ul style="list-style-type: none"> <u>Coordinate Fire Resources</u> – Coordinate fire resources acquired outside mutual aid. The EOC Logistics Section will mobilize and arrange to transport these resources. NOTE: Incident Commanders control response activities at the site of an emergency. Incident Commanders are authorized to request and control structural fire resources available through mutual aid. <u>Allocate Resources by Priorities</u> – Allocate resources to Incident Commanders based on EOC priorities among several sites, in consultation with the Tk'emlúps EOC Director. <u>Work with Other EOCs</u> – Coordinate use of area fire suppression resources with the Fire Branch Coordinators at other EOCs. <u>Ensure Preservation of Evidence</u> – Advise Incident Commanders to preserve evidence where emergency may be caused by criminal activity, such as suspected act of terrorism. <p>2. Coordinate Hazardous Materials Response</p> <ul style="list-style-type: none"> <u>Contact Shippers</u> – If requested by Incident Commander, contact private company suppliers, who are responsible for emergency response plans and the costs of response under the federal Transportation of Dangerous Goods Act, Section 7. <u>Alert EMCR</u> – Notify EMCR for "fan-out" alert of incident and resource requirements, including the Environmental Emergency Response Officer from the Ministry of Water, Land and Air Protection. |

| | |
|-----------------|---|
| | <ul style="list-style-type: none"> • <u>Relay CANUTEC Information</u> – Contact the Canadian Transport Emergency Center (CANUTEC) at Transport Canada and coordinate the exchange of information and instructions to the site, if requested by Incident Commander. • <u>Access Expertise</u> – Contact PREOC for permission to access hazardous materials experts and equipment, if requested by Incident Commander. • <u>Arrange for Technical Specialists</u> – Contact technical specialists at a Lower Mainland Fire Department, e.g., Surrey, if requested by Incident Commander. <p>3. Coordinate Structural Protection During Wild land/Urban Interface Fire</p> <ul style="list-style-type: none"> • <u>Coordinate Structural Protection Resources</u> – Arrange for and coordinate resources for structural fire protection. NOTE: Fire Chiefs or designates will join BC Forest Service Incident Commander in unified command, and Fire Department personnel will report to Operations Section Chief at the Incident Command Post. • <u>Work with Office of the Fire Commissioner</u> – Liaise with Provincial Fire Commissioner, as required, to coordinate fire protection resources from external agencies. <p>4. Coordinate Light and Heavy Search and Rescue</p> <ul style="list-style-type: none"> • <u>Coordinate Urban SAR (search of buildings)</u> – Coordinate light and heavy urban search and rescue efforts in support of site operations. NOTE: All ground and inland waters search and rescue operations are coordinated through the Police Branch. • <u>Acquire Additional Resources</u> – Contact the PREOC for assistance with Heavy Urban Search and Rescue, if required. <p>5. Manage the Fire Branch</p> <ul style="list-style-type: none"> • <u>Work with Office of the Fire Commissioner</u> – Liaise with Provincial Fire Commissioner for hazards involving fire and explosion, as required. • <u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Fire Branch for the coming operational period. Provide Fire Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting. • <u>Report on Status</u> – Forward Fire Branch status reports to the EOC Resource Unit in the Planning Section. • <u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets). |
| Before Leaving: | <ul style="list-style-type: none"> • Forward any input towards the After-Action Report to the Operations Section Chief • Follow the Generic "Before Leaving" Checklist |
| Function Aids: | <p><u>Forms</u></p> <ul style="list-style-type: none"> • Request for Resources or Assistance (EOC Form 514) • Position Log (EOC Form 414) in Appendix 11 |

POLICE BRANCH COORDINATOR

| | |
|-------------------|--|
| Responsibilities: | <p>The Police Branch Coordinator manages RCMP resource requests in support of Incident Commanders at one or more sites. The Police Branch does not direct RCMP activities at the site but may coordinate the regional allocation of resources to meet EOC priorities.</p> <p>Enforce Laws During Emergency – Coordinate law enforcement operations to provide for the security of people and property. Request and coordinate RCMP mutual aid.</p> <p>Secure Affected Area(s) – Control access to affected areas, secure sites for subsequent investigation, and preserve evidence.</p> <p>Control Traffic – Coordinate traffic control, and clear routes for emergency vehicles.</p> <p>Coordinate Ground Search and Rescue – Coordinate ground search and rescue operations within the jurisdiction, including mutual aid. Coordinate services for the deceased with support of Coroner.</p> <p>Implement Evacuation Orders – Inform affected persons of evacuation alerts and orders, organize the transportation of evacuated persons to safety through Logistics Section, and secure evacuated areas.</p> <p>Manage the Police Branch – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.</p> |
| Reports To: | EOC Operations Section Chief or EOC Director |
| Getting Started: | <p>Follow All Personnel Activation Checklist in Appendix 6</p> <p>Based on the situation, activate the necessary units within the Police Branch:</p> <ul style="list-style-type: none"> Evacuation Unit RCMP Operations Unit Coroner Unit Search and Rescue Unit |
| Main Checklist: | <p>1. Enforce Laws During Emergency</p> <ul style="list-style-type: none"> <u>Coordinate Site Operations</u> – Coordinate law enforcement operations at one or more sites during a major emergency or disaster. <u>Arrange for Mutual Aid</u> – Determine the need for and arrange for RCMP mutual aid. <p>2. Secure Affected Area(s)</p> <ul style="list-style-type: none"> <u>Control Area Access</u> – Establish perimeters and control points around the affected area to control access, if requested by Incident Commander. <u>Support Investigations</u> – Secure site for subsequent investigation. <u>Preserve Evidence</u> – Advise Incident Commanders to preserve evidence where emergency may be caused by criminal activity or negligence. <u>Secure Marine Access to Area</u> – As appropriate, advise EMCR to initiate “Notice to Mariners.” <p>3. Control Traffic</p> <ul style="list-style-type: none"> <u>Control Area Traffic</u> – Working with Incident Commanders, coordinate area-wide traffic control operations during a major emergency. <u>Keep Emergency Vehicle Routes Open</u> – Upon request of Incident Commanders, clear routes for emergency vehicles. |

| | |
|-----------------|--|
| | <p>4. Coordinate Ground Search and Rescue</p> <ul style="list-style-type: none"> • <u>Coordinate Ground SAR</u> – Coordinate all ground and inland waters search and rescue operations in the jurisdiction. NOTE: Light and heavy search and rescue (digging through buildings) is coordinated through the Fire Branch. • <u>Support Coroner Services</u> – Determine need for Coroner's services and confirm that the Coroner has been alerted. Ensure Coroner activities are coordinated within the Police Branch of the EOC. Body recovery is a shared responsibility in support of Coroner. • <u>Coordinate Services for Deceased</u> – Coordinate services for the deceased and their immediate families, including notification of next-of-kin and information to family members. <p>5. Implement Evacuation Orders</p> <ul style="list-style-type: none"> • <u>Assess Population to Be Evacuated</u> – Prepare map of area to be evacuated, determine number of evacuees, and identify any special considerations. • <u>Identify Evacuation Routes</u> – Prepare a map of evacuation routes, including aquatic / aircraft evacuation points. Working with ESS Director, identify destinations for evacuees. • <u>Implement Evacuation Alerts and Orders</u> – Coordinate the issuance of evacuation alerts and orders to affected persons, as requested by the EOC Director, including door-to-door visits and commercial radio messages. • <u>Coordinate Neighborhood Evacuation</u> – Deploy personnel to inform residents of alert or evacuation order. Coordinate community groups through the Community Coordinator. • <u>Transport Evacuees</u> – Coordinate the transportation of evacuated persons to safety, as required and in cooperation with EOC Logistics Branch. • <u>Monitor Evacuation</u> – Sweep evacuated area, if safe to do so. Collect and summarize reports from traffic control points on vehicle numbers leaving evacuated area. • <u>Secure Evacuated Areas</u> – Coordinate security patrols of evacuated areas to prevent theft and vandalism, where safe to do so. Establish an access permit system to allow temporary access to evacuated areas, if approved by Incident Commander. <p>6. Manage the Police Branch</p> <ul style="list-style-type: none"> • <u>Work with PREOC</u> – Liaise with the PREOC for coordination of regional resources, as required. • <u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Fire Branch for the coming operational period. Provide Police Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting. • <u>Report on Status</u> – Forward Police Branch status reports to the EOC Resource Unit in the Planning Section. • <u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets). |
| Before Leaving: | <ul style="list-style-type: none"> • Determine demobilization status of branch units and RCMP operations. • Follow the All Personnel EOC Demobilization Checklist in Appendix 6 |

| | |
|----------------|---|
| Function Aids: | <p><u>Aids</u></p> <ul style="list-style-type: none"> • Tk'emlúps te Secwépemc Evacuation Plan <p><u>Forms</u></p> <ul style="list-style-type: none"> • Position Log (Form EOC 414) Appendix 11 • Steps in a Legal Evacuation • Evacuation Alert Bulletin. See Tk'emlúps te Secwépemc Evacuation Plan • Evacuation Order Bulletin. See Tk'emlúps te Secwépemc Evacuation Plan • Shelter-in-Place Bulletin. See Tk'emlúps te Secwépemc Evacuation Plan • Appendix 4 Evacuation Checklists for key messaging • All Clear Bulletin |
|----------------|---|

AMBULANCE BRANCH COORDINATOR

| | |
|-------------------|---|
| Responsibilities: | <p>The Ambulance Branch Coordinator manages ambulance resource requests in support of Incident Commanders at one or more sites. The Ambulance Branch does not direct activities at the site but allocates resources to meet EOC priorities. If two or more EOCs are activated, ambulance resources will be coordinated regionally through the PREOC.</p> <p>Determine Need for Ambulance Resources – Determine need for ambulance resources among site Safety Officers and other Operations Section Branch Coordinators within the EOC.</p> <p>Coordinate Ambulance Resources – Determine the availability of ambulance resources in the local area and region, and ensure appropriate resources are identified and mobilized.</p> <p>Distribute Casualties to Hospitals – Coordinate the transportation of the injured to evenly distribute casualties among medical facilities.</p> <p>Evacuate Health Care Facilities – Coordinate the transportation of persons evacuated from health care facilities, under the direction of the Incident Commander.</p> <p>Manage the Ambulance Branch – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.</p> |
| Reports To: | EOC Operations Section Chief or EOC Director |
| Getting Started: | Follow All Personnel Activation Checklist in Appendix 6 |
| Main Checklist: | <p>1. Determine Need for Ambulance Resources</p> <ul style="list-style-type: none"> • <u>Establish Site Communications</u> – Establish and maintain communication with the site(s). • <u>Determine Need to Assist Victims</u> – Determine status and need for ambulance resources. Coordinate with Incident Commanders to ensure adequate resources are available at rescue sites to triage, treat, and transport extricated victims. • <u>Determine Need to Assist First Responders</u> – Liaise with site Safety Officers and other EOC Operation Branch Coordinators to provide ambulance and first aid for responders. <p>2. Coordinate Ambulance Resources</p> <ul style="list-style-type: none"> • <u>Identify Available Resources</u> – Determine the availability of BC • <u>Regional Resources</u> – Relocate ambulance resources within the Ambulance resources in the operational area and region. Ensure that all available auxiliary ambulance resources are identified and mobilized as required. • <u>Obtain Additional Ambulance Resources, As Needed</u> – Call in crews as required by the emergency. • <u>Acquire Non-Ambulance Resources</u> – Coordinate with the Logistics Section to acquire non-ambulance transportation, such as local resources for moving the walking wounded, as required, or requested. • <u>Coordinate</u> region and from elsewhere in province to meet needs. <p>3. Distribute Casualties to Hospitals</p> <ul style="list-style-type: none"> • <u>Coordinate Victim Transportation</u> – Coordinate the transportation of injured victims to appropriate medical facilities as required to ensure casualties are |

| | |
|-----------------|--|
| | <p>evenly distributed to receiving facilities. Coordinate destinations with regional Health Authority and PREOC.</p> <ul style="list-style-type: none"> • <u>Keep Hospitals Informed</u> – Keep hospitals informed of the number of cases to expect. <p>4. Evacuate Health Care Facilities</p> <ul style="list-style-type: none"> • <u>Coordinate Transportation of Medical Evacuees</u> – Coordinate the transportation of evacuated persons requiring medical care from any facility under evacuation alert or order, working with facility administrators. <p>5. Manage the Ambulance Branch</p> <ul style="list-style-type: none"> • <u>Work with PREOC</u> – Liaise with the PREOC for coordination of regional resources, as required. • <u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Ambulance Branch for the coming operational period. Provide Ambulance Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting. • <u>Report on Status</u> – Forward Ambulance Branch status reports to the EOC Resource Unit in the Planning Section. • <u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets). |
| Before Leaving: | Follow the All Personnel EOC Demobilization Checklist in Appendix 6 |
| Function Aids: | <p><u>Forms</u></p> <ul style="list-style-type: none"> • Position Log (Form EOC 414) in Appendix 11 |

HEALTH BRANCH COORDINATOR

| | |
|-------------------|--|
| Responsibilities: | <p>The Health Branch Coordinator ensures coordination of hospitals, health units, continuing care, mental health, and environmental health within the area.</p> <p>Coordinate Preventative Measures in Public Health – The Health Branch Coordinator oversees community efforts to prevent illness from contaminated water or food during the emergency, including inspection of potable water, food delivery, and sewage systems.</p> <p>Assist with Medical Transportation – Assist in identifying and mobilizing available ambulance resources, including air transportation.</p> <p>Coordinate Health Care Facilities and Resources – Coordinate health care delivery, including special needs for pharmaceuticals, physically challenged or medically disabled persons, and care for displaced home care clients. Coordinate health care needs at Reception Centres.</p> <p>Coordinate Additional Health Facilities – Coordinate establishing additional health facilities, such as an advanced treatment centre or 200 bed emergency hospitals.</p> <p>Manage the Health Branch – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.</p> |
| Reports To: | EOC Operations Section Chief or EOC Director |
| Getting Started: | <ul style="list-style-type: none"> Follow the All-Personnel Activation Checklist in Appendix 6 Establish communications with Health Authority local EOC, and with Health Branches in other EOCs and at the PREOC. Determine capability of Health Authority to treat casualties. Determine the status and availability of mutual aid resources in the operational area, specifically industrial first-aiders, St. John Ambulance, and private / industrial ambulances. Assess and anticipate health services required to support the situation. |
| Main Checklist: | <p>1. Coordinate Preventative Measures in Public Health</p> <ul style="list-style-type: none"> <u>Coordinate Immunization and Epidemic Control</u> – Provide public health measures including epidemic control and immunization programs in consultation with Medical Health Officer. <u>Monitor Potable Water</u> – Ensure that potable water supplies are inspected and monitored. <u>Monitor Food Quality</u> – Ensure that food quality is regulated and inspected. <u>Monitor Sewage Systems</u> – Ensure that sewage systems are operating at acceptable levels. <u>Coordinate Health Inspection of Mass Feeding</u> – If mass feeding areas are established, advise Environmental Health Officers on locations for inspection purposes. <u>Monitor Stress</u> – Consider the need for critical incident stress debriefings for responders and affected persons. <p>2. Assist Ambulance Branch with Medical Transportation</p> <ul style="list-style-type: none"> <u>Advise Ambulance</u> – Advise on ambulance resources and medical transport needs. <u>Assist Ambulance Resources</u> – Assist in identifying and mobilizing available ambulance and auxiliary ambulance resources as required. |

| | |
|-----------------|--|
| | <ul style="list-style-type: none"> • <u>Assist Medical Transportation</u> – Assist with the transportation of injured victims and health care personnel to appropriate medical facilities as required or requested. • <u>Assist Acquiring Non-Ambulance Transportation</u> – Coordinate with the Logistics Section to acquire suitable non-ambulance transportation, such as buses for injured. • <u>Assist Medical Air Transportation</u> – Coordinate air transportation with Air Operations Branch. • <u>Assist Distribution of Casualties</u> – Assist the Ambulance Branch Coordinator in ensuring that casualties are evenly distributed to receiving facilities. <p>3. Coordinate Health Care Facilities and Resources</p> <ul style="list-style-type: none"> • <u>Assist Acquiring Health Supplies</u> – Coordinate with the Logistics Section and the Health Authority to obtain necessary supplies and equipment to support local health emergency response. • <u>Assist Acquiring Pharmaceuticals</u> – Assist with the coordination of pharmaceuticals as required or requested. • <u>Coordinate Support for Disabled</u> – Coordinate and support health services for physically challenged or medically disabled persons. • <u>Assist Other Health Care</u> – Assist with the coordination of other health care resources as required or requested. • <u>Assist Sheltering Home-Care Clients</u> – Liaise with ESS Branch Coordinator to assist with sheltering of displaced home care clients if needed. • <u>Coordinate Health Services at Reception Centres</u> – Coordinate health care needs at Reception Centres with ESS Branch Coordinator and contact the Health Authority if service delivery cannot be maintained. <p>4. Coordinate Additional Health Facilities</p> <ul style="list-style-type: none"> • <u>Coordinate Extra-ordinary Health Facilities</u> – Coordinate moving and establishing advanced treatment centre and/or 200 bed emergency hospitals, if needed. The activation and deployment of these units will be determined by the Health Authority and the BC Ambulance Service. (Note: These units are not small and take time to establish.) <p>5. Manage the Health Branch</p> <ul style="list-style-type: none"> • <u>Work with PREOC</u> – Liaise with the PREOC for coordination of regional resources, as required. • <u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Health Branch for the coming operational period. Provide Health Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting. • <u>Report on Status</u> – Forward Health Branch status reports to the EOC Resource Unit in the Planning Section. • <u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets). |
| Before Leaving: | Follow the All Personnel EOC Demobilization Checklist in Appendix 6 |
| Function Aids: | <ul style="list-style-type: none"> • Request for Resources or Assistance (EOC Form 514) Appendix 11 • Position Log (Form EOC 414) Appendix 11 |

