EMERGENCY PREPAREDNESS PLAN

Kitasoo / Xai'xais Band Chief and Council

Klemtu, British Columbia

May 2016

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SECTION 1 – EMERGENCY CONTACT LIST

Kitasoo Band Emergency Contacts

CHIEF DOUGLAS NEASLOSS

Work	**1-250-839-1255**
Cell	**1-604-354-5989**

Backup:

LORRAINE ROBINSON   **1-250-839-1255**

BAND MANAGER DARREN EDGAR

Work	**1-250-839-1255**
Cell	**1-250-709-4275**
Email	**Darren.kitasoo@gmailcom**

POSTER: AGENCY RESOURCES IN AN EMERGENCY:

Provincial Emergency Program (Victoria) ………………………. **1-800-663-3456**

    North East Regional Office ………………………. **1-250-952–5848**

Aboriginal & Northern Affairs Canada (AANDC)

    Duty Officer ………………………. **604-209-9709**

    Email **BCINAC_DO@inac.gc.ca**

First Nations' Emergency Services

    Emergency (24 hour) ………………………. **1-877-263-3456**

    Non-Emergency ………………………. **1-888-822-3388**

RCMP Prince Rupert detachment ………………………. **1-250-799-5363**

This detachment serves: Prince Rupert, Port Edward, Lax Kw'alaams (Port Simpson), Metlakatla, Kitkatla, Hartley Bay and Klemtu. Contact information: 100 6th Avenue W, Prince Rupert, British Columbia V8J 3Z3 Canada ………………………. **1-250-624-2136**

Kitasoo Fire Department ………………………. **1-250-799-5650**

Air and Marine Emergencies ………………………. **1-800-567-5111**

BC Ambulance Emergency Response ………………………. **1-800-461-9911**

BC Hydro ………………………. **1-800-224-9376**

  Report an Outage ………………………. **1-888-769-3766**

Conservation Officer ………………………. **1-800-663-9453**

Emergency Social Services (Program Office – Victoria) ………………….. **1-800-585-9559**

Environmental Health Officer Dr Paul Martiquet …………………. **1- 604-886-5600**

  Including a public health emergency / epidemic (has MOU with Kitasoo Band)

First Nation Health Authority …………………….. **1-866-913-0033**

Fisheries (Federal - Kamloops) ………………………. **1-250-851-4950**

    Fisheries and Fish Habitat Violations ………………………. **1-800-465-4336**

Forest Fire reporting *Only* ………………………. **1-800-663-5555**

Ministry of Environment, Lands & Parks ………………………. **1-800-663-9453**

Environmental Violations, Dangerous Wildlife & Human Conflicts……… **1-877-952-7277**

Ministry of Highways and Transport ………………………. **1-800-663-7867**

Ministry of Forest and Range ………………………. **1-800-663-7867**

Noah's Wish (Disaster Animal Help)

    Quesnel – Assistant Coordinator

Debbie Knabke .... 1 -250-249-5665

drkent@xplornet.com

Kamloops – Assistant Coordinator

Dave Dahl 1-250-374-7069

dfdahl@telus.net

Fort St.James – Assistant Coordinator

Angela Mclaren 1-250-996-3804

fsjhumanesociety@yahoo.ca

Poison Control Centre 1-800-567-8911

Canadian Red Cross 1-866-800-6493

Spill Reporting (Victoria) 1-800-663-3456

Central Coast Regional District 1-250-799-5291

WEBSITE RESOURCE LIST

BC River Forecast Centre

www.bcrfc.env.gov.bc.ca

First Nations' Emergency Services

www.fness.bc.ca

Provincial Emergency Program

www.pep.bc.ca

Tsunami Preparedness
www.pep.bc.ca/hazard_preparedness/tsunami_preparedness.html

Latest BC Wildfire News

www.bcforestfireinfo.gov.bc.ca

Ocean Tides, Currents and Water Levels

http://www.lau.chs-shc.gc.ca/cgi-bin/tide-shc.cgi?queryType=showRegion&language=english&region=1

SECTION 2 – COMMUNITY CONTEXT

2.1 GENERAL LOCATION

Kitasoo / Xai'xais Band is located at Klemtu on Swindle Island on the central coast of BC. Access is by water or floatplane only (and Klemtu is also on the BC ferries route):

2.2   DEMOGRAPHICS

A total of 302 people reside on-reserve at Kitasoo (AANDC Dec 2015). A further 12 live on other reserves and 199 live off-reserve. This makes a total of 513 registered members.

Registered Population as of December 2015 [AANDC]

Residency	# of People
Registered Males On Own Reserve	161
Registered Females On Own Reserve	141
Registered Males On Other Reserves	6
Registered Females On Other Reserves	6
Registered Males Off Reserve	83
Registered Females Off Reserve	116
Total Registered Population	**513**

In addition to the Kitasoo Band community members, there are often other non-Kitasoo persons in the community usually who are employed by different provincial, marine and other private entities (e.g. BC Ferries).

2.3   CONNECTIVITY PROFILE

Klemtu has access to broadband for internet connection, however if the landlines and internet are down then other options for communicating are:

VHF Radio — In majority of homes as well as Health Centre, Band Office, Spirit Bear Lodge. There is also a channel (Ch 16) on the VHF which can be linked direct into Prince Rupert "traffic" for emergencies.

Satellite phone — One at Band Office and one at Health Centre. The Spirit Bear Lodge also has a satellite radio as often they have watchmen and tourists out on the land for spirit bear tours.

2.4   HOW EMERGENCIES HAVE BEEN HANDLED TO DATE

SIREN:

There is a siren on the top of the Fire Hall and on the north side of the community that will sound if there is a fire. It is understood that protocols for the siren when a tsunami is predicted are not as well known in the community as they could be – and this will need to be affirmed and communicated.

FIRE HALL:

There is a fire hall and two fire trucks and trained volunteer firemen who will respond in a fire emergency. There are also fire hydrants across the community and fire safety equipment in main buildings (school, health centre, Spirit Bear Lodge, Band Office etc).

Fire Preparation Plans have been done for the Health Centre, Band office, child care centre and school. A fuel spill / contamination plan is also held by the Health Centre and a Spill Response trailer is available in the community next to the Band office.

EVACUATION POINT:

Kitasoo does have a central evacuation point well known to the community – the school (part of the school is identified as earthquake proof) or the hall. These are the highest points in the community and for those without cars, a notice usually goes out (from one of the hereditary chiefs) to evacuate to the meeting point and requesting those with cars to pick up people / neighbors / family without cars.

In recent years there have been several tsunami warnings which have resulted in evacuating community members to this gathering point.

EMERGENCY MANAGEMENT RESPONDERS:

There are 4 trained EMRs in the community.

MEDICAL EVACUATION:

A helicopter can be called for medical emergency evacuation and since there is no designated helipad in the community – it lands at the school fields. The Band Council is planning on installing lighting in this area that can be activated for the helicopter as currently cars with headlights are used to enlighten the field area at night times.

RCMP:

There is an RCMP detachment office at Klemtu however this is not manned full-time. It is an office of the Prince Rupert detachment of the RCMP. If there is an emergency requiring police intervention, community members can then ring 9-1-1.

EMERGENCY KITS:

In 2014 the Health Centre arranged distribution of 72-hour emergency kits to houses in the community however there is no robust method of ensuring these kits have been sustained and any "expired" items replaced. This is an area that can be improved upon. There is no central large supply emergency kit (blankets, food, water, medical supplies) if there is a sudden evacuation of the entire community, held at the school meeting point yet.

SECTION 3 - EMERGENCY PLAN OVERVIEW

3.1   EMERGENCY OPERATIONS CENTRE (EOC) LOCATIONS

The primary **Emergency Operations Centre (EOC)** is located at Kitasoo / Xai'xias Band Administration, Klemtu V0T 1L0. **PHONE**: 1-250-839-1255

The **Alternate EOC** is located at Kitasoo Xai'xais Health Centre, Klemtu. **PHONE**: 1–250–839-1281

Kitasoo Health Centre (IOC Backup site)

Kitasoo Band Office (Primary IOC site)
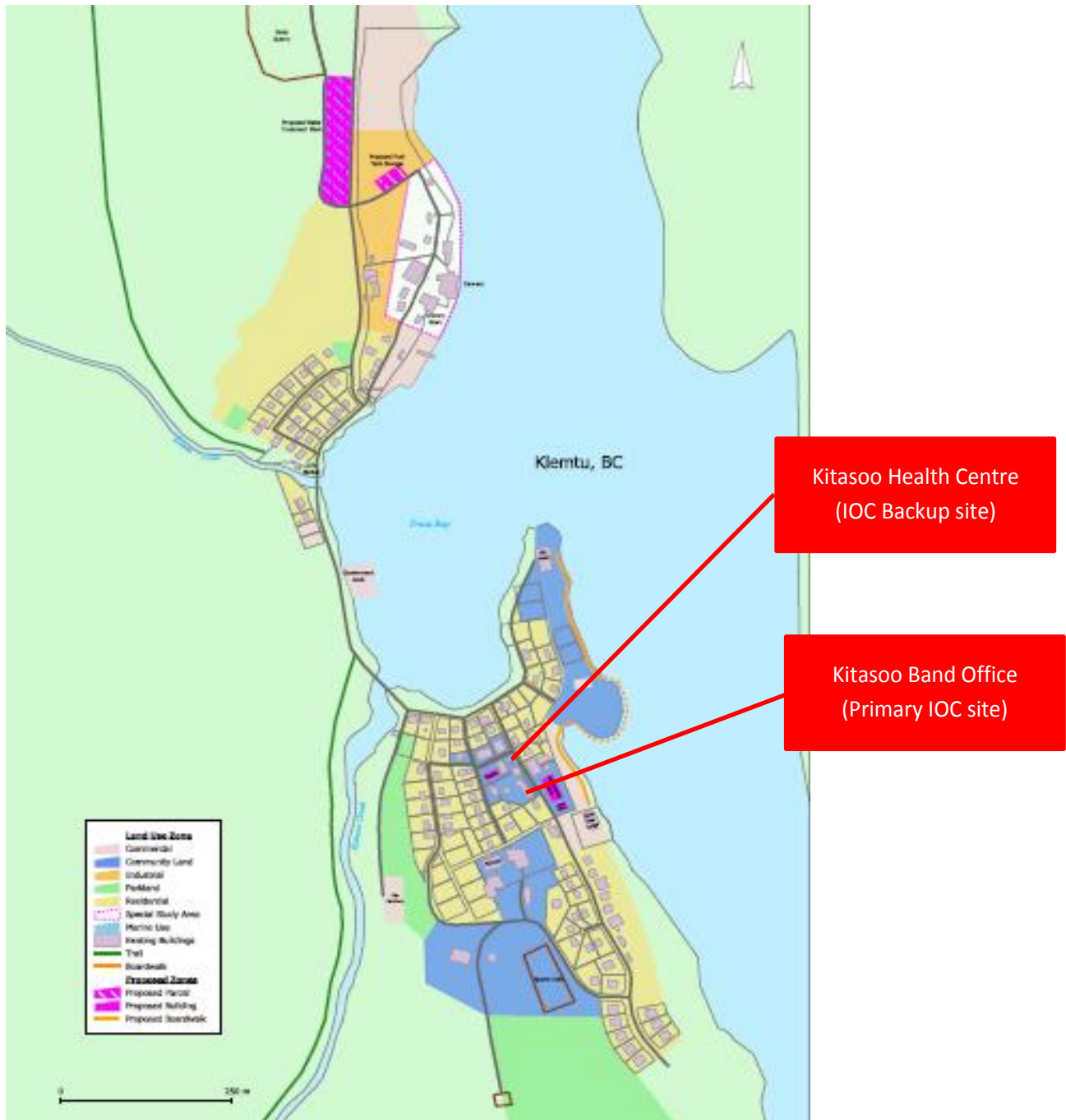
KLEMTU IS IN "TSUNAMI NOTIFICATION ZONE B"
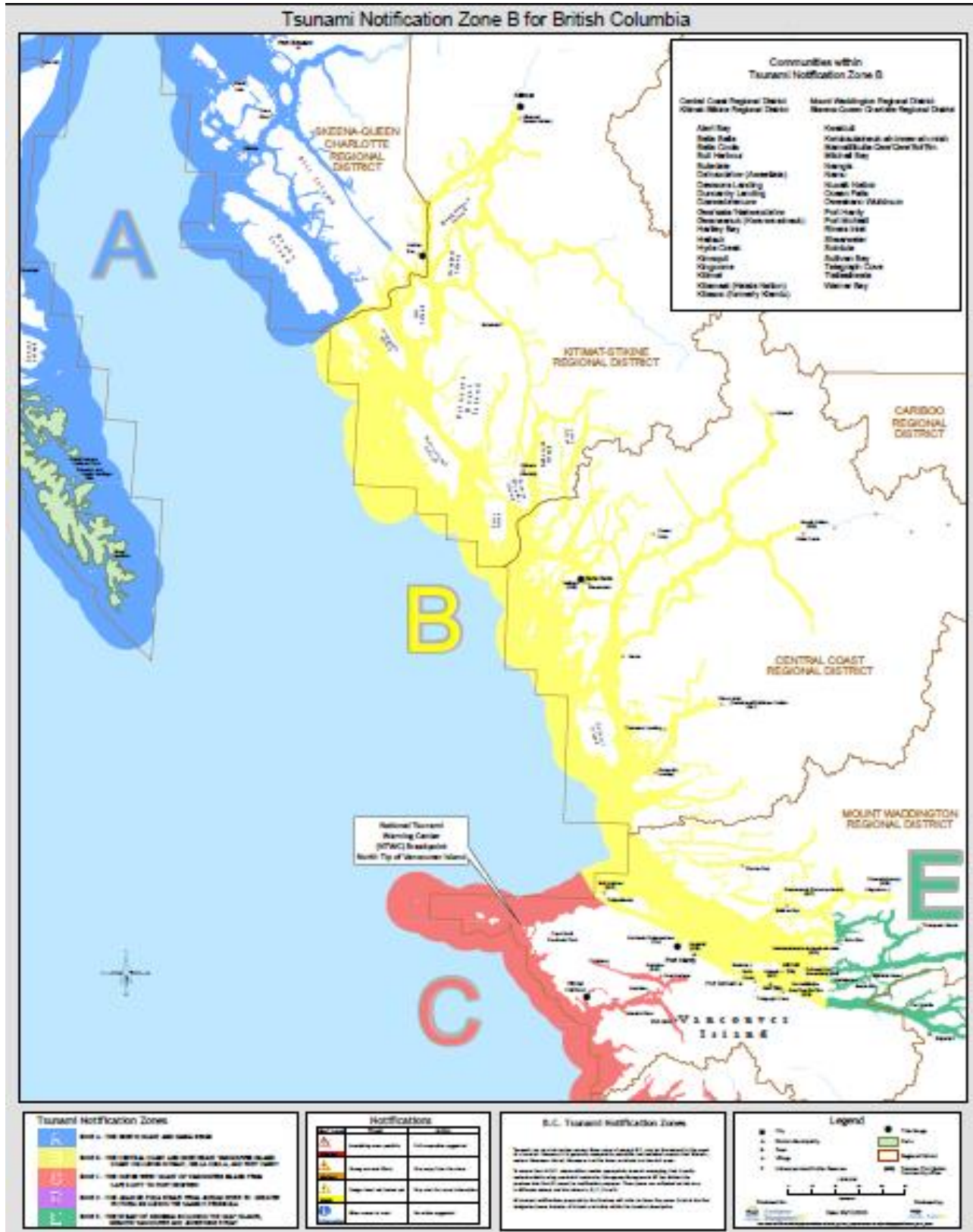
Tsunami Notification Zone B for British Columbia