EMERGENCY SUPPORT SERVICES BRANCH COORDINATOR

| | |
|-------------------|--|
| Responsibilities: | <p>The ESS Branch Coordinator works with volunteer and private agencies in the region to provide food, clothing, shelter, and other essential services as required for evacuees, displaced persons, and disaster victims in the affected area.</p> <p>Determine Need for ESS – Determine status of emergency and assess the level of ESS needed with EOC Director.</p> <p>Acquire ESS Resources – Call-out ESS volunteers and ensure that other appropriate ESS resources are identified and alerted.</p> <p>Coordinate Reception Centres and Other ESS Services – Coordinate the delivery of food, clothing, shelter, health, and other essential services for disaster victims in the area.</p> <p>Coordinate Community Health Services – Liaise between the Reception Centres and the Health Authority for the provision of health services.</p> <p>Manage the ESS Branch – Oversee the development of branch objectives, status reports, and daily expenditures. Liaise with the Min. Human Resources (MHR) to coordinate regional resources, as required.</p> |
| Reports To: | EOC Operations Section Chief or EOC Director |
| Getting Started: | Follow the All-Personnel Activation Checklist in Appendix 6 |
| Main Checklist: | <p>1. Determine Need for ESS</p> <ul style="list-style-type: none"> • <u>Determine ESS Needs</u> – Determine status of emergency and assess the level of ESS needed. • <u>Identify EMCR Task Number</u> – Note EMCR Task Number and relay it to all Reception Centre Managers. <p>2. Acquire ESS Resources</p> <ul style="list-style-type: none"> • <u>Alert ESS Teams</u> – Initiate call-out to ESS Volunteers and ESS agencies (e.g., Red Cross, Salvation Army) and advise to "stand-by." • <u>Activate Reception Centres</u> – Open one or more Reception Centers, Group Lodgings, or other alternate services. • <u>Transport ESS Resources</u> – Coordinate with the EOC Transportation Unit to arrange suitable transportation for ESS volunteers and supplies, as needed. Refer to the Appendix 1 Contact List. • <u>Coordinate ESS Mutual Aid</u> – Request ESS mutual aid from other communities, if required, in support of emergency social services. Work with Logistics to ensure proper resource request procedures are followed. <p>3. Coordinate Reception Centres and Other ESS Services</p> <ul style="list-style-type: none"> • <u>Acquire Communications</u> – Work with the EOC Logistics Section Chief to ensure telephone and/or radio communications are established with 1) Reception Centres, 2) Group Lodging Sites, 3) Other ESS support agencies, 4) Min. Human Resources Regional Office, and 5) PREOC. • <u>Coordinate Resource Delivery</u> – Coordinate the delivery of food, clothing, shelter, health services, and other essential services for disaster victims. Coordinate ESS resources with local suppliers and private agencies. • <u>Monitor Status of Reception Centres</u> – Determine the status of Reception Centres and any needs for resources. Develop and maintain a status board or other reference that depicts 1) Location of each Reception Centre, 2) |

| | |
|-----------------|---|
| | <p>Name of the Reception Centre Manager, 3) Phone and fax numbers for the Reception Centre, and 4) Number of persons processed by date and in total.</p> <ul style="list-style-type: none"> • <u>Authorize ESS Expenditures</u> – Ensure emergency expenses and extensions for ESS are pre-authorized by the Min. Human Resources. • <u>Coordinate Mutual Aid Requests</u> – Facilitate requests for ESS resources from other communities in the region, and/or from the PREOC, if able to do so. Seek approval from EOC Director before committing ESS resources to another community. <p>4. Coordinate Community Health Services</p> <ul style="list-style-type: none"> • <u>Work with Health Authority</u> – Request Health Authority attendance to support public health services. As a back-up, also contact the Medical Health Officer on call. • <u>Support Health Services at Reception Centres</u> – The ESS Branch Coordinator may be required to work with the Health Branch Coordinator in using Reception Centres as emergency health care facilities. <p>5. Manage the Health Branch</p> <ul style="list-style-type: none"> • <u>Work with MHR and Health Authority in PREOC</u> – Coordinate mutual aid resources with Reception Centre Managers. Liaise with the Min. Human Resources for coordination of regional resources, as required. Work in partnership with the Health Authority for Reception Centre supplies required for services beyond Stage 1 first aid, including establishment of temporary hospitals. • <u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Health Branch for the coming operational period. Provide Health Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting. • <u>Report on Status</u> – Forward Health Branch status reports to the EOC Resource Unit in the Planning Section. • <u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets). |
| Before Leaving: | <ul style="list-style-type: none"> • Determine demobilization status of ESS services (e.g., closing of reception centres, group lodging, volunteer centre, registration sites, etc.) and the deactivation of the ESS Headquarters and advise the Operations Section Chief. • Coordinate the transition of ESS services to Min. Human Resources regional office and recovery unit to ensure follow-up and/or continued services are provided to disaster victims. • Ensure all Registration and Inquiry documentation are secured by the Red Cross, and all referral forms for ESS services are archived by Min. Human Resources or the ESS Headquarters. • Collect all other completed ESS paperwork from all the ESS service centres and deliver to the Documentation Unit for appropriate storage. • Participate in debrief and assemble ESS "lessons learned" and suggestions for improvements. • Follow the All Personnel EOC Demobilization Checklist in Appendix 6 |
| Function Aids: | <ul style="list-style-type: none"> • ESS Reception Centre Group Lodging Situation Report (EOC Form 417) |

| | |
|--|--|
| | <ul style="list-style-type: none"> • ESS Situation Report (EOC Form 418) • Request for Resources or Assistance (EOC Form 514) in Appendix 11 • Position Log (EOC Form 414) in Appendix 11 |
|--|--|

ENVIRONMENTAL BRANCH COORDINATOR

| | |
|-------------------|---|
| Responsibilities: | <p>The Environmental Branch Coordinator assists site activities designed to protect the environment and coordinates local and regional response to hazardous spills, waste disposal issues, and other environmental concerns.</p> <p>Assess Situation and Identify Needs – Gather information on environmental issues, damage, and threats. Determine priorities for environmental assistance with the sites and the EOC Operations Section Chief.</p> <p>Acquire Environmental Resources – Determine the availability of resources for environmental protection in the area, and ensure all resources are identified and mobilized.</p> <p>Coordinate Environmental Resources – Coordinate local response to hazardous spills, waste disposal, working with regional and provincial environment officials and the private sector.</p> <p>Manage the Environmental Branch – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures. Liaise with the MHR for coordination of regional resources, as required.</p> |
| Reports To: | EOC Operations Section Chief or EOC Director |
| Getting Started: | Follow the All-Personnel Activation Checklist in Appendix 6 |
| Main Checklist: | <p>1. Assess Situation and Identify Needs</p> <ul style="list-style-type: none"> • <u>Communicate with Site</u> – Establish and maintain communication with the site(s) and determine status and need for environmental protection. • <u>Collect Information</u> – Gather information on environmental issues, damage, and threats. Forward to Situation Unit. • <u>Identify issues</u> – Assess and anticipate environmental concerns and recommended responses in support of the emergency situation. • <u>Identify Requirements</u> – Determine the scope and priority of environmental assistance required in consultation with the EOC Operations Section Chief and other Branch Coordinators. <p>2. Acquire Environmental Resources</p> <ul style="list-style-type: none"> • <u>Assess Resources</u> – Determine the status and availability of resources for environmental protection in the operational area. • <u>Mobilize Resources</u> – Ensure that all available resources are identified and mobilized as required. • <u>Assess Waste Disposal Options</u> – Determine the status and availability of waste storage and disposal facilities in the area. • <u>Acquire Resources</u> – Coordinate with the Logistics Section to acquire additional resources as required. <p>3. Coordinate Environmental Resources</p> <ul style="list-style-type: none"> • <u>Coordinate Resources</u> – Assist and/or coordinate local response to hazardous spills, waste disposal, working with regional and provincial environment officials and the private sector. • <u>Coordinate Haz Mat Response</u> – Coordinate hazardous materials response and support in cooperation with Fire Branch Coordinator, for situations involving hazardous materials. |

| | |
|-----------------|--|
| | <ul style="list-style-type: none"> • <u>Collaborate with Others</u> – Liaise with Min. Water, Land and Air Protection and regional Health Authority to assist and consult with exposure to hazardous materials and impacts on water and air resources. <p>5. Manage the Environmental Branch</p> <ul style="list-style-type: none"> • <u>Work with PREOC</u> – Coordinate mutual aid resources with Environmental Branch Coordinator(s) in other EOCs, as required. Liaise with the Provincial Regional Emergency Operations Centre (PREOC) for coordination of regional resources, as required. • <u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Environmental Branch for the coming operational period. Provide Environmental Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting. • <u>Report on Status</u> – Forward Environmental Branch status reports to the EOC Resource Unit in the Planning Section. • <u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets). |
| Before Leaving: | <ul style="list-style-type: none"> • Forward any input towards the EOC After Action Report to the Operations Section Chief. • Follow the All Personnel EOC Demobilization Checklist in Appendix 6 |
| Function Aids: | <ul style="list-style-type: none"> • Request for Resources or Assistance (EOC Form 514) in Appendix 11 • Position Log (EOC Form 414) in Appendix 11 |

ENGINEERING BRANCH COORDINATOR

| | |
|-------------------|--|
| Responsibilities: | <p>The EOC Engineering Branch Coordinator manages resource requests in support of Incident Commanders at one or more sites. The Engineering Branch does not direct assessment or repair activities at the site but may coordinate the regional allocation of resources to meet EOC priorities.</p> <p>Assess Situation and Identify Needs – Gather information on damage and threats to public facilities, infrastructure systems, and public works. Assess the extent of damage and recommend repairs.</p> <p>Acquire Engineering Resources – Identify the availability of resources for engineering operations in the area and ensure that required resources are identified and mobilized.</p> <p>Coordinate Engineering Resources and Projects – Coordinate engineering operations at the sites, including removing debris, maintaining emergency access routes, advising on safety of structures, and coordinating repair projects according to priorities set by EOC.</p> <p>Manage the Engineering Branch – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.</p> |
| Reports To: | EOC Operations Section Chief or EOC Director |
| Getting Started: | <ul style="list-style-type: none"> Follow the All-Personnel Activation Checklist in Appendix 6 Based on the situation, activate the necessary groups within the Engineering Branch: Damage/Safety Assessment Group Roads and Bridges Group Public Works Group |
| Main Checklist: | <p>1. Assess Situation and Identify Needs</p> <ul style="list-style-type: none"> <u>Communicate with Site</u> – Establish and maintain communication with the site(s) and determine status and need for engineering support. <u>Collect Information</u> – Gather information on damage and threats to public facilities. Forward information to the EOC Situation Unit. <u>Assess Damage</u> – Survey all infrastructure systems and public works, such as local roads, bridges, water supply systems, sewer systems, and public buildings within the area. <u>Identify Needs</u> – Assess the extent of damage and recommend courses of action for repair. Support damage and safety assessments carried out by the Situation Unit in the EOC Planning Section for both public and private facilities. <p>2. Acquire Engineering Resources</p> <ul style="list-style-type: none"> <u>Assess Resources</u> – Determine the status and availability of resources for engineering operations in the area. <u>Mobilize Resources</u> – Ensure that all available resources are identified and mobilized as required. <u>Acquire Resources</u> – Coordinate with the Logistics Section to acquire additional resources as required. Allocate resources to Incident Commanders based on EOC priorities among several sites, in consultation with the EOC Director. |

| | |
|-----------------|---|
| | <p>3. Coordinate Engineering Resources and Projects</p> <ul style="list-style-type: none"> • <u>Supply Fire Suppression Water</u> – Coordinate water supply for fire suppression with Fire Branch Coordinator. • <u>Maintain Road Access</u> – Maintain emergency traffic routes. • <u>Assess Buildings</u> – Advise on structural safety of buildings and structures. • <u>Remove Debris</u> – Coordinate debris removal services as required. • <u>Repair Public Works</u> – Coordinate repair projects to maintain public buildings and infrastructure, according to priorities set by the EOC. Assist and/or coordinate engineering projects to prevent further damage or repair damage. <p>4. Manage the Engineering Branch</p> <ul style="list-style-type: none"> • <u>Work with PREOC</u> – Coordinate mutual aid resources with Engineering Branch Coordinator(s) in other EOCs, as required. Liaise with the Provincial Regional Emergency Operations Centre (PREOC) for coordination of regional resources, as required. • <u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Engineering Branch for the coming operational period. Provide Engineering Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting. • <u>Report on Status</u> – Forward Engineering Branch status reports to the EOC Resource Unit in the Planning Section. • <u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets). |
| Before Leaving: | Follow the All Personnel EOC Demobilization Checklist in Appendix 6 |
| Function Aids: | <ul style="list-style-type: none"> • Position Log (Form EOC 414) in Appendix 11 |

UTILITIES BRANCH COORDINATOR

| | |
|-------------------|---|
| Responsibilities: | <p>The EOC Utilities Branch Coordinator synchronizes support for the repair of various utilities, including both public and private organizations. The Utilities Branch does not direct repair of utilities at the site but may coordinate the regional allocation of resources to meet EOC priorities.</p> <p>Report on the Situation – Gather information on damage and threats to utilities, and report on the extent of damage and time required for repairs.</p> <p>Acquire Utility Resources – Identify the availability of resources for utilities in the area and ensure that required resources are identified and mobilized.</p> <p>Coordinate Utility Repair – Coordinate support for utility repair and restoration, including travel restrictions to enhance public safety during repairs. Distribute available resources according to priorities set by EOC.</p> <p>Manage the Utilities Branch – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.</p> |
| Reports To: | EOC Operations Section Chief or EOC Director |
| Getting Started: | Follow the All-Personnel Activation Checklist in Appendix 6 |
| Main Checklist: | <p>1. Report on the Situation</p> <ul style="list-style-type: none"> • <u>Liaise with Utility Providers</u> – Establish and maintain communications with the utility providers in the affected area. Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to attend the EOC. Liaise with other utility representatives not present in EOC, and survey all utility systems. • <u>Collect Information</u> – Gather information on damage and threats to utilities. Determine the extent of damage to utility systems in the affected area. • <u>Assess Damage</u> – Report on the extent of damage and time required for repairs. • <u>Identify Water Contamination Concerns</u> – Keep the Health Authority informed of any regional threats regarding water contamination issues. <p>2. Acquire Utility Resources</p> <ul style="list-style-type: none"> • <u>Assess Resources</u> – Identify the availability of resources for utilities in the area. • <u>Mobilize Resources</u> – Ensure that available resources are identified and mobilized. • <u>Acquire Resources</u> – Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems. <p>3. Coordinate Utility Repair</p> <ul style="list-style-type: none"> • <u>Set Priorities</u> – Survey all utility systems and provide restoration priorities to providers. • <u>Allocate Resources</u> – Distribute available resources according to priorities set by EOC. • <u>Coordinate Resources</u> – Coordinate support for utility repair and restoration, including travel restrictions to enhance public safety during utility repairs. <p>4. Manage the Utilities Branch</p> |

| | |
|-----------------|---|
| | <ul style="list-style-type: none"> • <u>Work with PREOC</u> – Coordinate mutual aid resources with Utilities Branch Coordinator(s) in other EOCs, as required. Liaise with the Provincial Regional Emergency Operations Centre (PREOC) for coordination of regional resources, as required. • <u>Set Objectives for Each Operational Period</u> – Prepare objectives for the Utilities Branch for the coming operational period. Provide Utilities Branch objectives and status report to the Operations Section Chief prior to the next EOC Action Planning meeting. • <u>Report on Status</u> – Forward Utilities Branch status reports to the EOC Resource Unit in the Planning Section. • <u>Support Financial Objectives</u> – Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets). |
| Before Leaving: | <ul style="list-style-type: none"> • Determine demobilization status of the Utilities Branch and utility operations in the area and advise the EOC Operations Section Chief. • Follow the All Personnel EOC Demobilization Checklist |
| Function Aids: | <ul style="list-style-type: none"> • Position Log (Form EOC 414) Appendix 11 |

| SITUATION UNIT COORDINATOR | |
|----------------------------|--|
| Responsibilities: | <p>The Situation Unit Coordinator collects and organizes information on the incident status, damage, and response. Responsible for the evaluation, analysis, and display of information for use by EOC personnel.</p> <p><u>Collect Information</u> – Collect situation reports from site(s) and all active functions of the EOC.</p> <p><u>Assess Damage</u> – Oversee the collection of damage information. Prepare Damage Assessment reports for distribution to EOC and PREOC.</p> <p><u>Organize Information</u> – Create organizational schemes for collected data to facilitate storage and retrieval of information. Arrange for secure storage of collected information.</p> <p><u>Analyze Information</u> – Oversee the analysis of all incidents or disaster related information.</p> <p><u>Distribute / Display Information</u> – Prepare maps, status boards, and status reports to report current information.</p> |
| Reports To: | EOC Planning Section Chief |
| Getting Started: | Follow the All-Personnel Activation Checklist in Appendix 6 |
| Main Checklist: | <p>1. Collect Information</p> <ul style="list-style-type: none"> • <u>Liaise with Site</u> – Request that the Situation Unit Leader at the site Incident Command Post provides regular situation reports using (Form ICP 209). If required, place field observers in key locations (e.g., Incident Command Post) to facilitate the flow of information to the EOC Situation Unit. • <u>Collect EOC Information</u> – Collect status information from each active EOC Section and Management Staff Officer on a regular basis. <p>2. Assess Damage</p> <ul style="list-style-type: none"> • <u>Collect Damage Information</u> – Oversee the collection of damage information. Some information may be confidential until victims have been notified. Obtain photographic and video documentation of damage. Determine the need for field damage observers. • <u>Identify Victims</u> – Identify victims and evaluate the nature and extent of damage caused by the event. Identify the type of primary and secondary losses from the event. • <u>Document Damage</u> – Prepare a Damage Assessment (Form EOC 415). Ensure copies go to Risk Management Officer, Recovery Unit, and Documentation Unit. • <u>Assist Recovery Effort</u> – Cooperate with the Recovery Organization in assessing damage. <p>3. Organize Information</p> <ul style="list-style-type: none"> • <u>Organize Collected Information</u> – Create organizational schemes for collected data to facilitate storage and retrieval of information. • <u>Archive Information</u> – Arrange for secure storage of collected information. <p>4. Analyze Information</p> |

| | |
|-----------------|---|
| | <ul style="list-style-type: none"> • <u>Evaluate Information</u> – Determine or estimate the following: Geographic extent, fatalities, injuries, households damaged, businesses damaged, transportation damage, infrastructure damage, and other interpretations of collected information. <p>5. Distribute / Display Information</p> <ul style="list-style-type: none"> • <u>Display Information</u> – Prepare maps, status boards, and other displays contain current and accurate information. Ensure that adequate EOC members are assigned to maintain all information displays. • <u>Distribute Situation Reports</u> – Ensure that situation status reports are disseminated to EOC staff and to the PREOC. Coordinate with the Documentation Unit for Plan distribution and reproduction as required. Oversee the preparation and distribution of the EOC Situation Report (Form EOC 501). • <u>Support Information Release</u> – Meet with the Information Officer to coordinate access to current information. |
| Before Leaving: | Follow the Generic Before Leaving Checklist. |
| Function Aids: | <ul style="list-style-type: none"> • EOC Situation Status Board • Damage Assessment • Position Log (Form EOC 414) in Appendix 11 • Damage Assessment (Form EOC 415) • EOC Situation Report (EOC 501) in Appendix 11 |

| RESOURCE UNIT COORDINATOR | |
|---------------------------|---|
| Responsibilities: | <p>The Resource Unit Coordinator works with the Incident Command Post in preparing resource status information, charting the current status and location of resources, and maintaining displays of resource information.</p> <p>Collect Resource Information – Collect resource information from active functions of the EOC.</p> <p>Organize Resource Information – Create organizational schemes for collected resource information to facilitate sharing of status details.</p> <p>Distribute / Display Resource Information – Prepare status boards and resource status reports to share up-to-date information.</p> |
| Reports To: | EOC Planning Section Chief |
| Getting Started: | <ul style="list-style-type: none"> Follow the All-Personnel Activation Checklist in Appendix 6 Set up a Resource Tracking Board (see sample) |
| Main Checklist: | <p>1. Collect Resource Information</p> <ul style="list-style-type: none"> <u>Identify Critical Resources</u> – Obtain list of known critical resources from Planning Section Chief or EOC Director. Obtain copies of critical resource requests from the Logistics Section. <u>Liaise with Operations Section</u> – Coordinate with Operations Section to collect and centralize resource status information. Note: The Resource Unit only tracks resources; it does not obtain or supply them. <p>2. Organize Resource Information</p> <ul style="list-style-type: none"> <u>Identify Resources</u> – Use EOC Form 516 to identify resource kind and type, and whether they are Available, Assigned, or Out-of-Service. <u>Monitor Resource Requests</u> – As resource requests are received in Logistics, post the request on a status board, and track the progress of the request until filled. <u>Track Resources</u> – Track the progress of resource requests until filled. Coordinate closely with the Operation Section Branches and Logistics Section units, particularly Supply, Personnel, and Transportation. <p>3. Distribute / Display Resource Information</p> <ul style="list-style-type: none"> <u>Create Status Board</u> – Develop and maintain resource status boards and/or other tracking display systems. See Resource Status Board sample. <u>Keep Requestors Informed</u> – Assist EOC Operations and Logistics in notifying parties of the status of their resource requests, especially where there may be delays. It is not necessary to track mutual aid resources unless they are ordered through the Logistics Section. |
| Before Leaving: | Follow the All Personnel EOC Demobilization Checklist in Appendix 11 |
| Function Aids: | <ul style="list-style-type: none"> Resource Status Board (Sample) Position Log (Form EOC 414) |