Tsunami Notification Zone B for British Columbia

Communities within Tsunami Notification Zone B

Central Coast Regional District	Mount Waddington Regional District
Kitimat-Stikine Regional District	Skeena-Queen Charlotte Regional District

Alert Bay	Kwakiutl
Bella Bella	Kwicksutaineuk-ah-kwaw-ah-mish
Bella Coola	Mamalilikulla-Qwe'Qwe'Sot'Em
Bull Harbour	Mitchell Bay
Butedale	Namgis
Da'naxda'xw (Awaetlala)	Namu
Dawsons Landing	Nuxalk Nation
Duncanby Landing	Ocean Falls
Dzawada'enuxw	Oweekeno Wuikinuxv
Gwa'sala-'Nakwaxda'xw	Port Hardy
Gwanaenuk (Kwa-wa-aineuk)	Port McNeil
Hartley Bay	Rivers Inlet
Heiltsuk	Shearwater
Hyde Creek	Sointula
Kimsquit	Sullivan Bay
Kingcome	Telegraph Cove
Kitimat	Tlatlasikwala
Kitamaat (Haisla Nation)	Warner Bay
Kitasoo (formerly Klemtu)	

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

KITIMAT-STIKINE REGIONAL DISTRICT

CARIBOO REGIONAL DISTRICT

Tsunami Notification Zones

A — ZONE A - THE NORTH COAST AND HAIDA GWAII

B — ZONE B - THE CENTRAL COAST AND NORTHEAST VANCOUVER ISLAND COAST INCLUDING KITIMAT, BELLA COOLA, AND PORT HARDY

C — ZONE C - THE OUTER WEST COAST OF VANCOUVER ISLAND FROM CAPE SCOTT TO PORT RENFREW

D — ZONE D - THE JUAN DE FUCA STRAIT FROM JORDAN RIVER TO GREATER VICTORIA INCLUDING THE SAANICH PENINSULA

E — ZONE E - THE STRAIT OF GEORGIA INCLUDING THE GULF ISLANDS, GREATER VANCOUVER AND JOHNSTONE STRAIT

Notifications

Alert Level	Threat	Action
⚠ Warning	Inundating wave possible	Full evacuation suggested
⚠ Advisory	Strong currents likely	Stay away from the shore
⚠ Watch	Danger level not known yet	Stay alert for more information
ⓘ Information	Minor waves at most	No action suggested

Tsunamis[1]

Tsunamis are a series of waves (not just one big one), most often generated by a major earthquake beneath the ocean floor. The time between crests can range from minutes to hours, and in height from a few centimetres to several metres. In the deep ocean, the waves travel about 800 kilometres per hour, but start to slow in shallower, coastal waters where their heights increase dramatically.

[1] From BC Provincial Emergency Management website

Tsunami Preparedness

Since Klemtu is in coastal British Columbia, it is identified as a Zone B community (see maps above). Kitasoo community needs to be prepared to manage on its own for a minimum of 72 hours. This means preparation of household emergency kits, evacuation plans, siren warnings etc.

If there is a Tsunami Threat

- Earthquakes are often a precursor to a tsunami. If a strong shaking, people are to drop, cover and hold on. Then move to higher ground or, in some communities, a pre-identified safe area (Kitasoo Community School).
- Tsunami waves can last several hours, so community members are required to stay there until they receive the "All Clear" message from the Emergency Program Coordinator or Chief. Community members must never go to the shoreline to watch the waves. A tsunami can move faster than they can run!

How Kitasoo community will know if a Tsunami is coming

- B.C. receives notification of a potential distant tsunami from the **U.S. National Tsunami Warning Center**. All information is then assessed by Canadian federal and provincial emergency officials and technical staff to determine if there is a threat to coastal BC.
- If a tsunami threat is identified, Emergency Management BC will activate the Provincial Emergency Notification System (PENS), which notifies local communities and agencies with information on alert levels for the province's five tsunami zones. Emergency response plans are implemented at the local level as required.
- Community members can also subscribe to Twitter, text and email notifications via the Intergovernmental Oceanographic Commission, US National Tsunami Warning Center (@NWS_NTWC) and Emergency Info BC (@EmergencyInfoBC). The Kitasoo Emergency Program Coordinator is subscribed to this alert.

- Throughout the event, official tsunami emergency warnings and information will be broadcast by VHF radio, television, telephone, text message, door-to-door contact, social media, weather radios and/or outdoor sirens.

3.2 AUTHORITY TO ACTIVATE THE EMERGENCY PLAN

The following individuals have the authority to activate the Emergency Plan:
- Emergency Program Coordinator (EPC) or designate;
- Band General Manager or designate;
- Chief or Council member designate;
- Provincial Emergency Management Program designate; or,
- Emergency Services (i.e. Incident Commander: Fire Chief, RCMP) or designate.

3.3 OPERATIONAL RESPONSIBILITY FOR IMPLEMENTATION OF THE EMERGENCY PLAN

The Emergency Operations Centre (EOC) is responsible for the implementation of the Emergency Plan and for the coordination and direction of overall operations in respect of preparation for, response to, and recovery from the emergency or disaster. The EPC is responsible for the coordination and control of all operations within the EOC identified in this Emergency Plan. The EPC will keep records of all events and incidents (and activation levels described below) for monitoring of any trends by Chief and Council.

3.4 LEVELS OF EMERGENCY OPERATIONS CENTRE (EOC) ACTIVATION

There are three levels of EOC activation, described below:

LEVEL 1 EOC ACTIVATION *See Section 5 in this plan for local emergency management structure and responsibilities*	Level 1 action reflects **events that are normally managed by community resources** on a regular basis. However, there is potential for the event to escalate and requires monitoring only. There is little or no need for site support activities and the event will be closed in a relatively short time. This level <u>may</u> require the activation of an Incident Command center but this is not always necessary. May occur quite frequently – several times a year.
LEVEL 2 EOC ACTIVATION *See Section 6 in this plan for procedures*	Level 2 events are **emergencies that are of a larger scale or longer duration** and may involve limited evacuations, additional or unique resources or similar extraordinary support activities. If the event cannot be managed appropriately from the site, this level requires the activation of an EOC, and notification to the Provincial Emergency Program (PEP). May occur infrequently.
LEVEL 3 EOC ACTIVATION *See Section 6 in this plan for procedures*	Level 3 **events are of large magnitude and/or long duration** or may have multiple sites that involve multi-agencies and multi-government response. May include the whole central coast region, entire BC Province or be a national disaster or emergency. Very rare.

3.5 DE-ACTIVATION OF THE EMERGENCY PLAN

The EOC Emergency Program Coordinator will terminate the EOC activity for the current event and implement a de-activation plan.

3.6 FEDERAL JURISDICTION

The Kitasoo / Xai'xais Band have not ratified a treaty with the Federal and Provincial governments. The community is located on Federal Reserve lands and is currently governed by Federal Acts, specifically the *Indian Act*. The Federal and Provincial governments have entered into a Memorandum of Understanding (MOU) for the **Provincial Emergency Program (PEP)** to provide emergency management services for First Nations on-reserve.

In order to facilitate the same level of services for First Nations communities PEP, Aboriginal Affairs & Northern Development Canada (AANDC) and First Nations Emergency Services (FNESS) utilize **the British Columbia Emergency Response Management System (BCERMS)** model to standardize delivery of emergency management and response efforts.

3.7 PROVINCIAL AND LOCAL JURISDICTIONS

The *Emergency Program Act* requires that all Provincial ministries and agencies utilize the British Columbia Emergency Response Management System (BCERMS). First Nations, who have not ratified treaties with the Federal and Provincial government are governed by federal statute, are not legally required to follow the BCERMS model but are strongly encouraged to incorporate this model into their emergency plans. The majority of municipalities and First Nations utilize BCERMS to ensure consistent emergency management principles and coordinated response efforts. The Kitasoo Xai'xais Band has agreed to follow the principles of BCERMS.

3.8 BRITISH COLUMBIA EMERGENCY RESPONSE MANAGEMENT SYSTEM (BCERMS) RESPONSE GOALS

When responding to an emergency or disaster, the following goals will be used to determine the appropriate course(s) of action (in priority order):

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

SECTION 4 – HAZARD, RISK & VULNERABILITY ASSESSMENT (HRVA)

4.1   HAZARD, RISK AND VULNERABILITY ASSESSMENT (HRVA) FOR AN INCIDENT OR EMERGENCY

HAZARD, RISK & VULNERABILITY ASSESSMENT (HRVA)			
NATURALLY OCCURRING HAZARDS			
GEOLOGICAL HAZARDS			
	PROBABILITY		
	Likely	**Unlikely**	**Never**
1 Earthquake	✓		
2 Tsunami	✓		
3 Volcano		✓	
4 Landslide, Mudslide, subsidence	✓		
5 Glacier, Iceberg		✓	
6 Erosion, Accretion, Desertification	✓		
METEOROLOGICAL HAZARDS			
	PROBABILITY		
	Likely	**Unlikely**	**Never**
7 Flood, Flash flood, sieche, tidal surge (see Climate Impact report in Appendix in CCP)	✓		
8 Drought	✓		
9 Fire (e.g. forest, range, urban, wild land and urban interface)	✓		
10 Snow, ice, hail, sleet, avalanche, blizzard	✓		
11 Windstorm, tropical cyclone, hurricane, tornado, water spout, dust/sand storm	✓		
12 Heat wave, cold spell	✓		
13 Lightning strikes	✓		
14 Famine		✓	
15 Geomagnetic Storms	✓		
16 Fog	✓		

HAZARD, RISK & VULNERABILITY ASSESSMENT (HRVA)			
BIOLOGICAL HAZARDS			

		PROBABILITY		
		Likely	**Unlikely**	**Never**
17	Disease that impacts humans or animals (e.g. plague, smallpox, anthrax, West Nile virus, foot and mouth disease, severe acute respiratory syndrome (SARS), influenza pandemic, bovine and mouth disease, bovine spongiform encephalopathy (BSE)	✓		
18	Animal or insect infestation or damage	✓		

HUMAN-CAUSED EVENTS			
UNINTENTIONAL EVENTS			

		PROBABILITY		
		Likely	**Unlikely**	**Never**
19	Hazardous material spill or release (e.g. explosive flammable liquid, flammable gas, flammable solid, oxidizer, poison, radiological, corrosive)	✓		
20	Explosion/Fire	✓		
21	Transportation accident (marine, MVA, plane crash, train derailment)	✓		
22	Building/Structure collapse	✓		
23	Energy/power/utility failure	✓		
24	Fuel/resource shortage	✓		
25	Air/Water pollution, contamination	✓		
26	Water control structure/dam/levee failure	✓		
27	Financial issues, economic depression, inflation, financial collapse	✓		
28	Communications system interruptions	✓		
29	Misinformation	✓		

HAZARD, RISK & VULNERABILITY ASSESSMENT (HRVA)			
INTENTIONAL EVENTS			
		PROBABILITY	
	Likely	**Unlikely**	**Never**
30 Terrorism (e.g. explosive, chemical, biological, radiological, nuclear, cyber)	✓		
31 Sabotage	✓		
32 Civil disturbance, public unrest, mass hysteria, riot		✓	
33 Enemy attack, war		✓	
34 Insurrection		✓	
35 Strike or labor dispute	✓		
36 Disinformation	✓		
37 Criminal activity (e.g. vandalism, arson, theft, fraud, embezzlement data theft)	✓		
38 Electromagnetic Pulse		✓	
39 Physical or information security breach	✓		
40 Workplace Violence	✓		
TECHNOLOGY-CAUSED EVENTS			
		PROBABILITY	
	Likely	**Unlikely**	**Never**
41 Computers, hardware, software, or application a (internal/external) malfunction or breakdown	✓		
42 Ancillary support equipment	✓		
43 Telecommunications	✓		
44 Energy/power/utility failure	✓		

HIGHEST PROBABILITY *(Top 8 – ranked)*	
1	Earthquake, Tsunami
2	Forest fire
3	Hazardous material spill
4	Transportation accident
5	Windstorm
6	Disease pandemic
7	Energy / power failure
8	Communication failure

This HRVA undertaken by Chief and Council in March 2016 identifies the major risks for the Kitasoo Xai'xais community and has informed the development of this plan and essential preparations needed for the community to be ready for the eventuality of these incidents.