| DOCUMENTATION UNIT COORDINATOR | |
|--------------------------------|---|
| Responsibilities: | <p>The Documentation Unit Coordinator maintains accurate and complete incident files, and stores both paper and electronic files for legal, analytical, and archival purposes.</p> <p>Collect EOC Documents – Collect records from each active EOC function daily. Take Meeting Minutes – Record proceedings of all EOC briefings and meetings. Copy and Distribute Reports and Plans – Reproduce and distribute approved EOC reports and plans. Organize and Secure Documents</p> |
| Reports To: | EOC Planning Section Chief |
| Getting Started: | <p>Follow the All-Personnel Activation Checklist in Appendix 6</p> <p>Set up and maintain document reproduction services for the EOC.</p> <p>Obtain at least one camera, preferably one digital and one video camera.</p> |
| Main Checklist: | <p>1. Collect EOC Documents</p> <ul style="list-style-type: none"> • <u>Identify Materials to Collect</u> – Meet with the EOC Director to confirm what EOC materials should be maintained as official records. See suggestions, attached. • <u>Collect Documents</u> – Collect records from each active EOC function daily. Collect, organize, and file all completed event or disaster related documents. • <u>Collect Position Logs</u> – Refer to EOC Organization Chart to ensure that you receive position logs from each activated function. Remind EOC members to mark appropriate documents with the date and time. <p>2. Take Meeting Minutes</p> <ul style="list-style-type: none"> • <u>Record Minutes</u> – Take minutes at all EOC briefings and meetings. • <u>Photograph Important Information</u> – Photograph whiteboards (time and date), and other important information generated at the EOC. <p>3. Copy and Distribute Plans and Reports</p> <ul style="list-style-type: none"> • <u>Distribute EOC Reports and Plans</u> – Reproduce and distribute approved Situation Reports and EOC Action Plans. Keep extra copies of reports and Plans available for special distribution, as required. • <u>Photocopy and Produce Documents</u> – Provide document production services to EOC staff. <p>4. Organize and Secure Documents</p> <ul style="list-style-type: none"> • <u>Store Documents</u> – Arrange for dedicated filing cabinets, preferably ones that can be locked and are fire resistant. Prepare file folders to reflect contents. • <u>Secure Documents</u> – Ensure security of EOC records, working with Risk Management Officer. |
| Before Leaving: | <ul style="list-style-type: none"> • Follow the All Personnel EOC Demobilization Checklist in Appendix 6 • Arrange to return photocopying equipment. • Process all photographs and ensure they are properly labelled. |
| Function Aids: | <ul style="list-style-type: none"> • EOC Documentation • Position Log (Form EOC 414) in Appendix 11 |

| ADVANCE PLANNING UNIT COORDINATOR | |
|-----------------------------------|--|
| Responsibilities: | <p>The Advanced Planning Unit Coordinator assesses available information to determine potential future impacts of the event or disaster, particularly issues that might influence overall EOC priorities and objectives.</p> <p>Review Available Information – Review the current reports, plans, and meet with the EOC members to determine the future direction and outcomes of the event or disaster.</p> <p>Identify Approaching EOC Issues – Identify potential response and recovery related issues likely to occur within the next 36 to 72 hours.</p> <p>Recommend EOC Objectives – Prepare an Advanced Plan to recommend EOC objectives in response to approaching issues.</p> |
| Reports To: | EOC Planning Section Chief |
| Getting Started: | Follow the All-Personnel Activation Checklist in Appendix 6 |
| Main Checklist: | <p>1. Review Available Information</p> <ul style="list-style-type: none"> • <u>Review Information</u> – Review available situation reports, status reports, action plans, and other significant documents. • <u>Liaise with EOC Managers</u> – Meet individually with the EOC Management Team and determine best estimates of the future direction and outcomes of the event or disaster. <p>2. Identify Approaching EOC Issues</p> <ul style="list-style-type: none"> • <u>Identify Potential Future Implications</u> – Determine potential future impacts of the event or disaster, particularly issues that might modify the overall EOC priorities. • <u>Identify Issues</u> – Identify potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours. <p>3. Recommend EOC Objectives</p> <ul style="list-style-type: none"> • <u>Brief EOC Members</u> – Provide periodic briefings to the EOC Director, Management Staff, and General Staff on approaching issues. • <u>Distribute Advanced Plan</u> – Submit an Advanced Plan to the Planning Section Chief for review and approval prior to implementation via briefings with the EOC Director and Management Team. • <u>Advise on Recovery Transition</u> – In conjunction with Recovery Unit Coordinator, recommend a transition strategy to the EOC Director when EOC activity shifts from response to recovery. |
| Before Leaving: | Follow the All Personnel EOC Demobilization Checklist in Appendix 6 |
| Function Aids: | <ul style="list-style-type: none"> • Position Log (Form EOC 414) in Appendix 11 |

| DEMobilization Unit Coordinator | |
|---------------------------------|---|
| Responsibilities: | <p>The Demobilization Unit Coordinator looks ahead to demobilization of the EOC personnel, facility, and equipment resources to ensure that movement is orderly, safe, and cost-effective.</p> <p>Monitor the Need for EOC Resources – Monitor the current situation and consult with EOC members regarding the need for EOC resources.</p> <p>Prepare Demobilization Plan – In consultation with the EOC Director and others, prepare a plan to demobilize EOC resources.</p> <p>Facilitate Demobilization Plan – Assist EOC members in completing all requirements before leaving the EOC.</p> |
| Reports To: | EOC Planning Section Chief |
| Getting Started: | Follow the All-Personnel Activation Checklist in Appendix 6 |
| Main Checklist: | <p>1. Monitor the Need for EOC Resources</p> <ul style="list-style-type: none"> • <u>Assess Opportunity to Demobilize</u> – Identify opportunities to demobilize EOC resources. Monitor the current situation, including EOC Action Plans, Situation Reports, and resource assignment lists. • <u>Liaise with EOC Managers</u> – Consult with Section Chiefs, Branch Coordinators, Liaison Officer and EOC Director regarding the need for EOC resources. <p>2. Prepare Demobilization Plan</p> <ul style="list-style-type: none"> • <u>Prepare Demobilization Plan</u> – Prepare a draft Demobilization Plan at least once during each operational period for as long as EOC functions are formally staffed. Finalize the Demobilization Plan for approval by the EOC Director. • <u>Discuss Demobilization</u> – Circulate the draft Demobilization Plan to the Planning Section Chief, EOC Director, and EOC Management Team for review. Meet individually with the General Staff to discuss the draft Demobilization Plan. <p>3. Facilitate Demobilization</p> <ul style="list-style-type: none"> • <u>Implement Demobilization</u> – Initiate the Demobilization Plan for the EOC as approved by the EOC Director. • <u>Ensure Demobilized Staff Submit Information</u> – Advise all Section Chiefs to ensure that demobilized staff complete and forward to Documentation Unit all reports, time sheets, and exit surveys prior to leaving the EOC. Advise individual EOC members on required actions prior to leaving the EOC. Refer all to the "Before Leaving" Checklist. |
| Before Leaving: | Follow the All Personnel EOC Demobilization Checklist in Appendix 6 |
| Function Aids: | <ul style="list-style-type: none"> • Position Log (Form EOC 414) in Appendix 11 |

| RECOVERY UNIT COORDINATOR | |
|---------------------------|---|
| Responsibilities: | <p>The Recovery Unit Coordinator develops a Recovery Plan, identifying the need for recovery, the recovery objectives, the appropriate initial structure, the players, the location of initial recovery facilities, and early recovery messages.</p> <p>Assess Situation – Assess the need for immediate and long-term reconstruction, restoration, and recovery of public infrastructure and services, mental and public health, and the socio-economic fabric.</p> <p>Control Donations – Issue public messages to control unsolicited donations of unwanted goods.</p> <p>Prepare Recovery Plan – Prepare a written plan advising on priorities for recovery of public infrastructure, and continuity of public services.</p> <p>Prepare Community Recovery Plan – Prepare a written community recovery plan for the incident, including recommendations for organization and functions.</p> |
| Reports To: | EOC Planning Section Chief |
| Getting Started: | Follow the All-Personnel Activation Checklist in Appendix 6 |
| Main Checklist: | <p>1. Assess Situation</p> <ul style="list-style-type: none"> • <u>Determine Immediate Recovery Needs</u> – Assess the need for immediate reconstruction efforts, such as utility restoration and debris removal. • <u>Determine Long-Term Recovery Needs</u> – Assess the need for long-term recovery actions required to restore and recover public and private infrastructure, property, mental and public health, and the socio-economic fabric. <p>2. Control Donations</p> <ul style="list-style-type: none"> • <u>Issue Public Messages</u> – Initiate public messages to request donations in the form of cash until specific needs can be identified. Work with the Information Officer to ensure this message is released as soon as possible. <p>3. Prepare Community Recovery Plan</p> <ul style="list-style-type: none"> • <u>Develop Facilities Repair Plan</u> – Prepare a written plan advising on the actions required by priority for recovery of roads, potable water systems, sewers systems, hospitals, and other infrastructure to pre-emergency conditions. • <u>Develop Business Continuity Plan</u> – Prepare a written plan advising on the activation of the Business Continuity Plan for the continuation of public services by Tk'emlúps te Secwépemc. • <u>Access Victim Information</u> – Assist ESS Reception Centres in collecting evacuee information and sharing data with the Recovery Organization. • <u>Develop Community Recovery Plan</u> – Formulate a community recovery plan for the incident, including recommendations for: <ul style="list-style-type: none"> • Recommended Functions • Priority of Efforts • Support Requirements • Coordination Requirements • Reporting Requirements |
| Before Leaving: | Follow the All Personnel EOC Demobilization Checklist in Appendix 6 |
| Function Aids: | <ul style="list-style-type: none"> • Position Log (Form EOC 414) Appendix 11 |

| TECHNICAL SPECIALIST UNIT COORDINATOR | |
|---------------------------------------|--|
| Responsibilities: | <p>The Technical Specialist Unit Coordinator establishes the work specifications for and assigns technical specialists to the EOC based on requests from management or general staff.</p> <p>Identify Specialists – Locate specialists in subjects that may be needed during response and recovery to the emergency event.</p> <p>Manage Technical Specialists – Assign specialists within the EOC organization and monitor their organizational effectiveness.</p> |
| Reports To: | EOC Planning Section Chief |
| Getting Started: | Follow All Personnel Activation Checklist in Appendix 6 |
| Main Checklist: | <p>1. Identify Specialists</p> <ul style="list-style-type: none"> • <u>Inventory Technical Specialists</u> – Maintain inventory of technical specialists, such as meteorologists, fire behavior specialist, geologists, or engineering experts for multiple incident sites. • <u>Confirm Availability</u> – Ensure that qualified specialists are available in the areas required by the particular event or disaster. Coordinate with the Logistics Section to ensure that technical staff are located. <p>2. Manage Technical Specialists</p> <ul style="list-style-type: none"> • <u>Orient Technical Specialists</u> – Ensure each technical specialist is given an orientation to the EOC and receives instructions on completing a Position Log (EOC Form 414). • <u>Collect Contact Information</u> – Obtain contact information (e.g., business card) from each specialist, if possible. • <u>Assign Technical Specialists</u> – Assign technical staff to assist the EOC sections in coordinating specialized areas of response or recovery. |
| Before Leaving: | Follow the All Personnel EOC Demobilization Checklist in Appendix 6 |
| Function Aids: | <ul style="list-style-type: none"> • Position Log (Form EOC 414) in Appendix 11 |

| INFORMATION TECHNOLOGY BRANCH COORDINATOR | |
|---|---|
| Responsibilities: | <p>The Information Technology Branch Coordinator ensures the EOC has access to radio, telephone, and other communication means, as well as computer resources and services, as required.</p> <p>Establish and Maintain EOC Telephone and Fax Communications – Provide telephone and fax services to EOC staff. Establish a toll-free Public Information Line or Call Centre, if required.</p> <p>Establish and Maintain EOC Radio Communications – Mobilize and coordinate amateur radio resources to augment primary communication systems as required.</p> <p>Establish Telecommunications at Media Centre – Provide necessary telecommunications when Information Officer establishes a Media Information Centre.</p> <p>Establish Communications at Reception Centres – Establish telephone and radio communications at Reception Centres and assign volunteer radio operators to external locations as required.</p> <p>Support Use of Information Technology in EOC – Establish computer, printer, Internet access, and email addresses for key EOC functions.</p> |
| Reports To: | EOC Logistics Section Chief |
| Getting Started: | <ul style="list-style-type: none"> Follow the All-Personnel Activation Checklist in Appendix 6 Based on the situation, activate the necessary units within the Information Technology Branch: <ul style="list-style-type: none"> Communications Unit Computer Systems Unit Prepare objectives for the Information Technology Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting. Issue Communications Operational Instruction (COI), containing information specific to the emergency operation and the communication resources available to the EOC. Update the various components periodically, as needed. |
| Main Checklist: | <p>1. Establish and Maintain EOC Telephone and Fax Communications</p> <ul style="list-style-type: none"> <u>Supply EOC Telephone and Fax Connections</u> – Ensure telephone and fax resources and services are provided to EOC staff, as required. <u>Support Call Centre</u> – Provide necessary telephone equipment and service if and when Information Officer establishes a toll-free Public Information Line or Call Centre. <u>Post Communications Status Board</u> – Create and maintain a telephone and radio communications status board and assign telephone numbers to EOC functions. <p>2. Establish and Maintain EOC Radio Communications</p> <ul style="list-style-type: none"> <u>Set up EOC Radio Communications</u> – Mobilize and coordinate amateur radio resources to augment primary communication systems as required. <u>Link with Sites and PREOC</u> – Ensure that a radio communications link is established with Incident Commander(s) and the Provincial Regional Emergency Operations Centre (PREOC), if established. |

| | |
|-----------------|--|
| | <ul style="list-style-type: none"> • <u>Provide Communications Personnel</u> – Ensure that adequate communications operators are available for 24-hour coverage. Develop a shift schedule. Ensure that technical personnel are available for radio communication equipment maintenance and repair. • <u>Document EOC Communications System</u> – Develop and distribute a Communications Plan that identifies all systems in use and lists specific frequencies allotted for the event. <p>3. Establish Telecommunications at Media Centre</p> <ul style="list-style-type: none"> • <u>Support Media Communications</u> – Provide necessary telecommunications when Information Officer establishes a Media Information Centre. <p>4. Establish Communications at Reception Centres</p> <ul style="list-style-type: none"> • <u>Support Reception Centre Communications</u> – Assist ESS Branch Director with telephone and radio communications at Reception Centres. • <u>Assign External Radio Personnel</u> – Assign volunteer radio operators to external locations as required. <p>5. Support Use of Information Technology in EOC</p> <ul style="list-style-type: none"> • <u>Assess EOC Computer Needs</u> – Determine computer requirements for all activated EOC functions. • <u>Establish EOC Computer Capabilities</u> – Establish computer, printer, Internet access, and email systems for the following functions, as directed by Logistics Section Chief: <ul style="list-style-type: none"> • EOC Director • Information Officer • Planning Section Chief • Finance/Admin Section Chief • Others, as directed. • <u>Train EOC Users</u> – Inform all EOC Sections/Branches/Units regarding the use of information technology. • <u>Troubleshoot EOC Systems</u> – Ensure that computer technical personnel are available for equipment and application program maintenance and repair. • <u>Track Expenses</u> – Inform the EOC Support Branch Coordinator of any purchases or acquisitions of computer equipment. • <u>Maintain Status Board</u> – Create and maintain an Information Technology status board. |
| Before Leaving: | <ul style="list-style-type: none"> • Ensure that all expenditures and financial claims have been coordinated through the Finance / Admin Section. • Follow the All Personnel EOC Demobilization Checklist |
| Function Aids: | <ul style="list-style-type: none"> • EOC Communications • Position Log (Form EOC 414) in Appendix 11 |

EOC SUPPORT BRANCH COORDINATOR

| | |
|-------------------|--|
| Responsibilities: | <p>The EOC Support Branch Coordinator ensures that EOC facilities are provided for the response effort, including securing access to the facilities, and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.</p> <p>Manage EOC Facilities – Secure access to and manage all EOC facilities. Coordinate utilities, including provision of electricity, heat, water, and waste removal.</p> <p>Manage EOC Equipment and Supplies – Acquire and distribute office supplies, equipment, and refreshment required by EOC personnel.</p> <p>Manage EOC Security – Ensure adequate measures are taken to secure all EOC facilities from access by un-authorized persons.</p> <p>Provide EOC Clerical Support – Arrange for and supervise clerical staff for the EOC.</p> |
| Reports To: | EOC Logistics Section Chief |
| Getting Started: | Follow the All-Personnel Activation Checklist in Appendix 6 |
| Main Checklist: | <p>1. Manage EOC Facilities</p> <ul style="list-style-type: none"> • <u>Identify EOC Facility Needs</u> – Determine facilities and furnishings required for effective operation of the EOC, working with the EOC Director. • <u>Access Non-Owned Facilities</u> – Secure legal access and use of non-owned facilities through contract, working with the Procurement Unit and the Risk Management Officer. • <u>Manage EOC Utilities and Maintenance</u> – Coordinate EOC utilities, including provision of electricity, heat, water, and waste removal. Arrange for continuous maintenance of acquired EOC facilities. • <u>Clean and Repair EOC Facilities Prior to Return</u> – Ensure all buildings, floors, and workspaces are returned to their original state when no longer needed. <p>2. Manage EOC Supplies</p> <ul style="list-style-type: none"> • <u>Furnish EOC</u> – Provide furniture, supplies, and materials necessary to configure the EOC facilities in a manner adequate to accomplish the mission. • <u>Arrange EOC Refreshments</u> – Ensure adequate and nutritious food and refreshment is provided to EOC staff. Arrange for and supervise food-catering services for EOC staff. • <u>Maintain EOC Inventory</u> – Maintain an inventory list of items used by the EOC in response and recovery. • <u>Maintain EOC Facilities Status Board</u> – Develop and maintain a status board or other reference that depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager. <p>3. EOC Security</p> <ul style="list-style-type: none"> • <u>Support EOC Safety</u> – Ensure all structures are safe for occupancy and that they comply with appropriate regulations and bylaws. • <u>Support EOC Security</u> – Secure access to EOC facilities. Ensure adequate measures are taken to secure all EOC facilities from access by un-authorized persons. Manage facility keys to limit off-hours access to essential EOC personnel. |

| | |
|-----------------|---|
| | 4. EOC Clerical Support <ul style="list-style-type: none"> • <u>Manage Clerical Support for EOC</u> – Arrange for and supervise clerical staff for the EOC. |
| Before Leaving: | <ul style="list-style-type: none"> • As facilities are vacated during demobilization, coordinate with the facility manager to return the EOC facility to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility. • Follow the All Personnel EOC Demobilization Checklist |
| Function Aids: | <ul style="list-style-type: none"> • EOC Food Plan • EOC Inventory • Position Log (Form EOC 414) in Appendix 11 |

SUPPLY BRANCH COORDINATOR

| | |
|-------------------|---|
| Responsibilities: | <p>The Supply Branch Coordinator oversees the acquisition and allocation of supplies and materials not normally provided through mutual aid or normal agency channels.</p> <p>Meet Site Requests for Equipment and Supplies – Identify the number and type of resources required, where they are needed and the person or unit that should receive the supplies.</p> <p>Acquire Resources –Oversee the acquisition and allocation of supplies and materiel not normally provided through mutual aid or normal agency channels.</p> <p>Coordinate the Delivery of Supplies – Coordinate delivery of supplies and material as required.</p> <p>Coordinate with Finance/Admin –Ensure that all required purchase documents and procedures are completed and followed, working with the Finance/Admin Section.</p> |
| Reports To: | EOC Logistics Section Chief |
| Getting Started: | Follow the All-Personnel Activation Checklist in Appendix 6 |
| Main Checklist: | <p>1. Identify Site Needs for Equipment and Supplies</p> <ul style="list-style-type: none"> • <u>Receive Resource Requests</u> – Process incoming site requests for equipment and supplies. Identify the number and type of resources required, where they are needed and the person or unit that should receive the supplies. • <u>Identify Priorities</u> – Coordinate closely with the Operations Section Chief to establish priorities for resource allocation within the operational area. Determine if the item can be provided without cost from another jurisdiction or through the PREOC. <p>2. Acquire Resources</p> <ul style="list-style-type: none"> • <u>Locate Resources</u> – Acquire equipment, supplies, and facilities. Determine if requested types and quantities of supplies and materials are available in inventory or from the area. Oversee the acquisition and allocation of supplies and materiel not normally provided through mutual aid or normal agency channels. • <u>Estimate Arrival Time</u> – Determine the estimated time of arrival of supplies and advise the requesting parties accordingly. <p>3. Coordinate the Delivery of Supplies</p> <ul style="list-style-type: none"> • <u>Arrange to Supply Supplies</u> – Supply material and equipment resources to sites. Coordinate delivery of supplies and materiel as required. • <u>Coordinate Delivery</u> – Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick-up and delivery through the Transportation Unit. • <u>Maintain Status Board</u> – Working with the Resource Unit, maintain a status board or other reference depicting supply actions in progress and their current status (See EOC 515). <p>4. Coordinate with Finance/Admin</p> <ul style="list-style-type: none"> • <u>Determine Spending Authority</u> – With the Logistics Section Chief, determine level of purchasing authority for the Logistics Section. Coordinate closely with the Purchasing Unit in the Finance/Admin Section in following all |

| | |
|-----------------|---|
| | <p>required procedures. Seek approval from the Finance/Admin Section Chief for orders exceeding the purchase order limit before completing the order.</p> <ul style="list-style-type: none"> • <u>Facilitate Contracts</u> – If vendor contracts are required for specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements. • <u>Control Costs</u> – Identify high-cost resources that could be demobilized early and advise other Section Chiefs. |
| Before Leaving: | Follow the All Personnel EOC Demobilization Checklist in Appendix 6 |
| Function Aids: | <ul style="list-style-type: none"> • Position Log (Form EOC 414) in Appendix 11 • Request for Resource or Assistance (Form EOC 514) Appendix 11 |