The <u>LOCAL</u> Kitasoo Xai'xais emergency management structure consists of four main components below:

```
                    CHIEF AND COUNCIL

   Emergency Management                    KITASOO XAI'XAIS
   Committee (EMC)                         LOCAL EMERGENCY
                                           MANAGEMENT
                                           STRUCTURE

                 Band General Manager

   Emergency Program Coordinator (EPC)     ALL Department Heads
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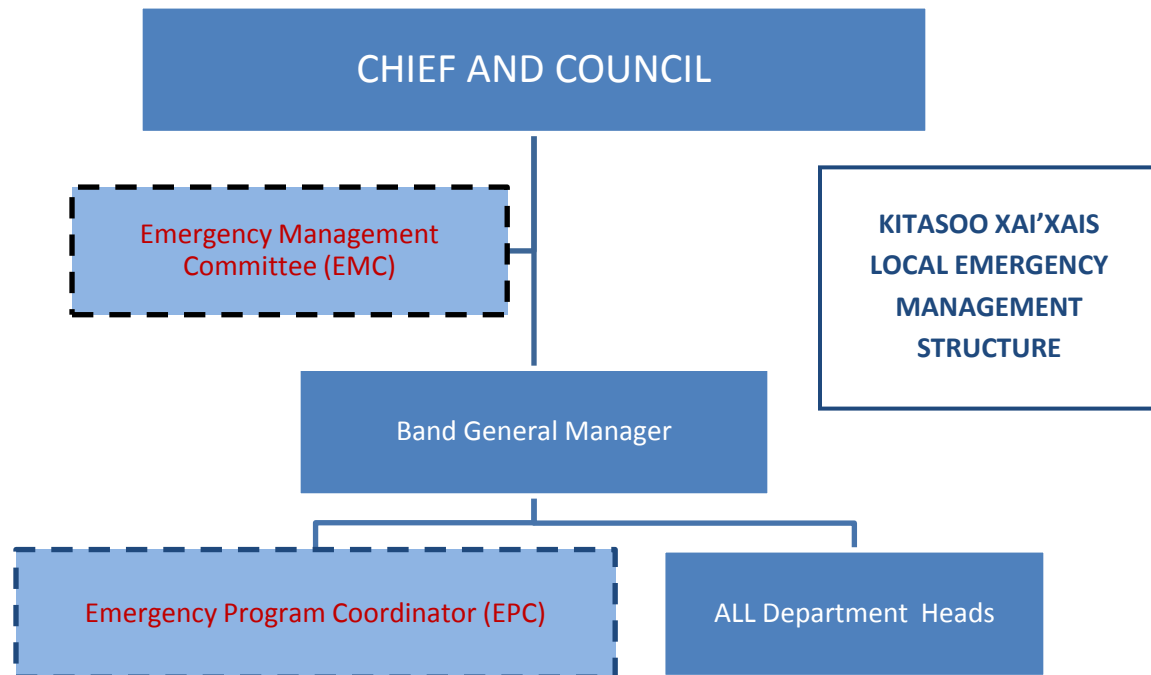
5.1   CHIEF & COUNCIL

Chief and Council ultimately carry responsibility for preparation, mitigation, response and recovery efforts. These responsibilities, as outlined in Band Council Resolutions), are delegated to staff and the Emergency Management Committee (EMC) for action.

5.2   BAND GENERAL MANAGER

The Band General Manager is responsible for overseeing the activities of the Emergency Program Coordinator (EPC) and for reporting directly to Chief and Council. The Band General Manager serves as the Director of the Emergency Operations Centre Director (if activated) for a community-wide emergency. The Band General Manager serves as a member on the Emergency Management Committee (EMC).

5.3   EMERGENCY PROGRAM COORDINATOR (EPC)

The Emergency Program Coordinator (EPC):

- is responsible for overseeing and coordinating the emergency management program and the development, review and revision of this Emergency Preparedness Plan;

- serves as the liaison between Chief and Council, Band General Manager and the Emergency Management Committee (EMC);

- ensures that adequate attention is given to all aspects of the Emergency Management program by continually promoting and reporting on the emergency plan, incidents/events and activities undertaken (e.g. to build relationships with partner responders; community training sessions; etc);

- prepares an annual budget, based on input from the Emergency Management Committee for resources needed to implement the emergency preparedness plan, including for emergency supplies, training responders and the community; etc;

- manages contracts on behalf of the emergency management program, such as specialists to provide training, exercises or planning (e.g. training responders or community First Aid / CPR sessions);

- coordinates an annual assessment of local risks (updating the HRVA), evaluation of mitigation projects, preparing evacuation plans, and other responsibilities (see below);

- coordinates implementation of strategies selected by the Emergency Management Committee, for example holding public awareness sessions, organizing community training, and establishing EOC facilities;

- provides a single point of contact for the overall emergency management program at the Kitasoo Xai'xais community. This position is also responsible for giving presentations on the program to community members and other groups who may request such a presentation;

- updates this Emergency Preparedness Plan at regular intervals;

- coordinates the purchase and tracking of all equipment, materials and supplies on behalf of the program;

- coordinates training programs and exercises and evaluates these;

- liaises with regional and provincial government authorities, businesses, and industry in the area on concerns of mutual interest;

- produces an appropriate agenda, arranges and chairs meetings of the Emergency Management Committee (EMC);

- initiates, maintains and supports volunteer responders (including organizing debriefing after a sensitive or critical incident);

- reports on the effectiveness of the emergency management program to Chief and Council; and,

- Researches, applies for and acquires alternative funding to support emergency preparedness by the Band, Departments, businesses and homes / families (JEPP, public/private partnerships, etc.).

5.4   EMERGENCY MANAGEMENT COMMITTEE (EMC)

The Kitasoo Xai'xais emergency management program will be supported by an Emergency Management Committee (EMC).

TERMS OF REFERENCE FOR EMC

The Emergency Management Committee is responsible for the following:

- Implementing strategies as outlined in the goals and objectives of the program;

- Reviewing policies and procedures contained within the Emergency Plan;

- Identifying and participating in training and exercises;

- Providing input to implementation strategy development and evaluation;

- Conducting an annual Hazard, Risk and Vulnerability Analysis;

- Identifying and <u>participating in</u> the planning, implementation and evaluation of local mitigation projects such as flood protection works, wildfire fuel reduction, and local development controls;
- Developing response policies and procedures, such as evacuations, communication plans, EOC facility plans, etc.
- Evaluating the progress of the program on an annual basis and consider recommendations for improvement;
- Providing any knowledge or information that may affect the readiness and preparation of the Kitasoo Xai'xais community for an impending disaster or emergency;
- Assisting with the development of budgets; and,
- Meeting on a regular basis.

MEMBERSHIP OF THE KITASOO XAI'XAIS BAND EMC

The Emergency Management Committee (EMC) is comprised of the following individuals (some may teleconference in to meetings):

1. Emergency Program Coordinator(s) (chair);
2. Chief and/or Council Representative(s);
3. RCMP representative or designate;
4. Fire Chief or designate;
5. Band General Manager;
6. All Department Heads/Supervisors or designates including Health;
7. Head of Kitasoo Economic Development;
8. Spirit Bear Lodge representative;
9. Kitasoo Community School representative;
10. Coast Guard Bella Bella representative;
11. BC Ambulance Representative;
12. Bella Bella Hospital Director or designate;
13. Bella Bella Medical Clinic physician; and,

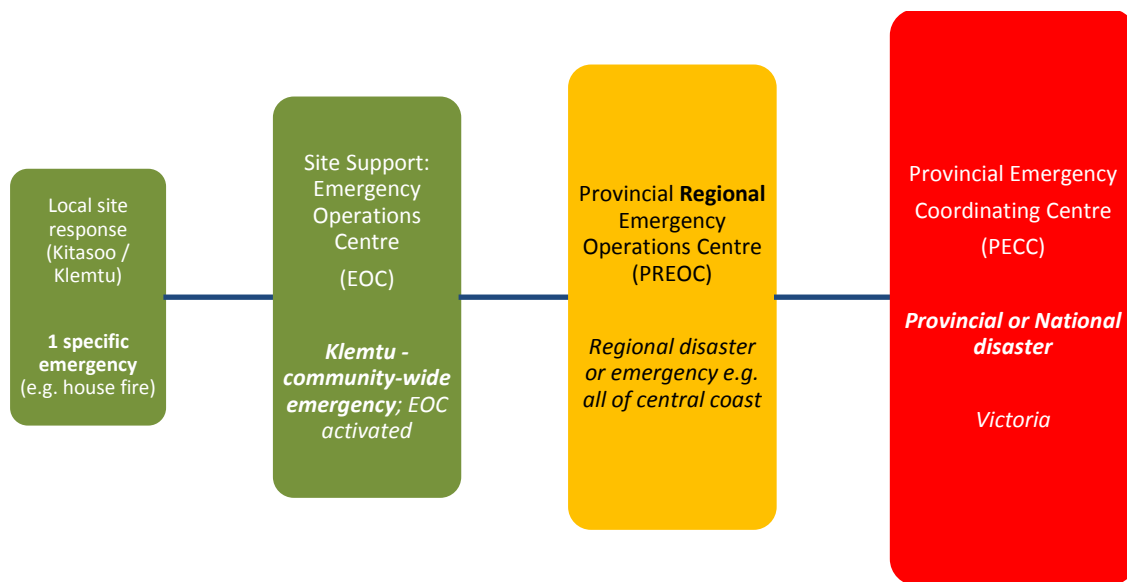others as appropriate as defined by the Chief and Council.

SECTION 6 – PROVINCIAL EMERGENCY RESPONSE & RECOVERY STRUCTURE

This section covers the three emergency response structures within British Columbia:

- Incident Command (at the site where the emergency has occurred);
- Emergency Operations Centre (EOC) where coordination of the emergency response occurs; and
- The Provincial Emergency Program (PEP).

6.1   BC EMERGENCY RESPONSE MANAGEMENT SYSTEM (BCERMS)

There are four (4) levels of response within the BCERMS model that the Kitasoo Xai'xais Chief and Council have endorsed, discussed below:

Local site response (Kitasoo / Klemtu)

1 specific emergency (e.g. house fire)

Site Support: Emergency Operations Centre (EOC)

Klemtu - community-wide emergency; EOC activated

Provincial **Regional** Emergency Operations Centre (PREOC)

Regional disaster or emergency e.g. all of central coast

Provincial Emergency Coordinating Centre (PECC)

Provincial or National disaster

Victoria

SITE RESPONSE LEVEL (E.G. HOUSE FIRE, ACCIDENT)

At the site level resources are applied to solve the problems presented by an emergency incident using the Incident Command System (ICS).   Response on-site is directed by the Emergency Program Coordinator (EPC). Ninety to ninety-five percent (90-95%) of incidents, such as a routine traffic accident or a house fire, will fall into this category and will involve only a site level response.

SITE SUPPORT - EMERGENCY OPERATIONS CENTRE (EOC) E.G. FOR LARGER SCALE LOCAL INCIDENTS (E.G. FLOOD, EARTHQUAKE, TSUNAMI)

In larger incidents responders at the site may require additional coordination, support and policy direction. In circumstances where existing site response cannot adequately respond to the emergency an Emergency Operations Center (EOC) may be activated. The EOC provides policy direction to the site (through the EPC or Incident Commander), coordinates resource requests from the site and manages all off-site activities.

PROVINCIAL **REGIONAL** EMERGENCY OPERATIONS CENTRE (PREOC)

The Provincial Regional Emergency Operation Center (PREOC) level coordinates, facilitates and manages information, policy direction and provincial resources to support local authorities and provincial agencies responding to a REGIONAL emergency. This level does not communicate directly with the Emergency Program Coordinator / Incident Commander at the site - but provides a basis for provincial regional and interagency coordination and communicates with the site support level (EOC). Effort will be made to coordinate with the Provincial Emergency Program (PEP) PREOC to ensure coordinated response efforts:

North East PREOC	3235 Westward Drive
	Prince George, BC V2N 1S4
	TEL: 250-612-4172
	FAX: 250-612-4171
	Regional Manager
Central Coast Regional District	626 Cliff Street Box 186 Bella Coola, BC V0T 1C0 1-250-799-5291
Local Municipality	The PREOC can also be reached through the Provincial Emergency Coordination Centre (PECC) at **1-800-663-3456** (emergency only).

PROVINCIAL EMERGENCY COORDINATION CENTRE (PECC)

The Provincial Emergency Coordination Center (PECC) coordinates provincial resources and prioritizes and establishes provincial government objectives in response to requirements at the other levels (Provincial or National disaster). This level also serves as the coordination and communications link with the federal disaster support system. The Provincial Central Coordination level is activated when the key ministry(ies) or the Director of the Provincial Emergency Program considers it necessary to coordinate and direct overall provincial response to an emergency or disaster. The PECC provides inter-region policy direction and coordination for emergencies in the province. The EOC will utilize the PECC 24/7 emergency center for reporting/coordinating emergency response efforts.

PECC: *1-800-663-3456 (EMERGENCY)*

PEP Headquarters: (250) 962-4913 (routine calls/inquiries)

Recovery Office: (250) 952-5505 (routine calls/inquiries)

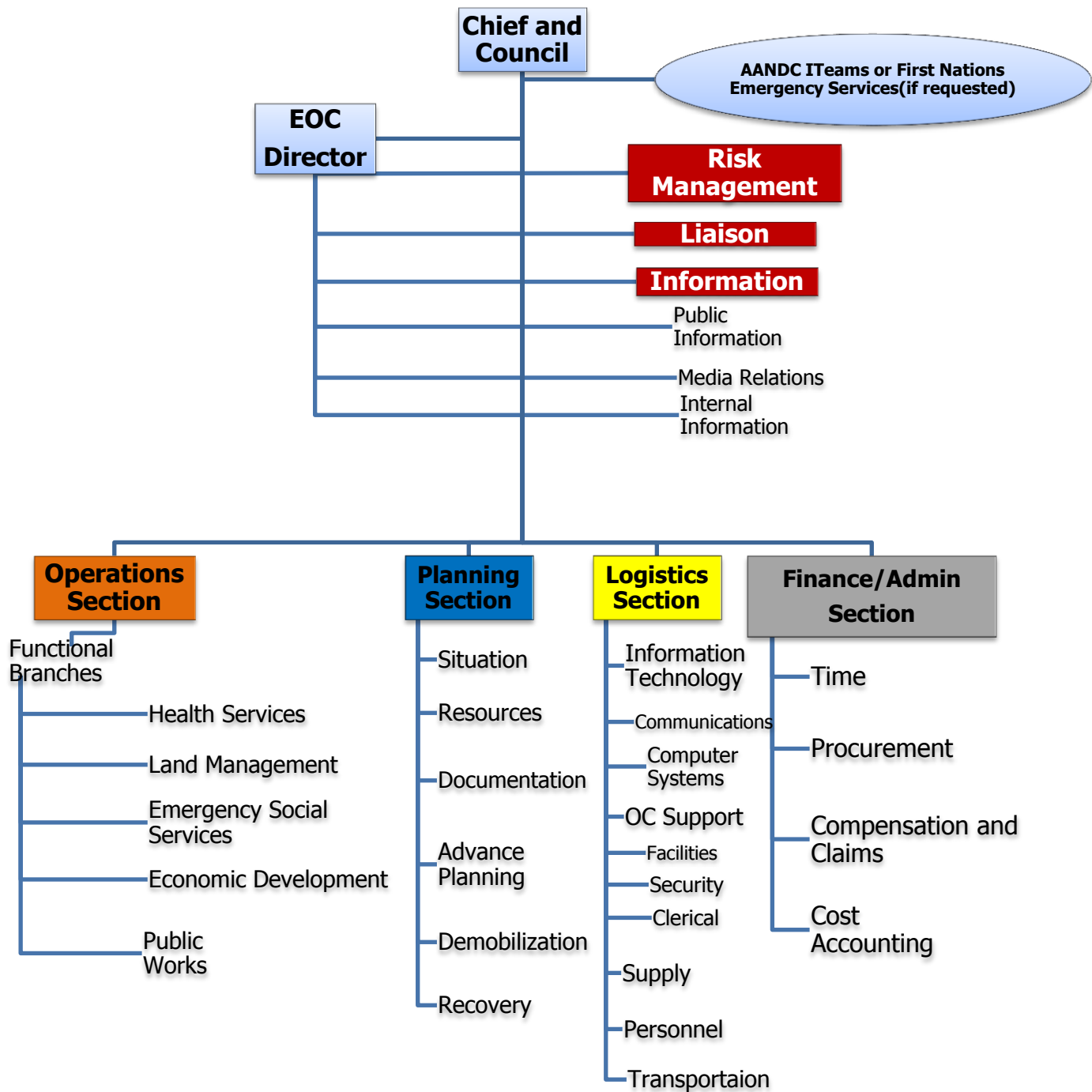## 6.2   ROLES AT THE SITE OF THE INCIDENT - THE "COMMAND POST"

Incident Command Structure

FUNCTION	ROLE IN INCIDENT COMMAND POST (ICP)
Incident Commander **(Emergency Program Coordinator or EPC)**	Responsible for **overall** emergency policy and coordination through the joint efforts of government agencies and private organizations as needed
Operations	**"The Doers"** Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the jurisdiction's action plan
Planning	**"The Thinkers"** Responsible for collecting, evaluating, and disseminating information; developing the jurisdiction's action Plan in coordination with other functions; maintaining documentation.
Logistics	**"The Getters"** Responsible for providing facilities services, personnel, equipment and materials.
Finance/ Administration	**"The Payers"** Responsible for financial activities and other administrative aspects.

6.3   EOC ORGANIZATIONAL STRUCTURE

The following diagram displays the organizational structure of the EOC. The Policy Group is comprised of Chief & Council and senior EOC staff. The Policy Group works closely with the EOC staff to develop policy as required.

Chief and Council

AANDC ITeams or First Nations Emergency Services(if requested)

EOC Director

Risk Management

Liaison

Information

Public Information

Media Relations

Internal Information

Operations Section

Functional Branches

- Health Services
- Land Management
- Emergency Social Services
- Economic Development
- Public Works

Planning Section

- Situation
- Resources
- Documentation
- Advance Planning
- Demobilization
- Recovery

Logistics Section

- Information Technology
  - Communications
  - Computer Systems
- OC Support
  - Facilities
  - Security
  - Clerical
- Supply
- Personnel
- Transportaion

Finance/Admin Section

- Time
- Procurement
- Compensation and Claims
- Cost Accounting

6.5   BASIC EOC ROLES & RESPONSIBILITIES / CHECKLIST

Management (EOC Coordinator)

❑ Notify PEP when EOC is activated via 1-800-663-3456, PEP will automatically notify AANDC;

❑ Determine if you have the capacity or human resources required to manage the incident, if not request and a FNESS Emergency Response Team;

❑ Identify and request additional resources via PEP as soon as possible, if critical members of your emergency team are unavailable request a FNESS Emergency Response Team to support your emergency operations;

❑ Conduct an assessment of what has happened, what resources are available, any impacts to the communication system, power, water and other critical infrastructure.

Operations

❑ Support EOC Coordinator in defining working area, establishing control perimeter and assist police securing the scene if requested. If EOC activated – see list of essential supplies below

Planning

❑ Assess Impacts;

❑ Create priority based plans ensuring BCERMS Response Goals are addressed;

❑ Prepare to support long-term recovery

Logistics

❑ Communications;

❑ Transportation;

❑ Food for EOC;

❑ Prepare to support long-term recovery

Finance / Administration

❑ Track and keep accurate records of expenditures;

❑ Submit records to PEP for reimbursement

ESSENTIAL SUPPLIES NEEDED TO BE READY FOR A COMMUNITY-WIDE, REGIONAL OR PROVINCIAL EMERGENCY	Primary person / role responsible	Alternate person / role responsible
COMMUNICATIONS		
Telephones		
Satellite Phone		
Fax Lines		
Cell Phones		
Ham Radio		
2 way Radios - VHF/FRS		
HUMAN COMFORTS		
First Aid Kit		
Water Dispenser & canned/ dried food supplies		
Blankets		
Pillows		
SUPPLIES		
General Office Supplies (pens, pencils etc)		
White Boards		
Flip Chart Pads		
Felt tip pens		
White Board Pens/Erasers		
Masking tape		
Duct Tape		
Scotch tape		
Staff Phone Directory		
Phone book		
Flashlights		
Batteries		
Tools (hammer, screwdriver etc)		
EQUIPMENT		
Photo copier		
Printer		
Fax Machine		
UPS units (Uninterrupted Power Supply)		
Electrical Power Bar		
Extension Cords		
TV		
Radio AM/FM		

ESSENTIAL SUPPLIES NEEDED TO BE READY FOR A COMMUNITY-WIDE, REGIONAL OR PROVINCIAL EMERGENCY	Primary person / role responsible	Alternate person / role responsible
Battery - TV		
Battery - Radio AM/FM		
E-mail set up for data line or telephone modem connection		
PC Power Cord		
Computer Stations		
Laptop Computers		
Printer cable		
Generator		
Maps		
Projector and screen		
internet		
FOOD SUPPLIES: e.g. Canned goods, freezer & generator for frozen fish and meat if possible, packaged foods that do not need water or heat, dry goods, snack bars		

SECTION 7 - COMMUNITY EVACUATIONS

7.1   WHAT IS AN EVACUATION AND WHO INITIATES IT?

An evacuation is the action by which one or more persons leave the place they are occupying to avoid a real or potential threat. The process to enact an evacuation (partial, total, and selective) of any First Nation community is performed by a **Band Council Resolution**. The Band Council will normally be working with the federal and provincial governments and advised of the specific threat or situation. The decision for a planned evacuation is made in stages, when time permits, with notice given initially as an evacuation *alert* and if required by an **evacuation order**. When the event is over and it is safe to return home, there will be an **evacuation rescind**.

7.2   VOLUNTARY COMMUNITY EVACUATION PROCEDURES

Volunteer evacuation occurs when a community member(s) make a choice to evacuate before the Band Governance, AANDC or PEP issues an evacuation order. Volunteer evacuations are **not normally eligible** for Emergency Social Service (ESS) resources such as food, clothing and lodging (See Section 8 of this plan). If an order is issued, volunteer evacuees are only eligible within the time frame that the order was issued, not from the original time the volunteer evacuation occurred and must report to designated ESS facilities and register appropriately **-** either one established on band property, or to a "host community" out of the alert area.