PERSONNEL BRANCH COORDINATOR

| | |
|-------------------|--|
| Responsibilities: | <p>The Personnel Branch Coordinator provide personnel resources as requested in support of the EOC and Site Operations. Responsible for Identifying, recruiting, and registering staff and volunteers as required.</p> <p>Support Site Requests for Personnel – Coordinate requests for site personnel, accounting for priorities among all sites. Acquire and assign personnel with the appropriate qualifications.</p> <p>Support EOC Personnel Requests – Coordinate requests for EOC personnel and assign available personnel appropriate with their training and qualifications. Coordinate with EOC Director or Deputy EOC Director.</p> <p>Coordinate Volunteers – Liaise with community volunteer organizations to acquire personnel to fill both site and EOC requests. Develop systems to manage convergent volunteers.</p> |
| Reports To: | EOC Logistics Section Chief |
| Getting Started: | Follow the All-Personnel Activation Checklist in Appendix 6 |
| Main Checklist: | <p>1. Support Site Requests for Personnel</p> <ul style="list-style-type: none"> • <u>Receive Requests for Site Personnel</u> – Process incoming site requests for personnel support. Identify the number of personnel required, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. • <u>Acquire Site Personnel Resources</u> – Acquire personnel resources in support of site(s) from 1) Within the jurisdiction, 2) Among outside agencies, and 3) Among community volunteers. • <u>Transport Personnel to Site</u> – Coordinate with Transportation Unit to meet personnel requirements for transportation to the site. Determine the estimated time of arrival of responding personnel and advise the requesting parties accordingly. • <u>Maintain Personnel Status Board</u> – Maintain a status board or other reference to keep track of incoming and assigned personnel resources. NOTE: Personnel safety briefings will be provided by the site Incident Commander or Safety Officer. <p>2. Support EOC Personnel Requests</p> <ul style="list-style-type: none"> • <u>Receive Requests for EOC Personnel</u> – Coordinate all requests for EOC personnel. Identify the number of personnel required, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. • <u>Acquire EOC Personnel</u> – Acquire EOC personnel from 1) Within the jurisdiction, 2) Among outside agencies, and 3) Among community volunteers. • <u>Maintain EOC Personnel Status Board</u> – In conjunction with the Documentation Unit, develop a large poster-size EOC organization chart depicting each activated function. Upon check in, indicate the name of the person occupying each function on the chart. Post the chart where it is accessible to all EOC personnel. • <u>Receive and Orient EOC Personnel</u> – Check in all incoming EOC personnel (See Form EOC 511 and Form EMCR Task Reg. 512). Coordinate with the |

| | |
|-----------------|--|
| | <p>Deputy EOC Director and Risk Management Officer to ensure EOC incoming personnel have EOC badges, checklists, vests, and safety briefing upon check-in.</p> <ul style="list-style-type: none"> • <u>Manage EOC Shift Schedules</u> – Develop shift schedules. • <u>Accommodate EOC Personnel</u> – Arrange accommodation for out-of-town personnel. Coordinate with ESS Branch, Supply Unit, and Procurement Unit. • <u>Manage EOC Stress Counseling</u> – In coordination with the Risk Management Officer, determine the need for crisis counseling for both site and EOC emergency workers, including volunteers. Acquire mental health specialists, as needed. <p>3. Coordinate Volunteers</p> <ul style="list-style-type: none"> • <u>Liaise with Volunteer Agencies</u> – Establish communications with volunteer agencies and other organizations that can provide personnel resources. • <u>Register Volunteers</u> – Register convergent volunteers, as required, using Form EOC 511 and Form EMCR Task Registration Form 512. |
| Before Leaving: | Follow the All Personnel EOC Demobilization Checklist in Appendix 6 |
| Function Aids: | <ul style="list-style-type: none"> • BCERMS Overview • Walk-In Volunteers • Welcome to the EOC • Position Log (Form EOC 414) Appendix 11 • EOC Check-in / Check-out List (Form EOC 511) Appendix 11 • EMCR Task Registration (Form EOC 512) |

TRANSPORTATION BRANCH COORDINATOR

| | |
|-------------------|---|
| Responsibilities: | <p>The Transportation Branch Coordinator arranges for the acquisition or use of required transportation resources in support of site activities and the EOC Action Plan.</p> <p>Determine Transportation Needs and Limitations – Coordinate transportation needs with other EOC personnel and determine the status of transportation routes in the region.</p> <p>Acquire Transportation Resources – Consult Resource Contact List in ERRP Appendix to identify potential transportation resources.</p> <p>Coordinate Transportation Services – Coordinate the delivery of transportation resources to sites.</p> <p>Develop a Transportation Plan – Develop a Transportation Plan to support the EOC Action Plan.</p> |
| Reports To: | EOC Logistics Section Chief |
| Getting Started: | <ul style="list-style-type: none"> Follow the All-Personnel Activation Checklist in Appendix 6 Relevant Contact List contacts. See Appendix 1 |
| Main Checklist: | <p>1. Determine Transportation Needs and Limitations</p> <ul style="list-style-type: none"> <u>Identify Needs</u> – Coordinate transportation needs with Supply and Personnel Units, Operations Section Branches, Information and Liaison Officers. <u>Receive Transportation Requests</u> – Coordinate site requests for transportation services, accounting for priorities among all sites. Coordinate EOC requests for transportation. <u>Assess Transportation Routes</u> – Routinely liaise with the Situation Unit to determine the status of transportation routes in and around the area. <p>2. Acquire Transportation Resources</p> <ul style="list-style-type: none"> <u>Identify Resources</u> – Consult Resource Contact List in ERRP Appendix to identify potential transportation resources. <u>Acquire Transportation Resources</u> – Establish contact with local transportation agencies and schools to determine availability of transportation resources. Acquire transportation resources with the appropriate qualifications. <p>3. Coordinate Transportation Services</p> <ul style="list-style-type: none"> <u>Deliver Transportation</u> – Coordinate the delivery of transportation resources to sites. <u>Maintain Status Board</u> – Maintain a status board or other reference to keep track of available and assigned transportation resources. <p>4. Develop a Transportation Plan</p> <ul style="list-style-type: none"> <u>Prepare Transportation Plan</u> – Develop a Transportation Plan to support the EOC Action Plan, working with other EOC personnel. Consider the elements identified as "Suggested Items for a Transportation Plan." |
| Before Leaving: | Follow the All Personnel EOC Demobilization Checklist in Appendix 6 |
| Function Aids: | <ul style="list-style-type: none"> Position Log (Form EOC 414) in Appendix 11 |

| TIME UNIT COORDINATOR | |
|-----------------------|---|
| Responsibilities: | <p>The Time Unit Coordinator tracks, records, and reports all on-duty time for personnel, including hired and contracted individuals working during the event or disaster.</p> <p>Establish Time Unit Procedures – Determine procedures for recording EOC personnel time, and establish a file for each EOC employee, volunteer, and agency representative.</p> <p>Collect Time Reports – Gather and / or update time reports from all EOC personnel and ensure accuracy of records.</p> <p>Submit Time Records Tk'emlúps Treasurer – Submit personnel time records, travel expense claims and other related forms for employees to the Tk'emlúps Treasurer.</p> |
| Reports To: | EOC Finance / Admin Section Chief |
| Getting Started: | Follow the All-Personnel Activation Checklist in Appendix 6 |
| Main Checklist: | <p>1. Establish Time Unit Procedures</p> <ul style="list-style-type: none"> • <u>Develop Time-Keeping Method</u> – Determine methods for recording EOC personnel time, working with the Finance / Admin Section Chief. Use your jurisdiction's regular payroll time sheets, where possible. • <u>Create Employee Records</u> – Establish a file for each employee or volunteer to maintain a fiscal record for as long as the person is assigned to the EOC. Refer to completed personnel Check-in Lists (See EOC 511) from the Personnel Unit for the identity of all EOC personnel. • <u>Advise Supervisors about Personnel Records</u>– Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them. <p>2. Collect Time Reports</p> <ul style="list-style-type: none"> • <u>Assemble Time Records</u> – Initiate, gather, or update time reports from all EOC personnel, including volunteers and agency representatives assigned to each shift. • <u>Verify Time Records</u> – Check time records to ensure they are accurate and prepared according to policy. • <u>Track Overtime Costs</u> – Maintain a daily overtime spreadsheet to estimate overtime payments for Tk'emlúps staff. Log the information (i.e., casual or full-time employee, pay rate, type of work, regular hours per day, days per week) into a daily overtime master spreadsheet so that overtime is evident. • <u>Collect Overtime Records</u> – Ensure all Tk'emlúps staff daily complete a timesheet called the “daily salary spreadsheet.” Submit the completed timesheet for each shift, or staff members may submit individual timesheets at the end of their shifts. For missing timesheet information, consult the EOC’s “Check In/Check Out Sheet” (EOC Form 511) or obtain the staffing schedules from EOC supervisors. <p>3. Submit Time Records to Treasurer</p> <ul style="list-style-type: none"> • <u>Submit Staff Records for Payment</u> – Submit personnel time records, travel expense claims and other related forms for employees to the Tk'emlúps Treasurer. |
| Before Leaving: | Follow the All Personnel EOC Demobilization Checklist in Appendix 6 |

| | |
|----------------|---|
| Function Aids: | <ul style="list-style-type: none"> • Suggested Items for a Transportation Plan • Position Log (Form EOC 414) in Appendix 11 |
|----------------|---|

| PROCUREMENT UNIT COORDINATOR | |
|------------------------------|--|
| Responsibilities: | <p>The Procurement Unit Coordinator provides administrative services pertaining to all matters involving purchase, hire, contract, rental, and leases of resources through the EOC.</p> <p>Establish Procurement Procedures – Determine procurement policies and procedures for your jurisdiction, including the approved processes for contracting.</p> <p>Coordinate Contracts – Oversee the development and maintenance of all contracts initiated through the EOC for purchase, lease, or rent of acquired resources.</p> <p>Submit Procurement Records to Cost Unit – Forward costs and payment schedules to Cost Unit for processing of all EOC contracts.</p> |
| Reports To: | EOC Finance / Admin Section Chief |
| Getting Started: | Follow the All-Personnel Activation Checklist in Appendix 6 |
| Main Checklist: | <p>1. Establish Procurement Procedures</p> <ul style="list-style-type: none"> • <u>Confirm Procurement Authorization</u> – Review emergency procurement procedures and policies of the Community, including the identity of EOC personnel authorized to commit the Community to a contract. • <u>Advise EOC Personnel on Procurement Procedures</u> – Ensure that all EOC personnel know the approved processes for procurement, including contracting procedures. • <u>Obtain Contract Forms</u> – Obtain approved contract forms for use in all EOC procurement. <p>2. Coordinate Contracts</p> <ul style="list-style-type: none"> • <u>Review Contracts</u> – Review all EOC contracts to ensure they identify the scope of work, specific site locations, and any requirements for insurance. Verify contract costs with pre-established vendor contracts and/or agreements or consult the Blue Book for accepted provincial rates for equipment. • <u>Negotiate Contracts</u> – Negotiate rental and lease rates not already established, or purchase price with vendors as required. Coordinate with Supply Unit and Operations Section on all matters involving the need to purchase, hire, contract, rent or lease. Obtain concurrence from the Finance/Administration Section Chief. • <u>Report Unethical Business Practices</u> – Report vendors engaged in unethical business practices, such as inflated prices or rental rates for their merchandise or equipment during disasters, to the EOC Director and PREOC, if established. <p>3. Submit Procurement Records to Cost Unit</p> <ul style="list-style-type: none"> • <u>Forward Contracts for Payment</u> – Forward costs and payment schedules to Community Treasurer for processing of all EOC contracts. |
| Before Leaving: | Follow the All Personnel EOC Demobilization Checklist in Appendix |
| Function Aids: | <ul style="list-style-type: none"> • Position Log (Form EOC 414) in Appendix 11 |

| COMPENSATION AND CLAIMS UNIT COORDINATOR | |
|---|--|
| Responsibilities: | <p>The Compensation and Claims Unit Coordinator oversees the investigation of injuries and claims arising from damage to property and/or equipment. Responsible for maintaining a file of injuries and illnesses associated with the event or disaster including results of investigations.</p> <p>Manage Equipment Loss or Damage Claims – Coordinate investigation and resolution of claims of equipment loss or damage due to response activities.</p> <p>Manage Injury Claims – Prepare appropriate forms for all verifiable injury claims and forward them to WCB within the required timeframe.</p> <p>Manage Private Property Loss or Damage Claims – Record all claims of public property loss or damage and explore options for loss control and mitigation of hazards.</p> <p>Submit Claim Summaries to Cost Unit – Forward summary of claim estimates to Cost Unit for processing.</p> |
| Reports To: | EOC Finance / Admin Section Chief |
| Getting Started: | Follow All Personnel Activation Checklist in Appendix 6 |
| Main Checklist: | <p>1. Manage Equipment Loss or Damage Claims</p> <ul style="list-style-type: none"> • <u>Receive Equipment Claim Information</u> – Receive and record claims of loss or damage to response equipment operating on behalf of the EOC or jurisdiction. Consult with the Risk Management Officer on all claims of equipment loss or damage. • <u>Gather Information</u> – Investigate equipment damage claims to determine cause and application under the contract, taking photographs where appropriate to document damage. Obtain copies of relevant contracts from the Procurement Unit Leader. • <u>Track Equipment Damage Claims</u> – Maintain a chronological log of equipment damage claims reported during the event. <p>2. Manage Injury Claims</p> <ul style="list-style-type: none"> • <u>Receive Injury Claims</u> – Receive and record all reports of injuries associated with the response effort. Establish a separate file for each reported incident. • <u>Investigate Injury Claims</u> – Where injuries occur to Tk'emlúps te Secwépemc employees or EOC volunteers, ensure all injury claims are investigated as soon as possible. • <u>Prepare WCB Forms</u> – Prepare appropriate forms for all verifiable injury claims and forward them to WCB within the required timeframe. • <u>Track Injury Claims</u> – Maintain a chronological log of injuries and illnesses reported during the event. <p>3. Manage Private Property Loss or Damage Claims</p> <ul style="list-style-type: none"> • <u>Receive Damage Claims</u> – Receive and record all reports of private property loss or damage claims associated with the incident, working with the Damage Assessment prepared by the EOC Situation Unit. Consult with the Risk Management Officer on all claims of public property loss or damage and explore options for loss control and mitigation of hazards. • <u>Investigate Damage Claims</u> – Ensure all private property claims are investigated as soon as possible. |

| | |
|-----------------|--|
| | <ul style="list-style-type: none"> • <u>Track Damage Claims</u> – Maintain a chronological log of private property damage reported during the event. <p>4. Submit Claim Summaries to Cost Unit</p> <ul style="list-style-type: none"> • Forward summary of claim estimates to Cost Unit for processing. |
| Before Leaving: | Follow the All Personnel EOC Demobilization Checklist in Appendix 6 |
| Function Aids: | <ul style="list-style-type: none"> • Position Log (Form EOC 414) in Appendix 11 |

| COST ACCOUNTING UNIT COORDINATOR | |
|---|---|
| Responsibilities: | <p>The Cost Accounting Unit Coordinator collects all cost data, performs cost effectiveness analyses, develops cost estimates, and makes cost-saving recommendations.</p> <p>Acquire Cost Data – Collect cost documentation daily from sites and EOC sections.</p> <p>Create and Maintain Cost Records – Prepare and maintain a cumulative cost report for the event or disaster, accounting for all costs and losses incurred by the local government.</p> <p>Coordinate Financial Assistance for Jurisdiction – Coordinate all financial assistance efforts with agencies offering emergency response support.</p> |
| Reports To: | EOC Finance / Admin Section Chief |
| Getting Started: | Follow All Personnel Activation Checklist in Appendix 6 |
| Main Checklist: | <p>1. Acquire Cost Data</p> <ul style="list-style-type: none"> • <u>Advise EOC Sections on Cost Records</u> – Ensure that each EOC Section is documenting response cost information from the onset of the event. Advise staff of Disaster Financial Assistance rules and the importance of documentation. • <u>Assemble Cost Records</u> – Collect cost documentation daily at the end of each shift. Assist Incident Commander(s) and Branch Coordinators in obtaining cumulative cost totals for the event on a daily basis. • <u>Summarize Costs</u> – Compute costs for use of equipment owned, rented, donated, or obtained through aid, working with the Procurement Unit. Meet with the Documentation Unit Coordinator and review EOC position logs, journals, all status reports, and Action Plans to determine additional financial assistance items that may have been overlooked. <p>2. Create and Maintain Cost Records</p> <ul style="list-style-type: none"> • <u>Prepare Daily Expense Reports</u> – Prepare and maintain a daily expense report (using EOC Form 532) for the event or disaster, accounting for all costs and losses incurred by the local government. Submit the Daily Expense Report to the PREOC. • <u>Maintain Cumulate Costs</u> – Prepare and maintain a cost report to provide cumulative analyses, summaries, and total emergency related expenditures for the local jurisdiction. • <u>Organize Cost Records</u> – Organize and prepare records for final audit. <p>3. Coordinate Financial Assistance for Tk'emlúps</p> <ul style="list-style-type: none"> • <u>Confirm EMCR Task Number</u> – Ensure that EMCR has provided a task number for the incident. • <u>Identify Sources of Financial Assistance</u> – Coordinate all financial assistance with agencies offering emergency response support. Contact the EMCR Recovery Office for assistance and guidance. • <u>Assemble Cost Records</u> – Working with the EOC Documentation Unit, organize and prepare cost records for submission to EMCR and other provincial organizations. |
| Before Leaving: | Follow the All Personnel EOC Demobilization Checklist in Appendix 6 |
| Function Aids: | <ul style="list-style-type: none"> • Position Log (Form EOC 414) in Appendix 11 |

Appendix 10. Hazard Response Checklists

Hazard specific response checklists provide more specific hazard considerations around EOC response and are intended to complement the position specific Emergency Checklists in Appendix 9.

While not inclusive of all hazards included in the HRVA, these are intended to address threats that may necessitate more substantial engagement from the TteS Emergency Program and / or EOC. The checklists are intended to provide guidance on potential action items as well as operations, planning, and resource considerations. They include:

- » Structural Fire
- » Wildfire
- » Flooding
- » Severe Weather
- » Hazardous Material Spill – highway, rail, and industrial
- » Pandemic
- » Multiple Casualty Vehicle Accident
- » Dam Failure / Water Threat

STRUCTURE FIRE CHECKLIST

| | | | |
|-----------------------------|--|--|--|
| Key Point: | EMCR DOES NOT support structural fire response; they will only support the ESS for the community members who lost their homes or have been evacuated for public safety reasons | | |
| Action Items: | <input type="checkbox"/> Contact BC Wildfire Service 1-800-663-5555 for assistance if spread to trees/vegetation becomes uncontrolled <input type="checkbox"/> Establish communication with the Incident Commander and confirm: <ul style="list-style-type: none"> <input type="checkbox"/> Scope and scale of the structural fire <input type="checkbox"/> Any injuries / fatalities <input type="checkbox"/> Any impacts to critical infrastructure and review with Housing and Maintenance Department <input type="checkbox"/> See the EOC Director and Corporate Executive EOC Checklists in Appendix 9 <input type="checkbox"/> See Emergency Stakeholder List in Appendix 2 <input type="checkbox"/> Consider the need for Information Officer support to update and communicate with community members and media | | |
| Operational Considerations: | CONCERN | ACTION | AGENCY |
| | Community evacuation | Evacuation pre-planning | Band Operations |
| | Public safety and theft | Security and access control of evacuated areas | RCMP / Security Contractor |
| | Compromised utility infrastructure / services | Notify utility providers | Fire Dept / Band |
| | Resident well-being | Consider the need for ESS and call EMCR 1-800-663-3456 if needed | EMCR |
| | See the Operations Section Chief EOC Checklist | | |
| Planning Considerations: | CONCERN | ACTION | AGENCY |
| | Hazards to residents | Threat mitigation and evacuation planning | Fire Dept / RCMP / Band Operations |
| | Traffic disruption | Traffic management planning | Maintenance dept. / RCMP |
| | Critical infrastructure damage (e.g., roads, bridges, buildings) | Damage assessment and impact analysis as well as identify potential threats | MoTI / EOC Plans |
| | Disruption to utilities | Utility restoration planning, determine amount of time for restoration, and identify alternate means if required | Utility companies |
| | Extensive damage to public and private property | Rapid damage assessments, impact assessment planning, and recovery planning | Band Operations / Supporting Agencies |
| | Explosions, gas releases, and structure collapse | Evacuate impacted areas and control access in and out | Band Operations / Supporting Agencies |
| | Restricted access to isolated neighbourhoods | Access management planning | EOC Planning / RCMP / Band Operations |
| | First responder mental health | Activate Critical Incident Stress Management (CISM) support | FNHA 1-844-666-0711 |
| | Danger to public health | Public health planning | FNHA / IHA |

| | | | |
|--------------------------|--|--|----------------------------------|
| | Recovery planning | Start planning in the early stages of response | Band Operations |
| | Cultural Impact | Identify cultural impacts and solutions | Chief and Council / policy group |
| | Continuity of band services | Activating Tk'emlúps Business Continuity Plan | Band Operations |
| | See the Planning Section Chief EOC Checklist | | |
| Resource Considerations: | RESOURCE | | |
| | <input type="checkbox"/> Road clearing equipment – Band maintenance <input type="checkbox"/> Auxiliary power equipment – EOC Logistics <input type="checkbox"/> Communications equipment – EOC Communications <input type="checkbox"/> Medical and health supplies – FNHA / IHA <input type="checkbox"/> Food & lodging – long term support for responders and evacuees – ESS <input type="checkbox"/> Barricades and signs – Band maintenance <input type="checkbox"/> Mobile public address – RCMP / Fire Dept. <input type="checkbox"/> Call Centre – EOC Logistics <input type="checkbox"/> CISM support for the community – FNHA 1-844-666-0711 | | |
| | See the Logistics Section Chief EOC Checklist | | |
| | ACTION ITEMS | | |
| Finance Considerations: | See the Finance Section Chief EOC Checklist | | |

WILDFIRE / INTERFACE CHECKLIST

| | | | |
|-----------------------------|---|---|------------------------------------|
| Key Point: | <ul style="list-style-type: none"> BC Wildfire has its own logistics support and EOC Monitor current wildfire activate at: https://www2.gov.bc.ca/gov/content/safety/wildfire-status/wildfire-situation | | |
| Action Items: | <ul style="list-style-type: none"> <input type="checkbox"/> Assess your own safety and the safety of the area around you <input type="checkbox"/> To report a wildfire call BC Wildfire Service at: <u>1-800-663-5555</u> <input type="checkbox"/> Notify the Fire Commissioner <input type="checkbox"/> Ensure the Incident Command Post is established with BCWS and Fire <input type="checkbox"/> Establish communication with the Incident Commander and confirm: <ul style="list-style-type: none"> <input type="checkbox"/> Location, scope, scale, and current status <input type="checkbox"/> Any injuries <input type="checkbox"/> Any impacts to critical infrastructure and review with Housing and Maintenance Department <input type="checkbox"/> Consider the need for a community liaison at the ICP to represent the community <input type="checkbox"/> Confirm the need for a Band Council Resolution <input type="checkbox"/> Confirm the need for a strategic evacuation <input type="checkbox"/> See the EOC Director and Corporate Executive EOC Checklists in Appendix 9 <input type="checkbox"/> See Emergency Stakeholder List in Appendix 2 <input type="checkbox"/> See the EOC Director and Corporate Executive evacuation checklists if applicable Annex B Tk'emlúps Evacuation Plan Appendix 4 <input type="checkbox"/> Consider the need for Information Officer type support to update and communicate with community members and media | | |
| Operational Considerations: | CONCERN | ACTION | AGENCY |
| | Damage to critical infrastructure (CI) | Confirm impacts to CI and review with EOC Director | BCWS / Fire Dept. |
| | Community evacuation | Evacuation pre-planning | Band Operations |
| | Vulnerable populations | Evacuate vulnerable populations | EMCR / Appropriate agencies |
| | Structure protection | Request structure protection units | BCWS / Fire Dept. |
| | Traffic congestion | Activate traffic control and establish outbound evacuation routes | RCMP |
| | Public safety | Emergency communications | EOC |
| | Public safety and theft | Security and access control of evacuated areas | RCMP / Security Contractor |
| | Compromised utility infrastructure / services | Notify utility providers | Fire Dept / Band |
| | Operations Section Chief EOC checklist | | |
| Planning Considerations: | CONCERN | ACTION | AGENCY |
| | Hazards to residents | Threat mitigation and evacuation planning | Fire Dept / RCMP / Band Operations |
| | Traffic disruption | Traffic management planning | Maintenance dept. / RCMP |
| | Critical infrastructure damage (e.g., roads, bridges, buildings) | Damage assessment and impact analysis as well as identify potential threats | MoTI / EOC Plans |
| | Disruption to utilities | Utility restoration planning, determine amount of time for restoration, and | Utility companies |

| | | | |
|--------------------------|--|---|--|
| | | identify alternate means if required | |
| | Extensive damage to public and private property | Rapid damage assessments, impact assessment planning, and recovery planning | Band Operations / Supporting Agencies |
| | Explosions, gas releases, and structure collapse | Evacuate impacted areas and control access in and out | Band Operations / Supporting Agencies |
| | Restricted access to isolated neighbourhoods | Access management planning | EOC Planning / RCMP / Band Operations |
| | People trapped in isolated areas | Rescue operations | Fire Dept. RCMP |
| | First responders | Activate Critical Incident Stress Management (CISM) support | FNHA 1-844-666-0711 |
| | Danger to public health | Public health planning | FNHA / IHA |
| | Recovery planning | Start planning in the early stages of response | Band Operations |
| | Continuity of band services | Activating Tk'emlúps Business Continuity Plan | Band Operations |
| | Cultural Impact | Identify cultural impacts and solutions | Chief and Council / policy group |
| | Economic Impact | Economic impact planning | Band Office / Supporting Agencies |
| | See the Planning Section Chief EOC checklist | | |
| Resource Considerations: | RESOURCE | | |
| | <input type="checkbox"/> Road clearing equipment – Band maintenance <input type="checkbox"/> Auxiliary power equipment – EOC Logistics <input type="checkbox"/> Communications equipment – EOC Communications <input type="checkbox"/> Medical and health supplies – FNHA / IHA <input type="checkbox"/> Food & lodging – long term support for responders and evacuees – ESS <input type="checkbox"/> Barricades and signs – Band maintenance <input type="checkbox"/> Mobile public address – RCMP / Fire Dept. <input type="checkbox"/> Call Centre – EOC Logistics <input type="checkbox"/> CISM support for the community – FNHA 1-844-666-0711 | | |
| | See the Logistics Section Chief EOC and Evacuation Checklists | | |
| Finance Considerations: | ACTION ITEMS | | |
| | See the Finance Section Chief EOC and Evacuation Checklists | | |

FRESHET FLOOD CHECKLIST

| | | | |
|-----------------------------|---|--|---------------------------------------|
| Key Point: | <ul style="list-style-type: none"> Freshet flooding will normally be managed by the EOC Monitor the BC River Forecast Centre: https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/drought-flooding-dikes-dams/river-forecast-centre | | |
| Action Items: | <ul style="list-style-type: none"> <input type="checkbox"/> Assess your own safety and the safety of the area around you <input type="checkbox"/> Establish communication with the Incident Commander and confirm: <ul style="list-style-type: none"> <input type="checkbox"/> Location, scope, scale, and current status <input type="checkbox"/> Any injuries <input type="checkbox"/> Any impacts to critical infrastructure and review with Housing and Maintenance Department <input type="checkbox"/> Consider the need for a community liaison at the ICP to represent the community <input type="checkbox"/> Confirm the need for a Band Council Resolution <input type="checkbox"/> Confirm the need for a strategic evacuation <input type="checkbox"/> If applicable, see the EOC Director and Corporate Executive EOC and evacuation checklists in Annex B Tk'emlúps Evacuation Plan Appendix 4 <input type="checkbox"/> See Emergency Stakeholder List in Appendix 2 <input type="checkbox"/> See the EOC Director and Corporate Executive EOC checklists in Appendix 9 <input type="checkbox"/> Consider the need for Information Officer type support to update and communicate with community members and media | | |
| Operational Considerations: | CONCERN | ACTION | AGENCY |
| | Stream and property clean up | Coordinate debris management | EOC Operations |
| | Property and environmental damage | Pre-position flood protection resources (e.g., sand, sandbags, and gabions) according to flood plan | Band Maintenance |
| | | Recovery planning, separate from response and initiate during the early stages of response | EOC / EMCR / Appropriate Ministries |
| | Operations Section Chief EOC checklist | | |
| Planning Considerations: | CONCERN | ACTION | AGENCY |
| | Hazards to residents | Threat mitigation and evacuation planning | Fire Dept / RCMP / Band Operations |
| | Traffic disruption | Traffic management planning | Maintenance dept. / RCMP |
| | Critical infrastructure damage (e.g., roads, bridges, buildings) | Damage assessment and impact analysis as well as identify potential threats | MoTI / EOC Plans |
| | Disruption to utilities | Utility restoration planning, determine amount of time for restoration, and identify alternate means if required | Utility companies |
| | Extensive damage to public and private property | Rapid damage assessments, impact assessment planning, and recovery planning | Band Operations / Supporting Agencies |
| | Restricted access to isolated neighbourhoods | Access management planning | EOC Planning / RCMP / Band Operations |

| | | | |
|--------------------------|--|---|--|
| | People trapped in isolated areas | Rescue operations | Fire Dept. |
| | First responders | Activate Critical Incident Stress Management (CISM) support | FNHA 1-844-666-0711 |
| | Danger to public health | Public health planning | FNHA / IHA |
| | Recovery planning | Start planning in the early stages of response | Band Operations |
| | Band services are compromised | Activating Tk'emlúps Business Continuity Plan | Band Operations |
| | Cultural Impact | Identify cultural impacts and solutions | Chief and Council / policy group |
| | Economic Impact | Economic impact planning | Band Office / Supporting Agencies |
| | See the Planning Section Chief EOC checklist | | |
| Resource Considerations: | RESOURCE | | |
| | <input type="checkbox"/> Flood barriers (i.e., tiger dams) – FNESS, PREOC <input type="checkbox"/> Sand and sandbags – FNESS / Band maintenance / City of Kamloops / TNRD <input type="checkbox"/> Helicopters – PREOC / Commercial <input type="checkbox"/> Road clearing equipment – Band maintenance <input type="checkbox"/> Water tenders (street cleaning) – Band / Commercial <input type="checkbox"/> Additional heavy equipment (in anticipation of site requests) – PREOC / Commercial <input type="checkbox"/> Auxiliary power equipment – EOC Logistics <input type="checkbox"/> Communications equipment – EOC Communications <input type="checkbox"/> Medical and health supplies – FNHA / IHA <input type="checkbox"/> Food & lodging – long term support for responders and evacuees – ESS <input type="checkbox"/> Barricades and signs – Band maintenance <input type="checkbox"/> Mobile public address – RCMP / Fire Dept. <input type="checkbox"/> Call Centre – EOC Logistics <input type="checkbox"/> CISM support for the community – FNHA 1-844-666-0711 <input type="checkbox"/> Aerial Imagery – Commercial / PEP Air | | |
| Finance Considerations: | See the Logistics Section Chief EOC and Evacuation Checklists | | |
| | ACTION ITEMS | | |
| | See the Finance Section Chief EOC checklist | | |

SEVERE WEATHER / EXTENDED POWER OUTAGE CHECKLIST

| | | | |
|--|--|--|---------------------------------------|
| Key Point: | <ul style="list-style-type: none">• EMCR DOES NOT support severe weather, windstorm, and extended power outage responses• Return of power is the responsibility of the utility provider• Monitor current weather conditions at Environment Canada: https://weather.gc.ca/city/pages/bc-45_metric_e.html (Kamloops)• Monitor current road conditions at Drive BC: https://www.drivebc.ca/mobile/events/index.html | | |
| Action Items: | <ul style="list-style-type: none"><input type="checkbox"/> Assess your own safety and the safety of the area around you<input type="checkbox"/> Contact utility provider if necessary - To report a BC HYDRO power outage call: 1-888-POWER ON (1-888-769-3766)<input type="checkbox"/> Monitor current status of weather forecast as well as future forecasts: 14-day, 7-day, 72 hour, 2 hours<input type="checkbox"/> Determine if weather conditions present an immediate threat to community and/or critical infrastructure<input type="checkbox"/> Confirm any impacts to critical infrastructure and review with Housing and Maintenance Department<input type="checkbox"/> See Emergency Stakeholder List in Appendix 2<input type="checkbox"/> See the EOC Director and Corporate Executive EOC checklists in Appendix 9<input type="checkbox"/> Consider the need for Information Officer type support to update and communicate with community members and media | | |
| Operational Considerations: | CONCERN | ACTION | AGENCY |
| | Vulnerable population well being | Identify vulnerable populations and support requirements | EOC |
| | Power outage | Confirm auxiliary power to the EOC and Reception Centre | Band Maintenance |
| | Resident well-being | Evacuation pre-planning | Band Operations |
| | | Establish ESS and Reception Centres / Warming Centres / Cooling Centres | Band Operations |
| | | Transportation of time-sensitive pharmaceuticals | Band Operations |
| | Emergency road access | Obtain updated highway reports | MoTI |
| | | Coordinate debris / snow / hazard removal | Band / MoTI / Commercial |
| Operations Section Chief EOC checklist | | | |
| Planning Considerations: | CONCERN | ACTION | AGENCY |
| | Hazards to residents | Threat mitigation and evacuation planning | Fire Dept / RCMP / Band Operations |
| | Traffic disruption | Traffic management planning | Maintenance dept. / RCMP |
| | Critical infrastructure damage (e.g., roads, bridges, buildings) | Damage assessment and impact analysis as well as identify potential threats | MoTI / EOC Plans |
| | Disruption to utilities | Utility restoration planning, determine amount of time for restoration, and identify alternate means if required | Utility companies |
| | Extensive damage to public and private property | Rapid damage assessments, impact assessment planning, and recovery planning | Band Operations / Supporting Agencies |

| | | | |
|--------------------------|--|--|---------------------------------------|
| | Restricted access to isolated neighbourhoods | Access management planning | EOC Planning / RCMP / Band Operations |
| | Recovery planning | Start planning in the early stages of response | Band Operations |
| | Band services are compromised | Activating Tk'emlúps Business Continuity Plan | Band Operations |
| | Cultural Impact | Identify cultural impacts and solutions | Chief and Council / policy group |
| | Economic Impact | Economic impact planning | Band Office / Supporting Agencies |
| | See the Planning Section Chief EOC checklist | | |
| Resource Considerations: | RESOURCE | | |
| | <input type="checkbox"/> Road clearing equipment – Band maintenance <input type="checkbox"/> Water tenders (street cleaning) – Band / Commercial <input type="checkbox"/> Additional heavy equipment (in anticipation of site requests) – PREOC / Commercial / Band <input type="checkbox"/> Auxiliary power equipment – EOC Maintenance <input type="checkbox"/> Communications equipment – EOC Operations <input type="checkbox"/> Medical and health supplies – FNHA / IHA <input type="checkbox"/> Home delivery of medication and essential supplies – Band | | |
| | See the Logistics Section Chief EOC and Evacuation Checklists – Annex B Tk'emlúps Evacuation Plan Appendix 4 | | |
| Finance Considerations: | ACTION ITEMS | | |
| | See the Finance Section Chief EOC checklist | | |

HAZARDOUS MATERIALS SPILL CHECKLIST

| | | | |
|------------------------------------|--|--|------------------------------------|
| Key Point: | <ul style="list-style-type: none"> In federal and provincial legislation, it is the spiller's responsibility to pay for clean-up and restoration after a spill so if you incur any costs for response related activities, keep detailed track of those costs so you can recover them from the spiller EMCR typically does not support hazardous materials spill response | | |
| Action Items: | <div> <input type="checkbox"/> Assess your own safety and the safety of the area around you <input type="checkbox"/> Contact EMCR 1-800-663-3456 to report a spill and provide the following initial information: <div> <input type="checkbox"/> Nature of the spill <input type="checkbox"/> Location of the spill <input type="checkbox"/> Any information available of the hazardous materials present <input type="checkbox"/> Details of how many lives are threatened <input type="checkbox"/> Details of how many people will need to be evacuated (yes/no)? If yes, where to? <input type="checkbox"/> Name of the responsible party <input type="checkbox"/> Confirm that EMCR will contact the necessary provincial agencies (MoE, Transport Canada, Public Health Officer, etc.) </div> </div> <div> <input type="checkbox"/> Determine if weather conditions present an immediate threat to community and/or critical infrastructure <input type="checkbox"/> Confirm any impacts to critical infrastructure and review with Housing and Maintenance Department <input type="checkbox"/> See Emergency Stakeholder List in Appendix 2 <input type="checkbox"/> See the EOC Director and Corporate Executive EOC checklists Appendix 9 <input type="checkbox"/> Consider the need for Information Officer type support to update and communicate with community members and media </div> | | |
| Operational Considerations: | CONCERN | ACTION | AGENCY |
| | Identify spill | Contact spiller to identify hazardous materials, details, and the company organization responsible for spill cost recovery | Band Operations |
| | Hazmat containment | Request a hazmat team | Fire Dept. |
| | Chemical fire | Fire suppression | Fire Dept. |
| | Public safety | Establish traffic control to hot, warm, and cold zones | RCMP |
| | | Establish security and access | RCMP |
| | | Establish emergency routes | RCMP |
| | | Emergency communications | EOC |
| | Damage to critical infrastructure (CI) | Confirm impacts to CI and review with EOC Director | BCWS / Fire Dept. |
| | Community evacuation | Evacuation pre-planning | Band Operations |
| Vulnerable populations | Evacuate vulnerable populations | EMCR / Appropriate agencies | |
| Operations Section Chief checklist | | | |
| Planning Considerations: | CONCERN | ACTION | AGENCY |
| | Hazards to residents | Threat mitigation and evacuation planning | Fire Dept / RCMP / Band Operations |
| | Traffic disruption | Traffic management planning | Maintenance dept. / |

| | | | |
|--|--|--|---------------------------------------|
| | | | RCMP |
| | Critical infrastructure damage (e.g., roads, bridges, buildings) | Damage assessment and impact analysis as well as identify potential threats | MoTI / Band Operations |
| | Disruption to utilities | Utility restoration planning, determine amount of time for restoration, and identify alternate means if required | Utility companies |
| | Extensive damage to public and private property | Rapid damage assessments, impact assessment planning, and recovery planning | Band Operations / Supporting Agencies |
| | Restricted access to isolated neighbourhoods | Access management planning | EOC Planning / RCMP / Band Operations |
| | Recovery planning | Start planning in the early stages of response | Band Operations |
| | Band services are compromised | Activating Tk'emlúps Business Continuity Plan | Band Operations |
| | Cultural Impact | Identify cultural impacts and solutions | Chief and Council / policy group |
| | Economic Impact – disruption to business and industrial activities i.e., fishing and water use downstream | Economic impact planning and joint public messaging | Band Office / Supporting Agencies |
| See the Planning Section Chief checklist | | | |
| Resource Considerations: | RESOURCE | | |
| | <input type="checkbox"/> Road clearing equipment – Band maintenance <input type="checkbox"/> Decontamination equipment – Industry <input type="checkbox"/> Protective equipment – All agencies <input type="checkbox"/> Aerial imagery – Private drones / PEP Air | | |
| | See the Logistics Section Chief checklist | | |
| Finance Considerations: | ACTION ITEMS | | |
| | See the Finance Section Chief checklist | | |