If the person(s) wish to evacuate because they require specialized medical or other forms of special care, ESS support may be available before an evacuation order is issued. The EOC must contact PEP and request ESS support for at risk community members before ESS support is provided. PEP will automatically convey the request to AANDC. A template form is provided for evacuee information.

If a FNESS Emergency Response Team member has responded to your incident, identify at-risk community members who may require pre-evacuation due to medical or specialized care requirements.

7.3   THREE STAGES OF EVACUATION

1.   EVACUATION ALERT

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

When it has been decided that an evacuation may be pending, it is very important to ensure all of those who may be evacuated receive this information as soon as possible. As the stress associated with evacuating one home would be high, providing as much warning as possible and giving a list of suggested items to take with them will assist in alleviating stress.

2.   EVACUATION ORDER

If the Kitasoo Band population at risk is ordered to evacuate, the affected area(s) will be identified by means of a Band Council Resolution (see template example for wording). The RCMP is the formal agency that enforces evacuation orders on Federal Reserve lands. Normally community members will comply, however any information should clearly indicate that emergency response personnel will not return for

residence that refuse to comply with an evacuation order. A statement should be included in all bulletins, pamphlets, warning and orders that makes it very clear to all Kitasoo Band members, that, while the evacuation order is in effect, the area in question may have controlled access and that a pass may be required to regain access to the area.

The evacuation may be to:

a) Klemtu meeting point (school / hall) OR

b) If Klemtu is in a serious state and not safe for human occupation then to Bella Bella – by boats and or helicopter / plane

3.   EVACUATION RESCIND

When the emergency which necessitated the evacuation is under control and the emergency area is declared safe, a rescinding of the Evacuation Order should be implemented (see example template for Rescind notices).

A poster similar to this is developed by the Chief and Council and disseminated to all homes and businesses / working facilities in the community:

The evacuation Route is as follows: INSERT MAP **ALL** residents who have evacuated must register at the Emergency Reception Center at: TO BE IDENTIFIED Other routes available will be utilized only under extreme circumstances.	IR# Fill in affected IR's here

** THE ORDER TO EVACUATE WILL BE INITIATED BY POLICE SIRENS**

1. In the event that the Kitasoo Band is issued an Evacuation Order the RCMP will be notified by the Central Coast Regional District EOC Operations Section and the RCMP will deliver the Evacuation Order in an efficient manner to the residences of the Kitasoo Community.

2. RCMP will set up checkpoints to inhibit travel into the evacuated area located at:
   ENTER LOCATION HERE

3. Perimeter Control Posts will be established by RCMP, which will also be coordinated by the Ministries MOFR/MOTH.

4. In the event of an Emergency, the Kitasoo Emergency Operations Centre will be relocated to ENTER ADDRESS HERE   .

Other Information:

- Regular Inter-Agency Meetings with EOC Director of Regional District of Central Coast will be held at ENTER ADDRESS HERE   .

- Evacuation Procedure Notices prepared and distributed to volunteers, re: Evacuation Alert and/or Evacuation Order (when needed).

- Short term lodging will be made available in ENTER BUILDING NAME HERE upon registration with the Emergency Social Services Reception Centre.

EVACUATION PROCEDURES INSTRUCTIONS: (NOTICE FOR COMMUNITY MEMBER HOMES & OTHER FACILITIES)

In the event RCMP or other Agencies cannot get to you quickly, follow the steps below:

For _____homes on _____ reserve

- ✓ Go door to door quickly.

- ✓ Advise occupants of evacuation order and give them a copy of the evacuation order along with the instructions. A Personal Information Form will need to be filled out.

- ✓ Remind occupants of their designated reception center.

  Kitasoo Band Office

  Klemtu

- ✓ If the occupants are not home leave the evacuation order along with the instructions in a visible location.

- ✓ If the occupants refuse to evacuate do not force them. Leave the evacuation order along with the instructions with them.

- ✓ If the occupants refuse to leave determine if there are children in the dwelling (under 19yrs). If so, advise the EOC of this as police will visit the dwelling to speak to the occupants.

- ✓ Evacuees can bring their family pets; however, they **cannot** bring them into the reception center, only Seeing Eye dogs & special service dogs permitted. With their pets they must also bring a leash or kennel to secure or house their pets. Animals will be kept in a secure location outside of the reception center. Owners must also bring food for their pets.

- ✓ Remind evacuees of evacuation route: **ENTER ROUTE HERE**

Please ensure that you complete your entire checklist form and do not leave any blank fields (u/k for "unknown" and n/a for "not applicable).

WHAT YOU SHOULD DO WHEN AN EVACUATION ALERT IS IN EFFECT

You should be prepared for the evacuation order by:

- Locating all family members or co-workers and designate a safe meeting place in the event that an evacuation order is called.

- Gathering essential items such as medications, eyeglasses, valuable papers (i.e. insurance), immediate care needs for dependents and, if you choose, keepsakes (photographs, etc.)

  You may wish to follow the Evacuee Documentation List provided. Have these items readily available for a quick departure.

- Consider moving any disabled persons and/or children to a safe area.

- Moving pets and livestock to a safe area. Follow Livestock Evacuation Plan.

- Arranging to transport your household members or co-workers in the event of an evacuation order.

- Arranging accommodation for your family if possible. In the event of an evacuation, emergency accommodation will be provided if required.

- Monitoring news outlets for information on location of Reception Centres and status of evacuation orders.

IF YOU HAVE TO EVACUATE:

- Take an emergency survival kit with you.

- Make sure you take prescription medicine and identification for the entire family.

- Listen to the radio and follow instructions from local emergency officials.

- If you are instructed to do so, shut off water, gas and electricity.

- Make arrangements for your pets. Local emergency officials will advise you.

- Wear clothes and shoes appropriate for the conditions.

- Lock your home.

- Follow the routes specified by emergency officials. Don't take shortcuts. A shortcut could take you to a blocked or dangerous area.

- A staging area has been established at the Kitasoo Community School

- If you have time, leave a note telling others when you left and where you went. If you have a mailbox, you can leave the note there.

- If you have time turn off all outside water sprinklers so water is conserved for firefighting efforts.

- If you are evacuated, register with the local ESS emergency reception centre at the Kitasoo Band Office so you can be contacted or reunited with your family and loved ones.

EVACUEE DOCUMENT LIST

If time permits provide the following suggested Key Documents which residents should consider taking with them. The BEST practice however is to take photocopies of these documents when you are PREPARING for an emergency and to keep them in a folder in one place so you can quickly grab the folder when directed to evacuate. Review this folder at least annually to check it has current information, photos and any NEW special documents that you have acquired:

☐ Driver's Licence

☐ Insurance Policies / Insurance Agent's name/contact information

☐ Credit Card number's

☐ Mortgage Papers

☐ Name/phone number of children's school

☐ Birth Certificates

☐ Name/address of Doctor and Medical Card

☐ Status Card/Identification

☐ Name/number of out of town/province contact (next of kin)

☐ Passport

☐ Bank account numbers

☐ Photo's or video of personal property

☐ Will

☐ Title to vehicles (cars, boats, RV's etc)

☐ Medication lists (suggest they write down what they take and how often)

☐ Professional licences and Credentials

☐ Medical Information (conditions, Doctor name, medications you are taking)

WHEREAS there is **EVENT NAME** in close proximity to the Kitasoo Band;

AND WHEREAS there is imminent threat to life or property;

AND WHEREAS this **EVENT NAME** 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 Kitasoo Band 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 local authority'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 local authority'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 local authority'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 local authority 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 local authority 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 local authority to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster.**

ORDERED on this date, _____ by:

_____

Chief of Kitasoo Band

_____

Council Member(s) of Kitasoo Band

At _____ to remain in force for seven days until _____ at _____

   (Time)   (Date)   (Time)

Unless cancelled by order of the Kitasoo Band.

JOINT DECLARATION OF LOCAL STATE OF EMERGENCY: TEMPLATE

WHEREAS there is a **EVENT NAME** in close proximity to the Regional District/Local Authority of **XXXX** and the Kitasoo Band. ;

AND WHEREAS there is imminent threat to life or property;

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

NOW THEREFORE:

IT IS HEREBY ORDERED pursuant to Section 12 (1) of the Emergency Program Act (RS, 1996, Local Authority and impacts the First Nation. due to the threat of **EVENT NAME** and its potential risk to life and property;

IT IS FURTHER ORDERED THAT the Local Authority its employees, servants and agents are empowered pursuant to Section 13 (1) of the Emergency Program Act to do all acts and implement all procedures that are considered necessary to prevent or to alleviate the effects of the emergency, including:

IT IS FURTHER ORDERED THAT the First Nation its 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 local authority'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 local authority'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 local authority'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 local authority 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 local authority 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 local authority to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster.

ORDERED on this date, _____ by:

Chief , Kitasoo Band; and

Chairman/Mayor; Central Coast Regional District

This agreed to by the FN Band with the attached Band Council Resolution,

at [time] to remain in force for seven days until [date] at [time] unless cancelled jointly by order of the Central Coast Regional District and Kitasoo Band or the Solicitor General.

_____   _____

    Chairman/Mayor   Chief, Kitasoo Band

DATE at _____ to remain in force for seven days until _____ at _____

     (Time)   (Date)   (Time)

Unless cancelled by order of the Kitasoo Band.

EVACUATION ALERT

Due to the risk of **EVENT NAME** the Kitasoo Band are urging residents and visitors within the area described as _____ to be prepared to evacuate if ordered to do so by emergency officials.

WHAT YOU SHOULD DO WHEN AN EVACUATION ALERT IS IN EFFECT

You should be prepared for the evacuation order by:

- Locating all family members or co-workers and designate a safe meeting place in the event that an evacuation order is called.

- Gathering essential items such as medications, eyeglasses, valuable papers (i.e. insurance), immediate care needs for dependents and, if you choose, keepsakes (photographs, etc.). Have these items readily available for a quick departure.

- Consider moving any disabled persons and/or children to a safe area.

- Moving pets and livestock to a safe area.

- Arranging to transport your household members or co-workers in the event of an evacuation order.

- Arranging accommodation for your family if possible. In the event of an evacuation, emergency accommodation will be provided if required.

- Monitoring news outlets for information on location of Reception Centres and status of evacuation orders.

IF YOU HAVE TO EVACUATE

- Take an emergency survival kit with you.

- Make sure you take prescription medicine and identification for the entire family.

- Listen to the radio and follow instructions from local emergency officials.

- If you are instructed to do so, shut off water, gas and electricity.

- Make arrangements for your pets. Local emergency officials will advise you.

- Wear clothes and shoes appropriate for the conditions.

- Lock your home.

- Follow the routes specified by emergency officials. Don't take shortcuts. A shortcut could take you to a blocked or dangerous area.

- If you have time, leave a note telling others when you left and where you went. If you have a mailbox, you can leave the note there.

- If you have time turn off all outside water sprinklers so water is conserved for firefighting efforts.

- If you are evacuated, register with the local ESS emergency reception centre at the _____so you can be contacted or reunited with your family and loved ones.

EVERY ATTEMPT WILL BE MADE TO PROVIDE AS MUCH ADVANCED NOTICE AS POSSIBLE SHOULD EVACUATION BE REQUIRED.

 CHANGING WEATHER CONDITIONS HOWEVER MAY RESULT IN LITTLE OR NO NOTICE. BE PREPARED.

_____**CHIEF, Kitasoo Band**

_____**Administrator/Council**

Due to the risk of _____ the Central Coast Regional District and the Kitasoo Band are urging residents and visitors within the area described as Kitasoo to be prepared to evacuate if ordered to do so by emergency officials.

WHAT YOU SHOULD DO WHEN AN EVACUATION ALERT IS IN EFFECT

You should be prepared for the evacuation order by:

- Locating all family members or co-workers and designate a safe meeting place in the event that an evacuation order is called.

- Gathering essential items such as medications, eyeglasses, valuable papers (i.e. insurance), immediate care needs for dependents and, if you choose, keepsakes (photographs, etc.). Have these items readily available for a quick departure.

- Consider moving any disabled persons and/or children to a safe area.

- Moving pets and livestock to a safe area.

- Arranging to transport household members or co-workers in the event of an evacuation order.

- Arranging accommodation for your family if possible. In the event of an evacuation, emergency accommodation will be provided if required.

- Monitoring media for information on location of Reception Centers and status of evacuation orders.

IF YOU HAVE TO EVACUATE

- Take an emergency survival kit with you.

- Make sure you take prescription medicine and identification for the entire family.

- Listen to the radio and follow instructions from local emergency officials.

- If you are instructed to do so, shut off water, gas and electricity. Lock your home.