PANDEMIC RESPONSE CHECKLIST

| | | | |
|-----------------------------|--|--|-----------------------------------|
| Key Point: | <ul style="list-style-type: none"> • EMCR typically DOES NOT support pandemic / influenza response • Support for public health emergencies generally comes from medical service agencies • Work in consultation with FNHA, IHA, and ISC • Consult with EMCR and ISC regarding support eligibility for shelter-in-place, EOC activations, and response activities outside of existing health agency mandates | | |
| Action Items: | <ul style="list-style-type: none"> <input type="checkbox"/> Consider the need for a partial or complete EOC activation <input type="checkbox"/> Contact EMCR 1-800-663-3456 to determine if any support is available and/or to determine what support activities may be eligible under an EMCR task number <ul style="list-style-type: none"> <input type="checkbox"/> If they will not provide support, then contact ISC to see if they will support the costs of the EOC. You may choose to activate your EOC without an EMCR task number. <input type="checkbox"/> Consult with FNHA and IHA <input type="checkbox"/> Consider the following: <ul style="list-style-type: none"> <input type="checkbox"/> Are there other community response plans that are linked? <input type="checkbox"/> Evacuation pre-planning / shelter-in-place pre-planning <input type="checkbox"/> Activating the Business Continuity Plan <input type="checkbox"/> Measures to support the need for shelter-in-place for Elders and vulnerable populations <input type="checkbox"/> See Emergency Stakeholder List in Appendix 2 <input type="checkbox"/> See the EOC Director and Corporate Executive EOC checklists in Appendix 9 <input type="checkbox"/> Consider the need for Information Officer type support to update and communicate with community members and media | | |
| Operational Considerations: | CONCERN | ACTION | AGENCY |
| | Vulnerable populations | Identify support needs | Band Operations / EOC |
| | Communications | Distribute information as per the communications plans | Band Administration |
| | Operations Section Chief checklist | | |
| Planning Considerations: | CONCERN | ACTION | AGENCY |
| | Casualties and fatalities | Support IHA with facilities and personnel as requested | Band Operations |
| | Shelter-in-place pre-planning | Assess support and supplies as needed (i.e., delivery of prescription medications, food, and essential supplies) | Band Operations |
| | Band services are compromised | Activating Tk'emlúps Business Continuity Plan | Band Operations |
| | Cultural Impact | Identify cultural impacts and solutions | Chief and Council / policy group |
| | Economic Impact | Economic impact planning and joint public messaging | Band Office / Supporting Agencies |
| | See the Planning Section Chief checklist | | |
| Resource Considerations: | RESOURCE | | |
| | <input type="checkbox"/> Medical and health supplies – IHA / FNHA | | |
| | <input type="checkbox"/> Delivery vehicles – Band Operations | | |
| | <input type="checkbox"/> Psychosocial support for personnel and residents – FNHA 1-844-666-0711 | | |

| | |
|-----------------|---|
| | See the Logistics Section Chief checklist |
| Finance | ACTION ITEMS |
| Considerations: | See the Finance Section Chief checklist |

MULTIPLE CASUALTY VEHICLE ACCIDENT CHECKLIST

| | | | |
|-----------------------------|--|--|---------------------------------------|
| Key Point: | <ul style="list-style-type: none"> EMCR typically DOES NOT support multiple casualty road accident response Multiple casualty vehicle accidents are typically the responsibility of the first responders and applicable ministries | | |
| Action Items: | <input type="checkbox"/> Call 911 if a responding agency is not on scene <input type="checkbox"/> If applicable, confirm nature of a spill and hazardous material and refer to Hazardous Materials Spill Checklist <input type="checkbox"/> See the EOC Director and Corporate Executive EOC Checklists in Appendix 9 <input type="checkbox"/> See Emergency Stakeholder List in Appendix 2 <input type="checkbox"/> Consider the need for Information Officer support to update and communicate with community members and media | | |
| Operational Considerations: | CONCERN | ACTION | AGENCY |
| | Community evacuation | Evacuation pre-planning | Band Operations |
| | Public safety | Security and access control | RCMP / Security Contractor |
| | Compromised utility infrastructure / services | Notify utility providers | Utility companies |
| | Resident well-being | Consider the need for ESS and call EMCR 1-800-663-3456 if needed | EMCR |
| | See the Operations Section Chief Checklist | | |
| Planning Considerations: | CONCERN | ACTION | AGENCY |
| | Hazards to residents | Threat mitigation and evacuation planning | Fire Dept / RCMP / Band Operations |
| | Traffic disruption | Traffic management planning | Maintenance dept. / RCMP |
| | Critical infrastructure damage (e.g., roads, railway, bridges, buildings) | Damage assessment and impact analysis as well as identify potential threats | MoTI / CNR / CPR / EOC Plans |
| | Disruption to utilities | Utility restoration planning, determine amount of time for restoration, and identify alternate means if required | Utility companies |
| | Restricted access to isolated neighbourhoods | Access management planning | EOC Planning / RCMP / Band Operations |
| | Recovery planning | Start planning in the early stages of response | Band Operations |
| | Band services are compromised | Activating Tk'emlúps Business Continuity Plan | Band Operations |
| | Cultural Impact | Identify cultural impacts and solutions | Chief and Council / policy group |
| | Economic Impact – disruption to business and industrial activities i.e., fishing and water use downstream | Economic impact planning and joint public messaging | Band Office / Supporting Agencies |
| | See the Planning Section Chief Checklist | | |
| Resource Considerations: | RESOURCE | | |
| | <input type="checkbox"/> Road clearing equipment – Band maintenance / applicable ministries <input type="checkbox"/> Protective equipment – All agencies | | |
| | See the Logistics Section Chief Checklist | | |

| | |
|-----------------|---|
| Finance | ACTION ITEMS |
| Considerations: | See the Finance Section Chief EOC Checklist |

WATER THREAT/ DAM FAILURE CHECKLIST

| | | | |
|-----------------------------|--|--|---------------------------------------|
| Key Point: | <ul style="list-style-type: none"> Water threat / Dam Failure will typically be handled by the Planning and Engineering Department For Dam Failure – the Dam Safety Act requires a plan including notification scheme for failure. Work with Planning and Engineering For Water Supply Threat - work with FNHA, IHA, ISC | | |
| Action Items: | <input type="checkbox"/> See Freshet Flood Checklist if applicable <input type="checkbox"/> See Hazardous Material Spill if applicable <input type="checkbox"/> Consider the following: <ul style="list-style-type: none"> <input type="checkbox"/> If drinking water is compromised or likely to be compromised <input type="checkbox"/> Public notification measures to distribute boil water advisories if necessary <input type="checkbox"/> See the EOC Director and Corporate Executive EOC Checklists in Appendix 9 <input type="checkbox"/> See Emergency Stakeholder List in Appendix 2 <input type="checkbox"/> Consider the need for Information Officer support to update and communicate with community members and media | | |
| Operational Considerations: | CONCERN | ACTION | AGENCY |
| | Community evacuation | Evacuation pre-planning | Band Operations |
| | Public safety | Arrangements for alternate water source to be made available | Band Operations |
| | Compromised utility infrastructure / services | Notify utility providers | Utility companies |
| | Resident well-being | Consider the need for ESS and call EMCR 1-800-663-3456 if needed | EMCR |
| | Water Infrastructure Damage | Notify repair contractors (plumber/excavator) | Band Maintenance |
| | See the Operations Section Chief Checklist | | |
| Planning Considerations: | CONCERN | ACTION | AGENCY |
| | Hazards to residents | Threat mitigation and evacuation planning | RCMP / Band Operations |
| | Traffic disruption | Traffic management planning | Maintenance dept. / RCMP |
| | Critical infrastructure damage (e.g., roads, railway, bridges, buildings) | Damage assessment and impact analysis as well as identify potential threats | MoTI / CNR / CPR / EOC Plans |
| | Disruption to utilities | Utility restoration planning, determine amount of time for restoration, and identify alternate means if required | Utility companies |
| | Restricted access to isolated neighbourhoods | Access management planning | EOC Planning / RCMP / Band Operations |
| | See the Planning Section Chief Checklist | | |
| Resource Considerations: | RESOURCE | | |
| | <input type="checkbox"/> Drinking water <input type="checkbox"/> Delivery vehicles – Band Operations <input type="checkbox"/> Heavy equipment – Band Maintenance / Commercial | | |
| | See the Logistics Section Chief Checklist | | |
| | | | |

| | |
|-----------------|---|
| Finance | ACTION ITEMS |
| Considerations: | See the Finance Section Chief EOC Checklist |

Appendix 11. EOC Templates

A list of EMCR and Justice Institute templates are located here. These standard form templates can help you collect and organize information in the event your EOC kits don't already have ones and to avoid recreating templates during emergency response situations. Modify and update these forms to best serve your community needs. For a comprehensive list of forms available, see the EMCR EOC form URL in Appendix 14, or conduct a web search using the phrase "EMCR eoc forms"

Shelter-in-Place

Shelter-in-Place Information

Reserve / EMZ: _____

DATE: _____

| Address | Last Name(s) | Were Occupants Home? | | # of Occupants | Is Transportation Required in the Event an Evacuation Order is issued? | | Are Accommodations Required in the Event an Evacuation Order is Issued? | | Occupants with disability requiring assistance with evacuation | | |
|---------|--------------|--------------------------|--------------------------|----------------|--|--------------------------|---|--------------------------|--|--------------------------|--------------|
| | | Yes | No | | Yes | No | Yes | No | Yes | No | # of Persons |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | # |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | |

INCIDENT REPORT TEMPLATE

INCIDENT REPORT

This form is a guide for capturing the pertinent information from Site Command prior to the first stake-holders coordination call, a briefing tool for the EMBC PREOC, elected officials, the policy group and EOC staff as they arrive and before the EOC is fully operational.

| | | | | | |
|---|-------|--|--|-----------------------------|---|
| Original Report <input type="checkbox"/> OR Incident Update <input type="checkbox"/> | | Update #: | | Comments: | |
| Date: | Time: | Dept / Agency Reporting the Incident: | Report/Update Completed By: (First, Last Name) | Contact Number: | EMBC Task No: |
| EOC Location / Building Name: | | EOC Phone Number: | Incident Command Post (ICP) Location: | | ICP Contact Information (radio / phone) |
| Agency in Charge at the Scene / Incident Commander: <input type="checkbox"/> RCMP <input type="checkbox"/> Fire Department <input type="checkbox"/> Public Works <input type="checkbox"/> Other: _____ | | | | Name of Incident Commander: | |
| Is the Above Agency the Correct Agency in Charge? | | <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Identify the Correct Agency to be in Charge: _____ | | | |
| Would Unified Command be helpful? | | <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Identify Other Agencies for Unified Command: _____ | | | |
| Type of Event / Incident: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Blizzard</div> <div style="width: 33%;"><input type="checkbox"/> Explosion</div> <div style="width: 33%;"><input type="checkbox"/> Gas and Gas Leaks</div> <div style="width: 33%;"><input type="checkbox"/> Motor Vehicle Accident</div> <div style="width: 33%;"><input type="checkbox"/> Urban / Rural Structural Fire</div> <div style="width: 33%;"><input type="checkbox"/> Debris Avalanche / Debris Flow</div> <div style="width: 33%;"><input type="checkbox"/> Extreme Cold</div> <div style="width: 33%;"><input type="checkbox"/> Hazardous Spill **</div> <div style="width: 33%;"><input type="checkbox"/> Pandemic</div> <div style="width: 33%;"><input type="checkbox"/> Wildfire</div> <div style="width: 33%;"><input type="checkbox"/> Erosion and Accretion</div> <div style="width: 33%;"><input type="checkbox"/> Flooding</div> <div style="width: 33%;"><input type="checkbox"/> Ice Storm</div> <div style="width: 33%;"><input type="checkbox"/> Terrorism</div> <div style="width: 33%;"><input type="checkbox"/> Other: _____</div> </div> | | | | | |
| Additional Information: _____ | | | | | |
| Identify Hazmat Substance(s): _____ | | | | | |
| Geographic Location: Address/Geographic Description of Incident: _____ Size of Area Involved: _____ <input type="checkbox"/> Ha <input type="checkbox"/> Acres Distance from Incident to Population: _____ <input type="checkbox"/> Metres <input type="checkbox"/> Kilometres Direction threat is FROM population: <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West <input type="checkbox"/> Northeast <input type="checkbox"/> Northwest <input type="checkbox"/> Southeast <input type="checkbox"/> Southwest Directions to Site: _____ | | | | | |
| Current State of Threat: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Contained</div> <div style="width: 33%;"><input type="checkbox"/> Under Control</div> <div style="width: 33%;"><input type="checkbox"/> Stable</div> <div style="width: 33%;"><input type="checkbox"/> Assistance Required</div> <div style="width: 33%;"><input type="checkbox"/> Resolved</div> <div style="width: 33%;"><input type="checkbox"/> Not Contained</div> <div style="width: 33%;"><input type="checkbox"/> Not Under Control</div> <div style="width: 33%;"><input type="checkbox"/> Unstable</div> <div style="width: 33%;"><input type="checkbox"/> Major Assistance Required</div> <div style="width: 33%;"><input type="checkbox"/> Unknown</div> </div> | | | | | |
| Threat Rate of Spread: <input type="checkbox"/> Rapid <input type="checkbox"/> Moderate <input type="checkbox"/> Slow <input type="checkbox"/> Stopped / Neutralized Time Threat Will Contact Population in: _____ <input type="checkbox"/> Minutes <input type="checkbox"/> Hours | | | | | |
| ACTIONS TAKEN SO FAR: Threat / Hazard Response Plan - Strategies / Tactics: <div style="display: flex;"> <div style="width: 30%;"> <input type="checkbox"/> Threat can be stopped <input type="checkbox"/> Threat can be directed/controlled <input type="checkbox"/> Threat can be neutralized </div> <div style="width: 70%;"> Strategies: _____ Tactics: _____ Strategies: _____ Tactics: _____ Strategies: _____ Tactics: _____ </div> </div> | | | | | |
| PRIORITIES (BCEMS) check all that apply: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 25%;"><input type="checkbox"/> 1. Safety and Health of all responders</div> <div style="width: 25%;"><input type="checkbox"/> 3. People / Animal Suffering</div> <div style="width: 25%;"><input type="checkbox"/> 5. Government Infrastructure</div> <div style="width: 25%;"><input type="checkbox"/> 7. Environmental</div> <div style="width: 25%;"><input type="checkbox"/> 2. Life Endangerment</div> <div style="width: 25%;"><input type="checkbox"/> 4. Public Health</div> <div style="width: 25%;"><input type="checkbox"/> 6. Property</div> <div style="width: 25%;"><input type="checkbox"/> 8. Economic/Social Loss</div> </div> | | | | | |
| Estimated Number of People Affected: _____ Additional Information: _____ Fatalities? No: <input type="checkbox"/> Yes: <input type="checkbox"/> If Yes, estimated #: _____ Unknown: <input type="checkbox"/> Estimated Number of Animals Affected: Domestic: _____ List Possible Injuries & Approx. Number of Each: _____ Livestock: _____ | | | | | |
| Types of Property Affected / Estimated Numbers: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 20%;"><input type="checkbox"/> Residential Houses Number: _____</div> <div style="width: 20%;"><input type="checkbox"/> Industrial Properties Number: _____</div> <div style="width: 20%;"><input type="checkbox"/> Commercial Properties Number: _____</div> <div style="width: 20%;"><input type="checkbox"/> Industrial Properties Number: _____</div> <div style="width: 20%;"><input type="checkbox"/> Critical Infrastructure Type: Number: _____</div> </div> | | | | | |
| Special Considerations: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Schools <input type="checkbox"/> Longterm Care Facilities <input type="checkbox"/> Population indoors (shut ins) <input type="checkbox"/> Campsites <input type="checkbox"/> Trailer Parks <input type="checkbox"/> Recreational Sites </div> <div style="width: 50%;"> <input type="checkbox"/> Special Events / Festivals <input type="checkbox"/> Transportation Not Available <input type="checkbox"/> English as a Second Language <input type="checkbox"/> Hearing / Sight / Mobility impaired <input type="checkbox"/> Transient People <input type="checkbox"/> Unfamiliar with the area </div> </div> | | | | | |
| Reception Centre Locations: Primary: _____ Secondary: _____ | | | | | |
| Response: Assistance / Resources Required: _____ Evacuation Required? <input type="checkbox"/> No <input type="checkbox"/> Yes Approximate # of People and Properties Threatened: _____ Agencies To Contact: <input type="checkbox"/> MOTI <input type="checkbox"/> MOECC <input type="checkbox"/> FLNRORD <input type="checkbox"/> BCWS <input type="checkbox"/> BCEHS <input type="checkbox"/> Hydro <input type="checkbox"/> Telus <input type="checkbox"/> Fortis <input type="checkbox"/> Other: _____ <input type="checkbox"/> Use this form to notify the Provincial Emergency Coordination Centre (PECC) when the EOC is Activated and to Obtain a Task Number for the Incident 1-800-663-3456: Obtain EMBC Task Number for Incident: _____ Name of the Incident: _____ | | | | | |

POSITION LOG

| | | | | | |
|--------------------------|--|---------------------------|--|---------------|--|
| Incident/ Event Name: | | Section/ Function : | | Position : | |
|--------------------------|--|---------------------------|--|---------------|--|

[illegible]

Source: JIBC

Page

RADIO COMMUNICATIONS LOG

| | | |
|----------------------------------|--------------|-----------|
| Event Name: | EMCR Task #: | Date: |
| Operational Period: From: To: | Station ID: | Operator: |

[illegible]

SOURCE: JIBC EOC 509

Page #

ACTION PLAN

| | | | |
|---|--|--------------------------|--|
| Incident/ Event Name: | | Jurisdiction/ Agency: | |
| Date Prepared: | | Time Prepared: | |
| Prepared for Operational Period No.: | | Start Date&Time: | |
| | | Task No.: | |
| | | End Date&Time: | |

Objectives/Priorities: What high-level activities are necessary to complete during this next operational period?

| | | | |
|---------------|--|--|-------------|
| 1. | | | |
| Related Tasks | | | Responsible |
| | | | |
| | | | |
| 2. | | | |
| Related Tasks | | | Responsible |
| | | | |
| | | | |
| 3. | | | |
| Related Tasks | | | Responsible |
| | | | |
| | | | |
| 4. | | | |
| Related Tasks | | | Responsible |
| | | | |
| | | | |
| 5. | | | |
| Related Tasks | | | Responsible |
| | | | |
| | | | |
| 6. | | | |
| Related Tasks | | | Responsible |
| | | | |
| | | | |

| | | | | |
|-----------------|------------------------------------|-----------------------------------|-------------------------------|--|
| Recommended by: | Planning Chief | Approved by: | Director | Date/Time Approved |
| Distribution: | Mgmt Team <input type="checkbox"/> | Planning <input type="checkbox"/> | EOCD <input type="checkbox"/> | EOC Personnel <input type="checkbox"/> |
| Other: _____ | | | | |