- Make arrangements for your pets. Local emergency officials will advise you.

- Wear clothes and shoes appropriate for the conditions.

- Follow the routes specified by emergency officials. Don't take shortcuts. A shortcut could take you to a blocked or dangerous area.

- If you have time, leave a note telling others when you left and where you went. If you have a mailbox, you can leave the note there.

- If you are evacuated, register with the local ESS emergency reception centre at Kitasoo Band Office in Klemtu so you can be contacted or reunited with your family and loved ones.

EVERY ATTEMPT WILL BE MADE TO PROVIDE AS MUCH ADVANCED NOTICE AS POSSIBLE SHOULD EVACUATION BE REQUIRED.

Mayor _____ Chief_____

_____ _____

Central Coast Regional District *Kitasoo Band*

EVACUATION RESCIND NOTICE: TEMPLATE

Date:_____

The _____ has been advised that the imminent risk of danger to life and property in your area has diminished at this time.

The Evacuation Order, pursuant to the Central Coast Regional District is therefore rescinded.

An Evacuation Alert / Order may need to be reinstated, therefore the process would re-commence.

Signature_____

Kitasoo Band

Date_____

Date:_____

____:____ hours (local time).

The Evacuation Order, pursuant to **the Authority of the Council under Sections 81 and 88 of the Indian Act** and **pursuant to Section 13(1) of the Emergency Program Act** issued _____ to the areas:

Date and time

<mark>Designated areas/reserves</mark>

is RESCINDED.

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

For information, contact:

Mayor _____   Chief _____

_____   _____

Central Coast Regional District   Kitasoo Band

_____   _____

Date   Date

EVACUEE INFORMATION TEMPLATE

Address: _____

Names:

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

Medical assistance required: yes   no

☐   ☐

Brief Description: _____

_____

Evacuate on own: yes   no

☐   ☐

Need transportation to Emergency Social Services   **Reception center:**
yes   no

☐   ☐

Animals: yes   no   total number

☐   ☐   _____

Description: _____

Ribbon color left at property:

Blue- visited, no one home, re-visit   ☐

Pink- notice given, occupants comply   ☐

Yellow- occupants have evacuated   ☐

Orange- occupants are not complying   ☐

SECTION 8 – EMERGENCY SOCIAL SERVICES (ESS)

8.1   EMERGENCY SOCIAL SERVICES (ESS) OVERVIEW

ESS is a community-based provincial emergency response program required to preserve the well-being of people affected by an emergency or disaster ranging from single house fire or calamities involving mass evacuations. The goal of ESS is to help people begin to re-establish themselves as quickly as possible after a disaster. ESS plays an important role in emergency management in British Columbia by:

- Helping people meet their basic survival needs during a disaster; and,

- Reuniting families separated by disaster.

8.2   EMERGENCY SOCIAL SERVICES (ESS) ASSISTANCE

ESS provides short-term temporary services for individuals and families affected by disasters so they can begin to plan their next steps following a disaster.

Services may be provided on site for small scale events, or at a Reception Centre facility for larger responses, and may include:

- Food

- Emotional Support

- Lodging Volunteer Services

- Clothing Child Care

ESS is typically available for 72 hours. During these first 72 hours, evacuees should immediately plan their next steps by contacting their insurance agents, families and friends, or accessing other possible resources. The Provincial Emergency Program's ESS Office may extend ESS under exceptional circumstances only.

8.3   EMERGENCY SOCIAL SERVICES (ESS) RESPONSE LEVELS

Level 1 Response

- A house fire or very small ESS event (previously known as Personal Disaster Assistance – PDA)

Level 2 Response

- A single Reception Centre (RC) activation

- No Emergency Operations Centre (EOC) or Department Operations Centre (DOC) activated

- Resources coordinated within the reception centre

Level 3 Response

- A single RC activated

- An EOC activated

- Some resources may be coordinated at EOC

- The Provincial Regional Emergency Operations Centre (PREOC) may be activated

Level 4 Response

- Multiple Reception Centers and/or Group Lodging facilities activated

- EOC activated

- PREOC activated

- Some resources may be coordinated at the EOC and/or PREOC

8.4   EMERGENCY SOCIAL SERVICES (ESS) COMMUNITY CAPACITY

No community capacity: call PEP and request ESS support – 1-800-663-3456

OR

Level of Capacity

Describe the level of capacity of the community – i.e. can provide level 1, 2, 3 or 4 support.

ESS Contact Person

Name

Phone Number

ESS Facilities

- **Reception Centers**

  - Kitasoo Band Office – 1-250-799-5959

- **Groups Lodgings Facilities**

  - Spirit Bear Lodge

  - Location & Phone Numbers

SECTION 9 - RECOVERY ROLES AND PROCEDURES

9.1   PROCEDURE CHECKLISTS FOR RECOVERY STAGE

Recovery operations in the EOC utilize the same functional positions as in response, but may involve different tasks. This section summarizes the core functions in recovery to assist the effort. Note that the functions may be decentralized due to the duration of the recovery process. In order to understand the scope of the recovery process, a generally accepted rule is for every one day of the event the recovery period will require forty days (if the event lasts 4 days; recovery period will take 120 days).

9.2   EOC DIRECTOR RESPONSIBILITIES

The EOC Director is responsible for leading the overall recovery effort. During prolonged recovery efforts, consideration should be given to identifying a position responsible for the oversight of recovery to perform the required submission and liaison with PEP and AANDC. Typical recovery duties include:

- ❑ Inform and brief Chief and Council
- ❑ Provide leadership for decisions
- ❑ You can request advice and/or guidance from AANDC if required.
- ❑ Issue public information releases
- ❑ Ensure safety of recovery activities

9.3   OPERATIONS RESPONSIBILITIES

The Operations Section is responsible for restoring community services and utilities to normal pre-emergency/disaster day-to-day operations. Typical recovery duties include:

- ❑ Provide building and public safety inspections
- ❑ Remove debris
- ❑ Restore medical facilities and services
- ❑ Restore government facility functions
- ❑ Demolish buildings
- ❑ Restore utilities
- ❑ Provide emergency housing

9.4   PLANNING RESPONSIBILITIES

The Planning Section documents and provides direction for recovery activities. Planning involves consideration of long-term hazard mitigation as part of the recovery process.

Typical recovery duties include:

- ❑ Provide documentation of response and recovery for disaster assistance
- ❑ Provide after-action reports consistent with BCERMS requirements
- ❑ 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
- ❑ Review and revise the Community Plan, as needed
- ❑ Provide an Action Plan for recovery operations
- ❑ Prepare redevelopment plans
- ❑ Prepare recovery situation reports
- ❑ Document recovery operations
- ❑ Recommend mitigation plans

9.5   LOGISTICS RESPONSIBILITIES

The Logistics Section is responsible for obtaining resources necessary to carry out recovery operations. This includes coordination of volunteers and staging areas for heavy equipment. Typical recovery duties include:

- ❑ Allocate office space
- ❑ Provide recovery supplies and equipment
- ❑ Provide vehicles and personnel

9.6   FINANCE/ADMINISTRATION RESPONSIBILITIES

Finance/Administration handles the community's recovery financial transactions, including the recovery of funds associated with assisting other agencies. Typical recovery duties include:

- ❑ 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 PEP task number and authorization by contacting the Emergency Coordination Centre at PEP in Victoria (1-800-663-3456).
- ❑ Complete appropriate PEP claims and task forms.
- ❑ Submit forms to PEP Regional Manager within 60 days of authorized emergency response task.

3.7.1 Climate Change Resilience and Adaptation

The KFN reserves are within in the Coastal Western Hemlock Biogeoclimatic Zone[28]. All 14 reserves lie at elevations between sea level and 300 m above sea level, and all experience a climate in which average

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[28] https://www.for.gov.bc.ca/hfd/library/documents/treebook/biogeo/cwhzone1.htm (accessed January 2015).

daily temperatures range from -5˚C in January to approximately 16˚C in July. Average annual rainfall in the area exceeds 250 cm.

Climate change could potentially have significant negative impacts on the Central Coast Region through rising ocean levels, ocean acidification, increasing ocean temperatures, shifting weather patterns, and spread of exotic species[29]. More specifically, the following are projected climate change effects specific to the Central Coast Region[30] (Appendix E - Summary of Climate Change for Central Coast):

- More frequent heavy precipitation events;
- Increase in the strength of most extreme storms;
- Decrease in snowpack;
- Increase in hot and dry conditions;
- Increase in temperature;
- Increased probability of drought;
- Increase in fire season length and forest fire severity; and
- Longer dry season.

Kitasoo Creek Estuary

At the community level, climate change impacts have potential to disrupt or impede travel (by boat or air) by affecting the seasonal coastal weather and the often harsh microclimates that exist along the rugged coastline with its many fjords. The above-noted projected climate changes pose further challenges with respect to vulnerabilities of remote communities including, but are not limited to, the following:

- Decrease in food security due to impacts to traditional and conventional harvesting practices;
- Decrease in access to distant medical care or hospital services;
- Increase in heat related illnesses caused by rising air temperatures; and
- Increase in changes in water availability and quality.

In addition to community disturbances from the projected climate changes for the Central Coast Region, there are other potential environmental impacts and economic effects to also consider:

- A more severe and longer-duration hot, dry season could result in thermal stress on fish and aquatic habitat, which could have negative implications for the fish hatchery;
- Reduced water supply due to decreased snowpack and increased hot temperatures could affect water levels in Baron Lake (used for community power generation) and Kitasoo Lake (domestic drinking water supply);
- Reduced water supply could negatively affect the fish-packing plant, as the plant depends on large quantities of potable water for its operations; and
- Increased intensity and duration of rainfall events could affect slope stability.

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[29] http://ccira.ca/site/planning/climate-change.html (accessed March 2015).
[30] Projections provided by Pacific Climate Impacts Consortium Plan2Adapt tool http://www.pacificclimate.org/analysis-tools/plan2adapt (accessed March 2015).

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While actions have been taken to address the potential/projected climate change impacts on marine ecosystems in KFN Traditional Territory, the Nation also wishes to address the potential/projected terrestrial-based climate change effects that relate to everyday life in Klemtu.

Adaptation opportunities include the following:

- Improve communication regarding forecasting and warning the community when necessary;
- Limit development in and move out of areas that are identified as hazardous;
- Assess critical infrastructure and upgrade where necessary;
- Support community preparedness and resilience;
- Conduct a vegetation assessment and wildfire planning, with primary focus on addressing community infrastructure vulnerability related to increased hot and dry conditions and the risks from the forested area surrounding Klemtu; and
- Conduct fire suppression planning.

Red Cross Family Preparedness Kit

Climate change also presents potential opportunities to the community of Klemtu and specific KFN ventures:

- The projected warmer and shorter cold season presents potential opportunities to extend the tourism season for Spirit Bear Lodge and Spirit Bear Adventures Ltd., thus providing greater economic and employment value;
- The projected increase in hot and dry conditions might result in more successful local gardening, and thus help to address the community's need for greater food security;
- The requirement for improved research, monitoring and response capabilities both locally and regionally would benefit the community through better informed decision making; and
- The requirement for improved community infrastructure to withstand the impacts of the projected climate changes would benefit the community.

While climate change poses significant challenges to the community, climate change may also provide potential benefits.

The following section specific to the tools for good governance (bylaws, zoning and land designations) is the mandate of the Resource Stewardship Authority under land and marine use planning. The bylaw, zoning and land designation sub-sections serve as the backbone of the KFN CCP as the sub-sections detail how the land base is to be developed, managed and maintained.

NAME AND ACRONYM	DEFINITION		
British Columbia Ambulance Service (BCAS)	History; Created in 1974, the BC Ambulance Service (BCAS) is legislated to provide emergency medical services in BC under the Medical Services Act.		
British Columbia Emergency Response Management System (BCERMS):	The BCERMS identifies the standardized approach to emergency response management to be utilized and practiced by provincial government agencies, ministries, and crown corporations. The BCERMS is based on the Incident Command System (ICS).		
Emergency Operations Centre (EOC):	An Emergency Operations Centre (EOC) is activated to oversee and coordinate activities in the event of a major emergency.		
Emergency Social Services (ESS):	Emergency Social Services are those Municipal services that are provided short term (generally 72 hours) to preserve the emotional and physical well-being of evacuees and response workers in emergency situations. Responsibilities: To plan for the short-term basic needs of all individuals in the event of an emergency or disaster		
Incident Commander (IC):	This individual is responsible for the management and coordination of all operations at the Incident Command Post during an emergency/disaster. This role is delegated to the most senior staff member on site, and will remain in that position until relieved by a more qualified person.		
Incident Command System (ICS):	A standardized emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The ICS is based on the following principles.		
	Incident Command	▪ Sets objectives and priorities ▪ Has overall responsibility at the site	
	Operations	▪ Directs resources ▪ Carries out the response activities described in the plan ▪ Directs operations and ensures safety of staff	
	Planning	▪ Collects and evaluates information ▪ Develops incident action plans ▪ Maintains resource status (personnel, equipment) ▪ Maintains incident documentation	
	Logistics	▪ Provides support to meet the incident needs ▪ Provides resources ▪ Provides other services to support the incident	
	Finance/Administration	▪ Monitors costs related to the incident ▪ Provides accounting, procurement, time recording	

NAME AND ACRONYM	DEFINITION