JIBC 10/16

SITUATION REPORT – Part 1: Summary

| | | | |
|--------------------------|----------------------|--------------------|----------------------|
| Jurisdiction/ Agency: | <input type="text"/> | City, Province: | <input type="text"/> |
| Date of Report: | <input type="text"/> | Time of Report: | <input type="text"/> |
| Report Number: | | | <input type="text"/> |

Primary Contact Information

Final Report: ☐

| | | | |
|--------|----------------------|------------------------|----------------------|
| Name: | <input type="text"/> | Function/Title: | <input type="text"/> |
| Phone: | <input type="text"/> | Satellite/Other Phone: | <input type="text"/> |
| Email: | <input type="text"/> | Frequency/Call Sign: | <input type="text"/> |

Site-Support Facility

| | | | | |
|-----------------------|--|---|------------------------|----------------------|
| EOC/ECC Activated: | Yes <input type="checkbox"/> No <input type="checkbox"/> | Activation Level: Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> | Hours of Operation: | <input type="text"/> |
|-----------------------|--|---|------------------------|----------------------|

General Incident/Event Information

| | | | |
|--------------------|--|------------------------|---|
| Event Name: | <input type="text"/> | Task No.: | <input type="text"/> |
| Overall Status: | <input type="checkbox"/> Major Assistance Required <input type="checkbox"/> Assistance Required <input type="checkbox"/> Under Control <input type="checkbox"/> Resolved <input type="checkbox"/> Unknown <input type="checkbox"/> Closed | Incident Prognosis: | <input type="checkbox"/> Worsening <input type="checkbox"/> Stable <input type="checkbox"/> Improving <input type="checkbox"/> Unknown |
| | | Overall Severity: | <input type="checkbox"/> Major <input type="checkbox"/> Moderate <input type="checkbox"/> Minor <input type="checkbox"/> Unknown |

Initial Situation Summary *(What has happened and/or changed since the last Situation Report? **Bold** new information.)*

| | |
|---------------------------------------|--|
| Current Objectives/ Priorities: | |
| Future Objectives/ Priorities: | |
| Concerns/ Problems: | |

| | | | |
|-----------------|----------------|----------------|-------------|
| Prepared by: | Name | Function/Title | Date & Time |
| | | | |
| Approved by: | Planning Chief | EOC Director | Date & Time |
| | | | |

Distribution: Planning ☐ EOCD ☐ Other: _____

Situation Report – Part 2: Details (Local Authority)

| | | | |
|--------------------------|--|--------------------|--|
| Jurisdiction/ Agency: | | City, Province: | |
| Date of Report: | | Time of Report: | |
| | | Report Number: | |

Site-Support Activities

| | | | | | |
|------------------------|--|--------------------|--|-----------------------------------|--|
| Declaration Issued: | Yes <input type="checkbox"/> No <input type="checkbox"/> | Effective Date: | | Anticipated Cancellation Date: | |
|------------------------|--|--------------------|--|-----------------------------------|--|

Protective Measures in EFFECT:

| | | | | | |
|-----------------------|--|----------------------|--|-------------------------|--|
| Shelter-in- Place: | Yes <input type="checkbox"/> No <input type="checkbox"/> | Coverage Area(s): | | # Persons Impacted: | |
| Evacuation ALERTs: | Yes <input type="checkbox"/> No <input type="checkbox"/> | Coverage Area(s): | | # Persons Alerted: | |
| Evacuation ORDERs: | Yes <input type="checkbox"/> No <input type="checkbox"/> | Coverage Area(s): | | # Persons Evacuated: | |

Reception Centre(s)/Group Lodging Facilities ACTIVATED: Yes ☐ No ☐

| # | Facility Name | Address | Capacity | Total Registered | Comments (Hours of Operations) |
|---|---------------|---------|----------|---------------------|-----------------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

Disaster Response Routes ACTIVATED: Yes ☐ No ☐

| | |
|------------------------------|--|
| Details/Routes Activated: | |
|------------------------------|--|

Major Impacts

| People Impacts: | Confirmed | Under Alert | Evacuated | Homeless | Injured | Fatalities | Missing |
|-------------------------------|--|-------------|-----------|----------|---------|------------|---------|
| <input type="checkbox"/> None | | | | | | | |
| | Unconfirmed <small>(In addition to confirmed)</small> | | | | | | |
| Details/ Comments: | | | | | | | |

| Livestock/ Animal Impacts: | Animal Type | Under Alert | Evacuated | Homeless | Injured | Fatalities | Disposed |
|----------------------------------|-------------|-------------|-----------|----------|---------|------------|----------|
| <input type="checkbox"/> None | | | | | | | |
| Details/ Comments: | | | | | | | |

| Transportation Impacts: | Area(s)/Location(s) of Impact | Nature of Impact <small>(closure, shutdown, blockage, reduced service...)</small> | Details/Comments: <small>(length of closure, anticipated opening...)</small> |
|-------------------------------|-------------------------------|---|--|
| <input type="checkbox"/> None | | | |
| Roads/Highways | | | |
| Bridges/Tunnels | | | |
| Railways | | | |
| Waterways | | | |
| Public Transit | | | |

Utility Impacts:

| | Water | Sewer | Electricity | Gas | Telephone | Cellular |
|--------------------------------|-------|-------|-------------|-----|-----------|----------|
| <input type="checkbox"/> None | | | | | | |
| # Without Service | | | | | | |
| % of Community Without Service | | | | | | |
| Details/Comments: | | | | | | |

Structure Impacts:

| | % Minor Damage | % Moderate Damage (Limited Use) | % Severe Damage (Unusable) | Details/Comments: |
|-------------------------------|----------------|---------------------------------|----------------------------|-------------------|
| <input type="checkbox"/> None | | | | |
| Residential | | | | |
| Commercial | | | | |
| Industrial | | | | |
| Institutional | | | | |

Rapid Damage Assessment CONDUCTED:Yes ☐ Not Planned ☐ To be Implemented ☐

| # of Buildings Inspected/Tagged | Red (Unsafe) | Yellow (Restricted Use) | Green (Inspected) | Details/Comments: |
|---------------------------------|--------------|-------------------------|-------------------|-------------------|
| | | | | |

Resource Information

| Surplus/Available | Resource Type/Name | Location | Details/Comments |
|-------------------------------|--------------------|----------|------------------|
| Resources: | | | |
| <input type="checkbox"/> None | | | |
| | | | |
| | | | |
| | | | |

Critical Resources DESIGNATED:Yes ☐ No ☐

Name of Critical Resource(s)/Details:

| |
|--|
| |
|--|

Public Information and Media Issues

| |
|--|
| |
|--|

Other Comments

| |
|--|
| |
|--|

Attachments:

| |
|--|
| |
|--|

Distribution:

| |
|--|
| |
|--|

EOC CHECK IN / CHECK OUT

SOURCE: JIBC EOC 501

[illegible]

EOC SHIFT SCHEDULE

SOURCE: JIBC EOC 503

EOC Shift Schedule

Location: _____

Prepared By:

[illegible]

Signature: _____ **Title:** _____

EOC STAFF FOOD & LODGING

SOURCE: JIBC EOC 508

EOC Staff Food & Lodging

| | | | |
|---------------------------|--------------|------------|---------------------|
| Event: | | | Date: |
| Operational Period | From: | To: | EMBC Task #: |
| | | | Prepared by: |

Food

| | Time: | Menu | Supplier | Delivered or Picked Up | Qty |
|----------|--------------|-------------|-----------------|-------------------------------|------------|
| B | | | | | |
| L | | | | | |
| D | | | | | |
| S | | | | | |

Legend: B = Breakfast D = Dinner
 L = Lunch S = Snack

Lodging

| Lodging Location | # of Staff | # of Rooms | Date From: | Date To: |
|-------------------------|-------------------|-------------------|-------------------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Comments:

EOC EXPENDITURE AUTHORIZATION FORM

SOURCE: JIBC EOC 530

EOC EXPENDITURE AUTHORIZATION FORM

| | | |
|---------------------|--------------|--------------|
| Event: | Date: | EAF#: |
| EMBC Task #: | Time: | |

Requesting Organization/Community:

| | | |
|-----------------------------------|--------------|------------------|
| Authorized Representative: | Name: | Location: |
| Telephone: | Fax: | Email: |

Description of Expenditure: (include nature of goods and/or services being acquired/provided, desired outcome, location, date/time planned...)

| | | | |
|--------------------------|--|-----------------------------------|--|
| Amount Requested: | | Expenditure Not to Exceed: | |
|--------------------------|--|-----------------------------------|--|

| | | |
|----------------------|-----------------------------|---------------------------------------|
| EOC Approvals | Approved for Processing by: | Expenditure Request Approved by: |
| | Position: | Position: EOC Director (or designate) |
| | Date/Time: | Date/Time: |

| | | |
|------------------------|---|---|
| PREOC Approvals | Approved for Processing by: <input type="checkbox"/> Not Approved | Expenditure Authorized by: |
| | Position: Operations Section Chief | Position: PREOC Director (or designate) |
| | Date/Time: | Date/Time: |

- Distribution:**
- | | |
|--|--|
| <input type="checkbox"/> EOC Director <input type="checkbox"/> EOC Operations Section <input type="checkbox"/> EOC Planning Section <input type="checkbox"/> EOC Logistics Section <input type="checkbox"/> EOC Finance & Admin Section <input type="checkbox"/> Other: _____ | <input type="checkbox"/> PREOC Director <input type="checkbox"/> PREOC Operations Section <input type="checkbox"/> PREOC Planning Section <input type="checkbox"/> PREOC Logistics Section <input type="checkbox"/> PREOC Finance & Admin Section <input type="checkbox"/> Other: _____ |
|--|--|

Comments:

RESOURCE REQUEST

SOURCE: JIBC

Resource Request

Date of Request: Time of Request: Request No.

Priority: ☐ High (Emergency) ☐ Medium (Priority) ☐ Low (Routine) Task No.

Requested by:

| | | |
|------|----------------------|----------------|
| Name | Dept/Agency/Function | Contact Number |
|------|----------------------|----------------|

What is being Requested?

Resource Type/Kind: Quantity:

Units of Measure: When Required:

Mission (Purpose for Resource)

Resource must come with: ☐ Fuel ☐ Meals ☐ Operator(s) ☐ Water ☐ Maintenance ☐ Lodging ☐ Power

Other:

Special Instructions (e.g. Safety message, ingress/egress routes...)

Forward Request To: (Organization/Agency/Vendor who ultimately obtains resource – use required fields only)

Contact Name/Position: Organization/Agency/Vendor:

Contact No.: Estimated Cost:

Actions Taken:

Delivery/Assigned Location (use required fields only)

Location/ Site Name: Street Address:

City, Province: Report To: Contact Number:

Intersection Street 1: Intersection Street 2:

Completed by:

| | | | |
|------|----------------|-------------|----------------------------------|
| Name | Function/Title | Date & Time | Entered <input type="checkbox"/> |
|------|----------------|-------------|----------------------------------|

Financial Approval

Spending Authority:

| | | |
|------|----------------|-----------|
| Name | Function/Title | Signature |
|------|----------------|-----------|

Distribution: Operations ☐ Planning ☐ Logistics ☐ Finance ☐ Other:

EMCR RESPONSE CLAIM SUBMISSION



RESPONSE CLAIM SUBMISSION

Date: _____

Claimant: _____

Address: _____

City: _____ Postal Code: _____

Event Name: _____ Task #: _____ Claim #: _____

Incident # (s): _____ Final Claim: ☐ Yes ☐ No

Total Claim: _____

Claim Prepared By: _____ Position: _____

Contact Information: Phone: _____ Email: _____

Signature of Claimant: _____

By signing and submitting this Response Claim Submission Invoice, the claimant acknowledges and agrees that:
(a) Her Majesty the Queen in right of British Columbia, as represented by the Minister of Public Safety and Solicitor General (the "Province"), will only pay for items that meet eligibility requirements from eligible claimants as set out in Emergency Program Act, the regulations, and policies, and that payment to claimants or for items that do not meet these requirements may be denied; and
(b) the Province's obligation to pay the claimant is subject to the Financial Administration Act, which makes that obligation subject to an appropriation being available in the fiscal year of the Province during which payment becomes due.

EMBC ADMINISTRATIVE USE ONLY:

| | | | | |
|----------------------|--|-----------|------|----------|
| Date Received Stamp: | Qualified Received Date: _____ | | | |
| | Qualified Receiver Signature (Print Name) | | | |
| | CERTIFIED THAT THE AMOUNT TO BE PAID is correct is in accordance with appropriate statute or owner authority for payment and/or contract and where applicable, that the work has been performed, and goods supplied and the services rendered and/or conditions met. | | | |
| | Spending Authority Signature (Print Name) | | | |
| | RESP | SERV LINE | STOB | PROJECT |
| | COMMIT | SUPPLIER | SITE | INVOICE# |
| | | | | |
| | | | | |

EMCR RESPONSE CLAIM DETAILS

RESPONSE CLAIM DETAILS



Claimant: _____ Event Name: _____

Task #: _____ Claim #: _____ Incident #: _____

| RESPONSE COSTS | | | | | | | | | | | |
|---|--------------------------|----------------|-----------|------------------------------|---|--|---|------------|-----------|---------------------|---------------------------------|
| Link to EMBC Financial Guidelines: https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-prepare-dress-response-recovery/embo/dfa/financial_assistance_guide.pdf | | | | | | | | | | | |
| Row Number | Vendor | Approved EAF # | Invoice # | Invoice or bill of sale date | Date Goods or Services Received (if different from date of invoice) | Purpose | (A) Net Invoiced Costs (net of taxes) | (B) PST | Gross GST | Gross Invoice Total | Total Eligible = Columns A+B |
| | ABC Traffic Service Ltd. | EAF 123 | 5444-03 | June 30, 2018 | May 1 - 2, 2018 | Traffic control to keep public from danger | \$ 1,875.00 | \$ - | \$ 93.75 | \$ 1,968.75 | \$ 1,875.00 |
| 1 | | | | | | | | | | * | * |
| 2 | | | | | | | | | | * | * |
| 3 | | | | | | | | | | * | * |
| 4 | | | | | | | | | | * | * |
| 5 | | | | | | | | | | * | * |
| 6 | | | | | | | | | | * | * |
| 7 | | | | | | | | | | * | * |
| 8 | | | | | | | | | | * | * |
| 9 | | | | | | | | | | * | * |
| 10 | | | | | | | | | | * | * |
| 11 | | | | | | | | | | * | * |
| 12 | | | | | | | | | | * | * |
| 13 | | | | | | | | | | * | * |
| 14 | | | | | | | | | | * | * |
| 15 | | | | | | | | | | * | * |
| 16 | | | | | | | | | | * | * |
| 17 | | | | | | | | | | * | * |
| 18 | | | | | | | | | | * | * |
| 19 | | | | | | | | | | * | * |
| 20 | | | | | | | | | | * | * |
| | | | | | | | \$ | . | \$ | . | \$ |
| | | | | | | | \$ | . | \$ | . | \$ |

Appendix 12. EOC Staff and Volunteer Training Plan








Sample EOC Training Matrix:















| | Annual EOC Refresher Training | Annual EOC Activation and/or Response Exercise | Intro to Emergency Management in BC | Intro to EOCs | EOC Essentials | EOC Applied Training | ICS for Executives | ICS 100 | ICS 200 | ICS 300 | ICS 400 | Liaison Officer | Information Officer | EOC III Operations | EOC III Planning | Planning Unit Leader Training | EOC III Logistics | Logistics Unit Leader Training | EOC III Finance and Administration | Finance & Admin Unit Leader Training | ESS Training | Rapid Damage Assessment | Community Evacuations | Community Disaster Recovery | Community Business Continuity | Risk Management Training |
|--------------------------|-------------------------------|--|-------------------------------------|---------------|----------------|----------------------|--------------------|---------|---------|---------|---------|-----------------|---------------------|--------------------|------------------|-------------------------------|-------------------|--------------------------------|------------------------------------|--------------------------------------|--------------|-------------------------|-----------------------|-----------------------------|-------------------------------|--------------------------|
| Community Leadership | X | X | X | X | | | X | | | | | | | | | | | | | | | O | | | | |
| Community Administration | X | X | X | X | | | X | | | | | | | | | | | | | | | O | | | | |
| Community Spokesperson | X | X | X | X | | | X | | | | | | | | | | | | | | | O | | | | |
| EPC / Liaison Officer | X | X | X | X | X | X | | X | X | X | X | X | | | | | | | | | | | X | X | X | |
| EOC Director | X | X | X | X | X | X | | X | X | X | X | | | | | | | | | | | | X | | X | |
| Information Officer | X | X | X | X | X | X | | X | X | X | X | | X | | | | | | | | | | X | | | |
| Risk Management Officer | X | X | X | X | X | X | | X | X | X | X | | | | | | | | | | | | | | X | |
| Operations Section Chief | X | X | X | X | X | X | | X | X | X | X | | | X | | | | | | | | | X | | X | |
| Operations Unit Leaders* | X | X | X | X | X | | | X | | | | | | X | | | | | | | | | | | | |
| Plans Section Chief | X | X | X | X | X | X | | X | X | X | X | | | | X | X | | | | | | | X | | X | |
| Plans Unit Leaders | X | X | X | X | X | | | X | | | | | | | X | | | | | | | | | | | |
| Damage Assessment Unit | X | X | X | X | X | X | | X | | | | | | | | | | | | | X | | | | | |
| Recovery Unit | X | X | X | X | X | X | | X | X | | | | | | | | | | | | | | X | | | |
| Logistics Section Chief | X | X | X | X | X | X | | X | X | X | X | | | | | X | X | | | | | | X | | X | |
| Logistics Unit Leaders | X | X | X | X | X | | | X | | | | | | | | X | | | | | | | | | | |
| Finance Section Chief | X | X | X | X | X | X | | X | X | X | X | | | | | | | X | X | | | | X | | X | |
| Finance Unit Leaders | X | X | X | X | X | | | X | | | | | | | | | | | X | | | | | | | |
| ESS Director | X | X | X | X | X | X | | X | X | X | X | | | | | | | | | X | | | | | | |
| ESS Volunteer | X | X | X | X | X | | | X | | | | | | | | | | | | X | | | | | | |












X = Recommended
O = Optional
Annual Recurrency Training












Other Recommended Courses:
Community Disaster Recovery Planning
Risk Manager Training
Business Continuity Planning






Appendix 13. Summary of Best Practices

| SECTION | TITLE | BEST PRACTICE / KEY INFORMATION |
|---|-------|---|
|  | 2.6 | <p>Navigating the Emergency Management Plan</p> <p>Ensure playbooks for relevant positions are distributed and reviewed regularly. These playbooks should stay with the individuals. These positions include:</p> <ul style="list-style-type: none"> » Chief and Council » Corporate Executive » Emergency Planning Coordinator » EOC Director » Information Officer |
|  | 2.6 | <p>Navigating the Emergency Management Plan</p> <p>Store a set of the EOC command staff checklists in each workstation kit. Quite often, the people that are tasked with a specific EOC role may also choose to keep a copy in a large envelope taped to the inside of their office door. They include the following positions.</p> <ul style="list-style-type: none"> » EOC Director » Information Officer » Operations Section Chief » Planning Section Chief » Logistics Section Chief » Finance Section Chief |
|  | 2.6 | <p>Navigating the Emergency Management Plan</p> <p>Tape a copy of the EOC Set-Up checklist on the wall of the facilities that you have identified as your EOC. This allows the first person in the door to begin setting up.</p> |
|  | 3.6 | <p>Exercises</p> <p>Consider doing at least one larger multi-agency exercise per year. This could be a full day event where the morning consists of refresher training, and the afternoon is the exercise.</p> |
|  | 3.6 | <p>Exercises</p> <p>There has been consistent provincial and federal funding available to communities for emergency exercises. Keep an eye open for those opportunities.</p> |
|  | 3.7 | <p>Training</p> <p>There is currently no requirement for emergency training to be delivered by the JIBC or any other accredited institution. There are several private contractors who can deliver operational training as well. However, when selecting any of the institutions or private contractors, consider requesting client references for the training you are looking to have them deliver.</p> |
|  | 4.7 | <p>Declaring a State of Local Emergency</p> <p>Where possible, issue an evacuation alert to community members who may be at threat and then draw up the formal Declaration of Local Emergency and Evacuation Order papers to have them ready just in case they are needed.</p> |

| | | | |
|---|----------|---|--|
|  | 4.7 | EOC Organizational Structure | The boxes in the EOC org charts represent functions and NOT people. Not every box in the EOC org chart needs to be filled by a different person. One person may fill more than one box. |
|  | 4.8 | Emergency Management Roles and Responsibilities | Consider requesting all directly involved agencies to physically attend the EOC to discuss expectations for interacting with the EOC (i.e., frequency, time of day, in-person / conference call, etc.). Some may have limited capacity, but others will be able to provide a liaison. All agencies will provide a primary contact. |
|  | 4.8.6 | Emergency Management Committee | Meet quarterly to support Emergency Program annual and seasonal activity planning, as scheduled by the Emergency Planning Coordinator » Exercise at least one small aspect of the Emergency Management Program each meeting |
|  | 6.1.3.2 | Full Activation | Confirm that external support staff contract costs will be eligible for reimbursement through EMCR. |
|  | 6.1.3.2. | Full Activation | Staff the EOC heavy in the early stages and release resources when they are no longer needed rather than scramble to find resources if the event grows quickly. |
|  | 6.1.3.2 | Full Activation | Since a full EOC activation may last a few days or much longer, keep long term staffing and wellness concerns as a top priority. |
|  | 6.2.3 | External Communications | Schedule regular events such as conference calls and community meetings as appropriate and stick to that schedule |
|  | 6.2.3 | External Communications | Consider activating a joint information centre with neighbouring jurisdictions (i.e., City of Kamloops) to improve information gathering/sharing activities. |
|  | 6.2.3 | External Communications | Educate community members on where to go for official community information in advance of an emergency. |
|  | 6.2.4.1 | Voyent Alert | Educate community members on how the Tk'emlúps te Secwépemc emergency notification system will work and consider making it annual business practice before freshet season. |
|  | 6.2.4.1 | Voyent Alert | For large scale events, EMCR may send an emergency broadcast through its provincial system |
|  | 6.3.1 | Obtain a Task Number | Your task number will be used for administrative and financial tracking purposes only. It does not guarantee you access to funding. |
|  | 6.3.3 | Daily Briefings | Hold a short EOC internal briefing at the beginning of each operational period to provide the latest updates on the event or incident. This may then be followed by internal team meetings within each section and the daily planning meeting afterwards. |
|  | 6.3.6 | Situation Reporting | Once the EO is activated, have the Planning Section Chief review the standard sit rep form with the regional EMCR office. This is an opportunity to clarify what is expected, what time(s) in the day it should be submitted, what is the |

| | | | |
|---|----------|---|--|
| | | | best format for submissions, etc. This will allow the planning section to set up their information collection procedures. |
|  | 6.3.8 | Documentation | <ul style="list-style-type: none"> <input type="checkbox"/> Add scribes to important decision makers <input type="checkbox"/> Scan all your documents and keep them on a cloud storage or a portable computer hard drive; only keep paper copies as you are working on them <input type="checkbox"/> Have a dedicated person in the Planning Section, Documentation Unit, who can organize the event documents. This will be particularly important when it comes to providing support documentation for cost reimbursement claims back to the Province and ISC. <input type="checkbox"/> Create a confidential log that identifies any issues that arise, and any decisions made and/or actions taken |
|  | 6.3.9.1 | Resource Requests | Use the Resource Request form for requesting goods or services that you CANNOT source yourself |
|  | 6.3.8.2 | Expense Authorization Form | Use the EAF form for EMCR pre-approval when you CAN source goods and services yourself |
|  | 6.3.9.3 | Shift Changes and Transfer Responsibilities | Schedule a ½ day overlap when someone is finished their EOC deployment and heading home or back to work. Their replacement will need that time to get brief on all the position and section activities and get introduced to how the EOC operates. |
|  | 6.3.9.3 | Shift Changes and Transfer Responsibilities | Do not allow personnel to drive home unless they have had a good night's rest prior to departure. |
|  | 6.3.11.1 | Staff Rest and Scheduling | Disaster Psychosocial Support can be contacted through EMCR at 1-800-663-3456 |
|  | 6.3.11.2 | Labour Relations | Some employment contracts may allow workers to bank their overtime. Be aware that EMCR will not reimburse any costs for banked overtime. It must be paid out, and proof of payment will need to be demonstrated. |
|  | 6.4 | Issuing a Band Council Resolution | A BCR can be used to demonstrate access to extraordinary powers and to declare a State of Local Emergency on Reserve Lands. A BCR applies to Reserve lands only where possible, it should be done with the consensus support of a Council majority. |
|  | 6.4 | Issuing a Band Council Resolution | A Band Council Resolution is NOT needed for access to support and funding from EMCR |
|  | 6.4 | Issuing a Band Council Resolution | BCRs are a common practice, but the same results may be better achieved by creating a by-law that identifies the process that Chief and Council will use when needing to access the extraordinary powers. |
|  | 6.5.1 | EOC Evacuation | Designate a monitor to assist personnel who have medical/physical disabilities and require assistance in evacuating the building |

| | | | |
|---|-------|------------------------------------|---|
|  | 6.6.1 | Overview (ESS) | Ensure your community has mutual aid agreements with various neighbouring communities in place. EMCR may not be able to provide adequate support in the event numerous communities are evacuating at the same time. |
|  | 6.6.1 | Overview (ESS) | The type of emergency support services provided will vary depending on a number of factors including the location, scope, and scale of the disaster. |
|  | 6.7 | Recovery Planning | A basic rule is every 1 operational event day translates into 40 days for the recovery process (e.g., if an event lasts 2 days, the recovery period may take up to 80 days) |
|  | 6.7.1 | Recovery Pre-Planning | Put someone in the Recovery Planner role during the early stages of EOC activation as soon as recovery activities have been deemed necessary. |
|  | 6.9.1 | Overview (Financial Reimbursement) | Costs associated with activating your EOC may be considered eligible for reimbursement from EMCR. It is generally a good idea to call them to get a task number and speak with a Regional Manager about cost eligibility. |
|  | 6.9.1 | Overview (Financial Reimbursement) | Activate a Finance Section during the initial stages of the first operational period to track costs and initiate procurement practices. |
|  | 6.9.2 | Response Cost Eligibility | Get pre-approval for cost expenditures from EMCR. This is done by submitting an Expense Authorization Form (EAF). This form can be found on the EMCR website, by googling 'EMCR eoc forms' or by referencing Appendix 11 in this document. |
|  | 6.9.2 | Response Cost Eligibility | When there is a question about eligibility for response cost reimbursement, contact the local EMCR office. If costs are not eligible through EMCR, ISC may have a source for the funding. |
|  | 6.9.3 | Recovery Cost Eligibility | If your community has experienced a significant event and it is apparent that there are going to be significant impacts or losses, put a Recovery Planner position into your EOC organization as soon as possible. This person can start to collect initial information on the scope and scale of the impacts which will also aid in the response support planning. |
|  | 6.9.4 | Cost Reimbursement Process | Tie response activities and their associated costs to specific goals within the BC Emergency Management System (BCEMS): <ol style="list-style-type: none"> 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 |
|  | 6.9.4 | Cost Reimbursement | In order to have eligible costs reimbursed from EMCR, you |

| | | | |
|---|--------|----------------------------------|---|
| | | Process | will be required to pay for the goods and services first, and then submit documented proof of payment. |
|  | 6.9.4 | Cost Reimbursement Process | <p>Have the Finance Section build and use a simple tracking spreadsheet that captures the following information:</p> <ul style="list-style-type: none"> • Task Number • Incident Number • Date goods and services ordered • Date goods and services received • Supplier invoice number • PO Number • Name of Supplier / Contact Number • Who placed the Order (Name, positions, contact) • Supplier GST number • Type of Good (EOC service or supplies, site service or supplies) • Description of goods or service • EAF Number • Amount • PST • GST • Other fees or charges • Estimated amount or actual known amount • Method of payment • Corporate credit card • Staff personal purchase for reimbursement • Cheque • Electronic Funds Transfer • Cash – explanation required • Comments |
|  | 6.9.5 | Cost Reimbursement Process Steps | <ol style="list-style-type: none"> 1. Submit an EAF for any and all expenditures that are being incurred in the EOC 2. Prepare and submit an EAF to the PREOC to confirm the eligibility of particular response costs for actions being considered by the community leadership 3. Wait for EAF authorization unless the action being taken is absolutely necessary for public safety or for the protection of critical infrastructure |
|  | 6.9.5 | Cost Reimbursement Process Steps | If EOC activations are not common for the community, have the Finance person contact the local EMCR office and ask to have them explain the process and to confirm adequate supporting documentation |
|  | 6.9.5 | Cost Reimbursement Process Steps | Write the line or row number from the Cost Reimbursement form on the top of all the corresponding documentation for that cost item. This will help the EMCR team review the submission quickly, and have the payment processed sooner |
|  | 6.10.1 | EOC Deactivation Criteria | Keep staff around to refurbish the EOC supplies and to make sure all the paperwork is completed. |

Appendix 14. BC URL's

Please ensure that the website URLs are checked as part of the regular plan maintenance.
Information is also located in Annex B Appendix 9 Tk'emlúps te Secwépemc Evacuation Plan

Situation Awareness*

| Resource | Website URL |
|---|---|
| Drive BC, MOTI | https://drivebc.ca/ |
| Public Weather Alerts, Government of Canada | https://weather.gc.ca/warnings/index_e.html |
| Streamflow Forecast Centre | https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/drought-flooding-dikes-dams/river-forecast-centre/current-streamflow-conditions-and-flood-forecast-modeling |
| Spill Incident Overviews, MOECC | https://www2.gov.bc.ca/gov/content/environment/air-land-water/spills-environmental-emergencies/spill-incidents Twitter: @SpillsinfoBC |
| Wildfire Activity, Wildfire Services | https://www2.gov.bc.ca/gov/content/safety/wildfire-status/wildfire-situation |

Evacuation Resources *

| | |
|--|---|
| Declaring a State of Local Emergency in BC (pdf) | https://www2.gov.bc.ca/gov/content/safety/emergency-management/local-emergency-programs/indigenous-emergency-operations?bcgovtm=richmond news |
| Evacuation Operational Guidelines (pdf) | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/evacuation_operational_guidelines.pdf?bcgovtm=richmond news |
| EMCR EOC Forms & Templates | https://www2.gov.bc.ca/gov/content/safety/emergency-management/local-emergency-programs/indigenous-emergency-operations?bcgovtm=richmond news |
| EMCR Policy 2.01 Provincial Support for Livestock Relocation During an Emergency (pdf) | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/EMCR/policies/201_provincial_support_for_livestock_relocation_policy.pdf |
| EMCR Procedures 2.01 Provincial support for Livestock Relocation During an Emergency - Procedure for Reimbursement (pdf) | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/EMCR/policies/201_provincial_support_for_livestock_relocation_procedures.pdf |
| EMCR Annex 2.01 Provincial Support for Livestock Relocation – Reimbursement Rate Card 2021 (pdf) | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/EMCR/policies/201_livestock_relocation_reimbursement_rate_card.pdf |
| EMCR FAQs 2.01 Provincial Support for Livestock Relocation (pdf) | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/EMCR/policies/201_provincial_support_for_livestock_relocation_faqs.pdf |
| EMCR Managing Access to Areas Under Evacuation Order | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/EMCR/fact-sheets/managing_access_to_areas_under_evacuation_order_v2_final.pdf |
| MoAFF Emergency Management Factsheet – Planning for Livestock Relocation During an Emergency (pdf) | https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/farm-management/emergency-management/planning_for_livestock_relocation_during_an_emergency.pdf |
| MoAAF Livestock Relocation Website | https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/business-market-development/emergency-management/livestock-relocation |

| | |
|---|---|
| PrepareBC Pet Planning Template (pdf) | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/EMCR/preparedbc/preparedbc-guides/preparedbc_prepare_your_pets.pdf |
| PrepareBC Public Emergency Preparation and Recovery | https://www2.gov.bc.ca/gov/content/safety/emergency-management/preparedbc |

ESS*

| | |
|--|---|
| Emergency Support Services (formerly Emergency Social Services) Field Guide January 2010 | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/ess/field-guide/essfieldguide.pdf |
| ESS Host Community Response Costs Memorandum | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/emergency_management_bc_-_host_community_response_costs_memo.pdf |
| ESS Group Lodging Operational Guidelines (pdf) | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/ess/group-lodging/operational-guidelines.pdf |
| ESS Reception Centre Operational Guidelines (pdf) | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/ess/reception-centre/operational-guidelines.pdf |
| ESS Service Responder Guides and Manuals | https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/volunteers/emergency-support-services/guides-manuals |
| Evacuee Living Assistance Policy (pdf) | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/EMCR/policies/503_evacuee_living_assistance_policy.pdf |
| Evacuee Living Assistance Procedures (pdf) | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/EMCR/policies/503_evacuee_living_assistance_procedures.pdf |

Finance*

| | |
|--|---|
| Evacuee Living Assistance Guidelines (EMCR Policy 5.03) | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/EMCR/policies/503_evacuee_living_assistance_policy.pdf |
| Financial Assistance for Emergency Response Costs for BC Local Authorities and First Nations | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/EMCR/dfa/financial_assistance_guide.pdf?bcgovtm=richmond news |
| Compensation and Disaster Financial Assistance Regulations | https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/10_124_95 |

Psycho-social Support*

| | |
|--|---|
| Disaster Psychosocial Services Program | http://www.phsa.ca/our-services/programs-services/health-emergency-management-bc/disaster-psychosocial-program |
| Self-care Information for Disaster Workers | https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/volunteers/emergency-support-services/self-care-for-disaster-workers |

Miscellaneous EMCR Resources

| Resource | Website URL |
|---|---|
| BC Emergency Management System (BCEMS) 2016 – pdf | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/EMCR/bcems/bcems_guide_2016_final_fillable.pdf |
| EOC Communications Toolkit | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/local_gov_communications_toolkit.pdf |
| Debrief after an Emergency | https://www2.gov.bc.ca/gov/content/safety/emergency-management/local-emergency-programs/after-action-review?bcgovtm=richmond news |
| Quick Reference: Emergency Management in British Columbia | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/em_quick_ref_version_1.pdf |
| EMCR Training and Exercise Program | https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/emergency-management-bc/emergency-management-training-and-exercises/em-training-program |

Re-Entry*

| | |
|---|---|
| Rapid Damage Assessments | https://www.bchousing.org/about/post-disaster-building-assessments |
| Community Re-entry Considerations for First Nations and Local Authorities – Reference Guide – pdf | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/recovery/community_re-entry_considerations_reference_guide.pdf?bcgovtm=richmond news |
| Community Recovery Capacity and Needs Assessment Form – pdf | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/community_recovery_capacity_needs_assessment_form.pdf?bcgovtm=richmond news |
| Disaster Financial Assistance for Local Communities | https://www2.gov.bc.ca/gov/content/safety/emergency-management/local-emergency-programs/financial/communities-dfa?bcgovtm=richmond news |
| Disaster Recovery Guide – pdf | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/disaster_recovery_guide.pdf |
| Re-entry Considerations Screening Checklist – pdf | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/recovery/community_re-entry_considerations_checklist.pdf?bcgovtm=richmond news |
| Recovery Toolkit for First Nations and Local Authorities – pdf | https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/disaster_recovery_guide.pdf?bcgovtm=richmond news |

Appendix 15. List of Acronyms

| | |
|---------|---|
| BCEHS | British Columbia Emergency Health Services (<i>formerly BC Ambulance Service</i>) |
| BCP | Business Continuity Plan |
| BCSPCA | British Columbia Society of the Prevention of Cruelty to Animals |
| BCWS | British Columbia Wildfire Service |
| CAF | Canadian Armed Forces |
| CDART | Canadian Disaster Animal Response Team |
| EMCR | Emergency Management British Columbia |
| EOC | Emergency Operation Centre |
| EPC | Emergency Planning Coordinator |
| ESS | Emergency Support Services (<i>formerly Emergency Social Services</i>) |
| FLNRORD | Ministry of Forests, Lands, Natural Resource Operations and Rural Development |
| FNESS | First Nations Emergency Services Society |
| FNHA | First Nations Health Authority |
| FSC | Finance Section Chief |
| HEMCR | Health Emergency Management British Columbia |
| HRVA | Hazard, Risk, Vulnerability Assessment |
| IC | Incident Commander |
| IHA | Interior Health Authority |
| IO | Information Officer |
| ISC | Indigenous Services Canada |
| JIBC | Justice Institute of British Columbia |
| LSC | Logistics Section Chief |
| MOECC | Ministry of Environment and Climate Change |
| MoTI | Ministry of Transportation and Infrastructure |
| MTAC | Ministry of Tourism, Arts & Culture |
| OSC | Operations Section Chief |
| PECC | Provincial Emergency Coordination Centre |
| PSC | Plans Section Chief |
| PREOC | Provincial Regional Emergency Operations Centre |
| RCMP | Royal Canadian Mounted Police |
| RDA | Rapid Damage Assessment |
| SAR | Search and Rescue |

Appendix 16. List of Terminology

| | |
|-----------------------------|--|
| Business Continuity | A process that identifies the steps required to maintain critical services, viable continuity, and recovery strategies in order to minimize any potential losses as a result of an emergency or event. |
| Critical Infrastructure | Processes, systems, facilities, technologies, networks, assets, and services essential to the health, safety, security, or economic well-being of a community; most often associated with transportation, communications, community water delivery, and energy |
| Damage Assessment | A determination of the effects of the incident on humans; on physical, operational, economic characteristics; and on the environment |
| Disaster | Event that causes great damage or loss |
| Emergency | Sudden, urgent, usually unexpected occurrence or event requiring immediate action |
| Emergency Operations Centre | A central command and control unit / service that plans and supports site level response activities |
| Exercise | A process to assess, train, practice, test and improve performance of recovery or continuity of an organization's system |
| Event | Occurrence of a particular set of circumstances |
| Hazard | A potential source of harm, or a situation with a potential for causing harm, that has a capacity to produce an adverse effect to things of value including human injury, damage to health, property, or the environment |
| Impact | The evaluated magnitude or severity of a consequence (e.g., physical, social, or environmental) from a particular hazard event |
| Incident | An event that might be, or could lead to, an operational interruption, disruption, loss, emergency, or crisis |
| Mitigation | Activities taken to reduce the impacts from hazards |
| Mutual Aid / Assistance | Usually prearranged in the form of an agreement between two or more entities to share resources in response to an incident |
| Rapid Damage Assessment | A quick evaluation of the extent and impact of damage caused by a disaster/emergency to determine whether an area is safe for re-entry |
| Recovery | Activities and programs designed to return conditions to a level that is acceptable to the entity |
| Resiliency | The ability to prepare for and adapt to changing conditions and withstand and recover rapidly from disruptions |
| Risk | Takes into consideration the likelihood of a hazard occurring and the severity of the potential impacts to things of value such as health, property, environment, and socioeconomics. |
| Tabletop Exercise | A test method that presents a limited simulation of a disruption, emergency, or crisis scenario in a narrative format in which participants review and discuss, not perform, the policy, methods, procedures, coordination, and resource assignments associated with plan activation |
| Threat | A potential cause of an unwanted incident, which may result in harm to individuals, a system or organization, the environment, or the community |
| Vulnerable | Describes people, property, infrastructure, industry, resources, environment, and systems that may be more likely to be impacted by a particular threat or may lack preparedness resulting in a slower response to a disaster |

ANNEX A – HRVA

ANNEX B – Tk'emlúps te Secwépemc Evacuation Plan

ANNEX C – Tk’emlúps te Secwépemc Extreme Heat Plan

ANNEX D – Tk’emlúps te Secwépemc ESS Plan