	and cost analysis
Neighborhood Emergency Management Program:	A NEPP is made up of individuals and neighbors working in partnership towards emergency preparedness. This program involves both, personal preparedness as an individual or family, and planning/training as a neighborhood to respond safely and effectively during a disaster.
Provincial Emergency Coordination Centre (PECC):	If a PREOC is established, then the Provincial Emergency Coordination Centre (PECC) in Victoria is also established. The PECC provides inter-region policy direction and coordination for emergencies involving more than one PREOC. It acts as an overall provincial coordination centre in the event of simultaneous multi-region disasters, such as earthquakes, floods or interface fires.
Provincial Emergency Management Program (PEP):	PEP assumes the following responsibilities in the event of a major emergency or disaster. ▪ Coordinates all requests for provincial or federal emergency assistance. ▪ Makes appropriate requests to Provincial Ministries, if the requesting parties resources are not adequate for an effective response to the disaster. ▪ Recommends to the Provincial Government that a Provincial State of Emergency be declared. ▪ Maintains a Provincial Public Information program during all phases of a disaster. ▪ Responsibilities: ▪ Arrange for Worker's Compensation coverage to registered emergency workers. ▪ Provides and maintains a Provincial Public Information Program during all phases of a disaster. Contact Information 1-800-663-3456.
Provincial Regional Emergency Operations Centre (PREOC):	An Emergency Operations Centre established and operated at the regional level by provincial agencies to coordinate provincial emergency response efforts.

APPENDIX C - COMMUNITY LISTS

COMMUNITY HOMES AND FAMILIES

Insert list or map of houses and occupant family (with date)

ELDERS / SPECIAL NEEDS LIST

Name	Address	Phone Number	Special Needs

APPENDIX D – EOC POSITION DESCRIPTIONS & CHECKLISTS

1. Generic EOC Checklist – For All Functions

2. Policy Group (Chief and Council and Band Manager/Administrator)

3. EOC Director / Coordinator

4. Risk Management / Finance Officer

5. Information / Communication Officer

6. Fire Branch Coordinator

7. Police Branch Coordinator

8. Ambulance Branch Coordinator

9. Health Branch Coordinator

10. Emergency Social Services Branch Coordinator

11. Environmental Branch Coordinator

12. Engineering Branch Coordinator

13. Utilities Branch Coordinator

14. Information Technology Branch Coordinator

15. EOC Support Branch Coordinator

16. Personnel Branch Coordinator

17. Transportation Branch Coordinator

18. Compensation and Claims Unit Coordinator

The following checklist pertains to all EOC functions required in a major emergency:

GENERIC EOC CHECKLIST – FOR ALL FUNCTIONS / POSITIONS	
Getting Started:	❑ Check in with the EOC Director or Logistics Section Chief upon arrival at the EOC. Obtain an identification card and vest, if available.
	❑ If you represent an outside (non-jurisdictional) agency, register with the Liaison Officer.
	❑ Complete the PEP Task Registration Form (EOC 512). Use the EOC Check-In, Check-Out Form (EOC 511) each time you enter or leave the EOC.
	❑ Report to EOC Director, Section Chief, or other assigned supervisor, to obtain current situation status and specific job responsibilities.
	❑ Set up your workstation and review your position checklist, forms and function aids.
	❑ Establish and maintain a Position Log (EOC 414) that chronologically describes the actions you take during your shift. Use one Position Log even if you are serving more than one function.
	❑ Note on your Position Log all ideas you can suggest for improving the contribution of your function and of the EOC overall. These will be considered in the After Action Report.
	❑ Determine your resource needs, such as a portable radio, computer, phone, stationery, forms, and other reference documents.
	❑ Participate in any facility/safety orientations, as required.
Before Leaving:	❑ 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.
	❑ Complete all other required forms, reports, and documentation and submit them to the Planning Section prior to your departure.
	❑ Complete your Position Log, and leave a phone number where you can be reached.
	❑ Sign the EOC Check-Out procedures. Return to Personnel Unit (in Logistics) to sign out.
	❑ Be prepared to participate in the EOC After Action Report and formal post-operational debriefs.
	❑ Make use of EOC stress counseling and debriefings, as needed.
Policy Group (Chief and Council & Band Manager)	
Responsibilities:	The Policy Group supports the emergency response effort by providing interpretation of existing policies, new policies to address emerging situations, and providing continuity of

	governance throughout the response and recovery effort. Members of the Policy Group may include the Chair and Board Members, and/or Senior Executives.
	1. **Consider Policies** – Advise on existing policies and examine the requirement for new or temporary policies to support response and recovery.
	2. **Set Expenditure Limits** – Determine appropriate expenditure limits for response and recovery.
	3. **Request Outside Support/Resources** – Upon the advice of the EOC Director, request extra-ordinary resources and/or outside assistance.
	4. **Authorize "State of Local Emergency"** – If and when required, declare or terminate a "State of Local Emergency."
	5. **Assist Public Information** – Upon request, act as a spokesperson for the jurisdiction and participate in media briefings.
	6. **Acknowledge Contributions** – Ensure steps are taken to acknowledge the contributions of response and recovery staff and volunteers.
Getting Started:	❑ Convene as the EOC Policy Group at the site and times recommended by the EOC Director.
	❑ Obtain current situation status and a briefing on priority actions taken and outstanding, from the EOC Director.
Main Checklist:	**Consider Policies**
	❑ Keep appraised as to the status of the emergency event by reviewing EOC Situation Reports.
	❑ Examine the need for new or temporary policies, as required to support response and recovery operations.
	❑ Consult with EOC Director and/or Legal Advisors regarding any potential legal issues and recommended courses of action.
	Set Expenditure Limits
	❑ Consult with EOC Director to determine appropriate expenditure limits.
	Request Outside Support/Resources
	❑ Consult with EOC Director to determine the need for extra-ordinary resources and/or outside assistance.
	❑ Request Provincial and Federal support, as required.
	Authorize "State of Local Emergency"
	❑ Consult with EOC Director to determine need for a declaration or termination of a "State of Local Emergency."

GENERIC EOC CHECKLIST – FOR ALL FUNCTIONS / POSITIONS	
	Assist Public Information ❑ Act as a spokesperson for the jurisdiction, upon request. ❑ Upon request, prepare for and participate in any media briefings. **Acknowledge Contributions** ❑ Ensure steps are taken to acknowledge response and recovery personnel for their efforts.
Before Leaving:	❑ Establish the requirements for debriefing response and recovery personnel, and set a due date for the After Action Report.

EOC DIRECTOR / COORDINATOR

Responsibilities:	The EOC Director provides overall coordination of site support activities to ensure an effective, coordinated and cooperative response. The EOC Director role may be filled by two or more representatives of agencies with jurisdiction. 1. **Assess the Situation** – Gather information about the emergency. Assess the magnitude and severity of the situation to determine the appropriate type and level of EOC coordination. 2. **Support Site(s)** – Provide support to Incident Commanders and agencies, and ensure that all actions are coordinated within the established priorities. Approve resource requests, including municipal and other first responders, municipal staff and volunteers. 3. **Develop / Approve Action Plans** – Prepare EOC action plans with other EOC members based on an assessment of the situation and available resources. Set priorities and response objectives for affected areas. 4. **Inform Others** – In consultation with the Information Officer, assist emergency information actions using the best methods of dissemination. Approve press releases and other public information materials. Keep the Policy Group and PREOC informed. 5. **Manage the EOC Group** – Establish the appropriate EOC staffing level and continuously monitor organizational effectiveness. Direct the overall incident coordination with other agencies with jurisdiction under Unified Command, where appropriate.
Reports To:	Policy Group
Getting Started:	❑ Obtain a briefing from Incident Commander(s) or other person(s) reporting emergency, if available. ❑ Mobilize appropriate personnel for the initial activation of the EOC. Refer to Section 5 of Kitasoo Band Emergency Response and Recovery Plan. ❑ Select a name for the incident, such as "Jan 6 Snow" or "Downtown Explosion." Keep it short but descriptive. ❑ Determine location of the EOC, considering hazards. Communicate EOC location to others. ❑ Obtain the PEP Task Number for the incident, if available, from the Emergency Coordination Centre at PEP or from the PREOC, if activated. Ensure the PEP Task Number is prominently displayed in the EOC. ❑ Greet and orient arriving EOC members until Logistics Section can be established to assume this function. ❑ The EOC Director must be accessible. Select a workstation for yourself and stay there as much as possible so people can find you.

EOC DIRECTOR / COORDINATOR	
Main Checklist:	**1. Assess the Situation** ❑ <u>Gather Information</u> – Collect information relevant to the emergency situation at hand from a range of sources, in coordination with the Planning Section, if activated. ❑ <u>Assess Situation</u> – Continuously assess the magnitude and severity of current situation and potential for future threat, considering: ❑ Risks to life, health, environment, and local economy in the region ❑ Availability of first responders and other human resources ❑ Assistance available by external agencies ❑ <u>Assess Needs</u> – Perform a rapid needs assessment based on information at hand. ❑ <u>Select EOC Activation</u> – Determine the initial EOC level of activation and operational period. Mobilize appropriate personnel for the initial activation of the EOC. Refer to "EOC Activation Guide." ❑ <u>Mobilize EOC Personnel</u> – Mobilize appropriate personnel for the initial activation of the EOC. Consider the joint activation of EOCs among member municipalities. **2. Support Sites** ❑ <u>Establish Communications</u> – Establish communications for regular contact with Incident Commanders. ❑ <u>Support Incident Commanders</u> – Liaise with Incident Commander(s) to determine the demands of the emergency. Provide support to Incident Commanders and agencies, and ensure that all actions are coordinated within the established priorities. ❑ <u>Approve Resource Requests</u> – Approve requests for additional resources, including Kitasoo Band and other first responders, Kitasoo Band staff, and local volunteers. Ensure resources are being tracked in the Planning Section. ❑ <u>Release Resources</u> – Coordinate with Incident Commander(s) to release resources from the site, when appropriate. ❑ <u>Anticipate Site Needs</u> – Consult Planning Section Chief on incident status and resources assigned and anticipate site requirements. **3. Develop / Approve Action Plans** ❑ <u>Develop Support Strategies</u> – Consult EOC Management Staff and Section Chiefs regarding appropriate actions. Set priorities and response objectives for affected areas. Consider support for the following strategies: ❑ Secure hazard zones ❑ Search and rescue trapped personnel ❑ Provide first aid and triage ❑ Abate hazards ❑ Notifying public and others of emergency ❑ Evacuation ❑ <u>Hold Action Planning Meeting</u> – Call at least one Action Planning Meeting in each

operational period, and whenever the situation or EOC staff changes significantly. This meeting should not be longer than 30 minutes. Attendance should include all Management Staff, Section Chiefs and other key agency representatives.

❑ Prepare EOC Action Plans – Prepare an initial Action Plan using the attached EOC Action Plan form. Once additional Action Plans are completed by the Planning Section, review, approve and authorize implementation. Assign in writing any delegated powers allowed under a declaration of State of Local Emergency, if any are given.

❑ Monitor Needs – Monitor operations to anticipate problems with meeting objectives. Re-assign initial EOC personnel to new actions, as appropriate.

4. Inform Others

❑ Inform EOC Staff – Hold regular briefings of all Kitasoo Band 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.

❑ Inform Policy Group at the Kitasoo Band – Keep the Policy Group informed on the incident status, priorities, and objectives. Alert them to any policy issues that may arise in the future.

❑ Inform PREOC. Establish and maintain contact with adjacent jurisdictions and the PREOC, if one has been established. Keep the PREOC Director informed.

❑ Inform the Public – Keep the EOC Information Officer up to date on new information, as appropriate. Review and approve media releases and other public information materials.

5. Manage the EOC Group

❑ Select EOC Functions – Determine which EOC functions are needed, matching the needs of the incident.

❑ Staff the EOC – Appoint EOC members to appropriate functions and post a chart for arriving EOC members. Identify replacements for EOC members for extended operations and ensure there are enough personnel to rotate staff. NOTE: The EOC Director and Section Heads must perform all required functions that are not staffed.

❑ Set Operational Periods – Designate the operational periods according to the situation and display in a prominent location.

❑ Ensure EOC Health – Monitor EOC personnel to ensure they attend to their personal needs for food, water, sleep and take regular breaks. Implement a "buddy system" for EOC personnel.

❑ Monitor Effectiveness – Monitor general staff activities to ensure that all appropriate actions are being taken. Continuously monitor the EOC organizational effectiveness.

❑ Assume Control of EOC – Direct the overall incident coordination with other agencies with jurisdiction under Unified Command, where appropriate.

Before Leaving:	❑ Follow Generic Activation Checklist. Deactivate the EOC.
	❑ Prepare the EOC After Action Report.

RISK MANAGEMENT / FINANCE OFFICER	
Responsibilities:	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. **1.** **Manage Risks** – Ensure that good risk management practices are applied throughout the Kitasoo Band 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. **2.** **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. **3.** **Ensure EOC Security** – Ensure that appropriate security measures have been established to allow only authorized access to the Kitasoo Band EOC facility and documents.
Reports To:	EOC Director
Getting Started:	Follow the Generic "Getting Started" Checklist.
Main Checklist:	**1. Manage Risks** ❑ Evaluate Damage and Potential Losses – Collect damage and financial loss information, working with the Planning Section Chief. ❑ Evaluate Liability Exposure – Evaluate situations and advise the EOC Director of any conditions and actions that might result in liability exposure for the Kitasoo Band program, such as improper response or evacuation procedures. ❑ Advise Response Organizations – Advise members of response organizations regarding options for risk control, during operational meetings and upon request. ❑ Promote Loss Prevention – Advise on actions to reduce loss and suffering and, where appropriate, proactively support response and recovery objectives. ❑ Identify Claimants – Identify potential claimants against the Kitasoo Band and the scope of their needs and concerns. ❑ Collect Evidence – Gather and organize evidence that may assist all EOC organizations in managing legal claims, including documentation that may be more difficult to obtain later. ❑ Interview Witnesses – Conduct interviews and take statements that address major risk management issues. ❑ Assist Public Information – Assist the EOC Director in reviewing press releases, public alerts and warnings, and public information materials. ❑ Organize Records – Organize and prepare records for final audit. **2. Ensure EOC Safety**

RISK MANAGEMENT / FINANCE OFFICER	
	❑ <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.
	❑ <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.
	3. Ensure EOC Security
	❑ <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:	❑ 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.

INFORMATION / COMMUNICATIONS OFFICER	
Responsibilities:	Provides overall coordination of information for all public information, media relations and internal information sources for the EOC, in support of the site Incident Commander and site Information Officer. Coordinates and supervises all staff assigned as Assistant Information Officers and their activities. 1. **Gather Information** – Collect and verify relevant information on the emergency from a range of sources, both internal and external to the EOC. Coordinate all information collection with the EOC Planning Section Chief and EOC Risk Management Officer. 2. **Keep the Public Informed** – Implement and maintain an overall public information release program, providing hazard, safety, and general impact information. 3. **Facilitate News Media Relations** – Accommodate the news media requirements for accurate information and access to damaged areas, within the bounds of EOC policies. 4. **Provide Internal Information** – Keep members of the EOC, all Incident Command Posts, and other agencies informed on the status of the emergency and the EOC objectives. 5. **Manage the EOC Information Function** – Create and maintain an organization to serve the information interests of the public.
Reports To:	EOC Director
Getting Started:	❑ Follow the Generic "Getting Started" Checklist. ❑ Determine staffing requirements and make required personnel assignments for the Information Section. ❑ Assess information skill areas required in the EOC such as message writing, issues management, media briefings, and event planning. ❑ Inform every EOC member that all media contacts should be referred to the Information Officer, and provide your contact information.
Main Checklist:	**1. Gather Information** ❑ <u>Identify Information Needs</u> – Anticipate the type of information to collect and disseminate, appropriate to the threat at hand and considering: ❑ Status of threat ❑ Kitasoo community elements affected ❑ Resources available and assigned ❑ Prognosis for short-term and long term ❑ Public advisories

INFORMATION / COMMUNICATIONS OFFICER

- ❑ <u>Identify Information Sources</u> – Identify a range of information sources, both internal and external to the EOC. Coordinate with the Planning Section and identify methods for obtaining and verifying significant information as it develops.

- ❑ <u>Collect Information</u> – Collect and verify relevant information on the emergency. Maintain a Disaster Assistance Information Directory, with numbers and locations to obtain food, shelter, supplies, health services, etc.

- ❑ <u>Collaborate with Others</u> – Coordinate all information collection with the EOC Planning Section Chief and EOC Risk Management Officer. Work with Information Officers at Incident Command Post(s), at other EOCs in the region, and the PREOC to ensure consistent information.

2. Keep the Public Informed

- ❑ <u>Prepare Messages</u> – Develop messages to ensure the Kitasoo Band public receives complete, accurate, and consistent information. Check with the EOC Risk Management Officer for any potential liability or safety concerns. Ensure that announcements, emergency information and materials are prepared for special populations (non-English speaking, hearing impaired, etc.), if required. All information releases must be approved by the EOC Director and copies must be retained.

- ❑ <u>Establish Call Centre</u> – Develop a public information telephone service or call centre to provide information and advice concerning the emergency in the region. Work with the EOC Logistics Section Chief, who will arrange for telephone equipment and services. Ensure that call takers are mobilized to accommodate the needs. Provide call takers with timely and accurate message sheets so they offer only confirmed and approved information.

- ❑ <u>Set up Community Information Boards</u> – Maintain up-to-date status boards and other references at one or more public information centres, including Reception Centres.

- ❑ <u>Make Radio and TV Announcements</u> – As approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public through the electronic news media.

- ❑ <u>Establish a Website</u> – Establish an Emergency Information Website to facilitate public information. Consult with Logistics Section and the Kitasoo Band for protocols.

- ❑ <u>Coordinate Public Information</u> – Establish distribution lists for recipients of public information releases. Include Site Information Officers, PREOC Information Section, other EOC Information Officers, elected officials, Emergency Social Service Groups, and the Call Centre.

3. Facilitate News Media Relations

- ❑ <u>Develop Media Briefings</u> – At the request of the EOC Director, prepare media briefings for elected officials and/or Policy Group members and provide other assistance as necessary to facilitate their participation in media briefings and press conferences. Promptly provide copies of all media releases to the EOC Director.

- ❑ <u>Receive Media Calls</u> – Arrange through logistics appropriate staffing and telephones to efficiently handle incoming media calls.

- ❑ <u>Facilitate Site Visits</u> – Ensure that adequate staff members are available at incident

	sites to coordinate and conduct media tours of the disaster areas when safe.
	❑ <u>Establish Media Centre</u> – 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.
	❑ <u>Monitor the News</u> – 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 unfavorable media comments.
	❑ <u>Coordinate With Others</u> – Coordinate media releases with officials representing other affected emergency response agencies, such as the Ministry of Forests. Arrange for appropriate EOC or agency staff to answer technical questions from members of the media.
	4. Provide Internal Information
	❑ <u>Keep Responders Informed</u> – Develop information sheets to keep members of the EOC, all Incident Command Posts, and other agencies informed on the status of the emergency and the EOC objectives.
	❑ <u>Facilitate EOC Tours</u> – In consultation with EOC Director and Liaison Officer, coordinate VIP and visitor tours of the EOC facility.
	❑ <u>Coordinate with Others</u> – Liaise with the Information Officers at site(s), other EOCs and the PREOC and other external agencies. Work with the Liaison Officer to keep external agencies informed on the EOC status and operations.
	5. Manage the EOC Information Function
	❑ <u>Select Information Personnel</u> – Appoint available Information staff members to appropriate functions and identify replacements for extended operations. Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
	❑ <u>Monitor Effectiveness</u> – Supervise all staff assigned as Assistant Information Officers and their activities. Monitor the activities of the Information staff to ensure appropriate actions.
	❑ <u>Assume Control of the Information Function</u> – Direct the overall collection and dissemination of information, working with other relevant agencies and jurisdictions as required.
Before Leaving:	❑ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.
	❑ Assist EOC Director with demobilization procedures and contribute to the recovery planning effort.
	❑ Follow the Generic "Before Leaving" Checklist.

FIRE BRANCH COORDINATOR	
Responsibilities:	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. **1.** **Coordinate resources for major structural fire** – Coordinate the acquisition of fire / rescue resources, call utilities and allocate crews to sites according to EOC priorities. **2.** **Coordinate hazardous materials response** – Coordinate contacts for response personnel and equipment if requested by Incident Commander. **3.** **Coordinate structural protection during wild land/urban interface fire** – Coordinate structural fire resources operating in unified command with BC Forest Service. **4.** **Coordinate light and heavy search and rescue** – Coordinate search and rescue operations in collapsed structures, including mutual aid. **5.** **Manage the Fire Branch** – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.
Reports To:	EOC Operations Section Chief or EOC Director
Getting Started:	❑ Follow the Generic "Getting Started" Checklist. ❑ Based on the situation, activate the necessary groups within the Fire Branch: • Structural Fire Suppression Group • Hazmat Group • Wild land Fire Suppression Group • Search and Rescue Group
Main Checklist:	**1. Coordinate Resources for Major Structural Fire** ❑ <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 Kitasoo Band 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.

2. Coordinate Hazardous Materials Response

- <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 PEP</u> – Notify PEP for "fan-out" alert of incident and resource requirements, including the Environmental Emergency Response Officer from the Ministry of Water, Land and Air Protection.

- <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.

3. Coordinate Structural Protection During Wild land/Urban Interface Fire

- <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.

4. Coordinate Light and Heavy Search and Rescue

- <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.

5. Manage the Fire Branch

- <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).

FIRE BRANCH COORDINATOR	
Before Leaving:	❑ Forward any input towards the After Action Report to the Operations Section Chief. ❑ Follow the Generic "Before Leaving" Checklist.

POLICE BRANCH COORDINATOR	
Responsibilities:	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.
	1. **Enforce Laws During Emergency** – Coordinate law enforcement operations to provide for the security of people and property. Request and coordinate RCMP mutual aid.
	2. **Secure Affected Area(s)** – Control access to affected areas, secure sites for subsequent investigation, and preserve evidence.
	3. **Control Traffic** – Coordinate traffic control, and clear routes for emergency vehicles.
	4. **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.
	5. **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.
	6. **Manage the Police Branch** – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.
Reports To:	EOC Operations Section Chief or EOC Director
Getting Started:	❑ Follow the Generic "Getting Started" Checklist.
	❑ Based on the situation, activate the necessary units within the Police Branch:
	▪ Evacuation Unit
	▪ RCMP Operations Unit
	▪ Coroner Unit
	▪ Search and Rescue Unit
Main Checklist:	**1. Enforce Laws During Emergency**
	❑ Coordinate Site Operations – Coordinate law enforcement operations at one or more sites during a major emergency or disaster.
	❑ Arrange for Mutual Aid – Determine the need for and arrange for RCMP mutual aid.
	2. Secure Affected Area(s)
	❑ Control Area Access – Establish perimeters and control points around the affected area to control access, if requested by Incident Commander.
	❑ Support Investigations – Secure site for subsequent investigation.
	❑ Preserve Evidence – Advise Incident Commanders to preserve evidence where emergency may be caused by criminal activity or negligence.

❑ Secure Marine Access to Area – As appropriate, advise PEP to initiate "Notice to Mariners."

3. Control Traffic

❑ Control Area Traffic – Working with Incident Commanders, coordinate area-wide traffic control operations during a major emergency.

❑ Keep Emergency Vehicle Routes Open – Upon request of Incident Commanders, clear routes for emergency vehicles.

4. Coordinate Ground Search and Rescue

❑ Coordinate Ground SAR – 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.

❑ Support Coroner Services – 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.

❑ Coordinate Services for Deceased – Coordinate services for the deceased and their immediate families, including notification of next-of-kin and information to family members.

5. Implement Evacuation Orders

❑ Assess Population to Be Evacuated – Prepare map of area to be evacuated, determine number of evacuees, and identify any special considerations.

❑ Identify Evacuation Routes – Prepare a map of evacuation routes, including aquatic / aircraft evacuation points. Working with ESS Director, identify destinations for evacuees.

❑ Implement Evacuation Alerts and Orders – 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.

❑ Coordinate Neighbourhood Evacuation – Deploy personnel to inform residents of alert or evacuation order. Coordinate community groups through the Community Coordinator.

❑ Transport Evacuees – Coordinate the transportation of evacuated persons to safety, as required and in cooperation with EOC Logistics Branch.

❑ Monitor Evacuation – Sweep evacuated area, if safe to do so. Collect and summarize reports from traffic control points on vehicle numbers leaving evacuated area.

❑ Secure Evacuated Areas – 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.

6. Manage the Police Branch

❑ Work with PREOC – Liaise with the PREOC for coordination of regional resources, as required.

❑ Set Objectives for Each Operational Period – Prepare objectives for the Fire Branch

POLICE BRANCH COORDINATOR	
	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:	❑ Determine demobilization status of branch units and RCMP operations.
	❑ Follow the Generic "Before Leaving" Checklist.

	AMBULANCE BRANCH COORDINATOR
Responsibilities:	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. **1. Determine Need for Ambulance Resources** – Determine need for ambulance resources among site Safety Officers and other Operations Section Branch Coordinators within the EOC. **2. Coordinate Ambulance Resources** – Determine the availability of ambulance resources in the local area and region, and ensure appropriate resources are identified and mobilized. **3. Distribute Casualties to Hospitals** – Coordinate the transportation of the injured to evenly distribute casualties among medical facilities. **4. Evacuate Health Care Facilities** – Coordinate the transportation of persons evacuated from health care facilities, under the direction of the Incident Commander. **5. Manage the Ambulance Branch** – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.
Reports To:	EOC Operations Section Chief or EOC Director
Getting Started:	Follow the Generic "Getting Started" Checklist.
Main Checklist:	**1. Determine Need for Ambulance Resources** ❑ Establish Site Communications – Establish and maintain communication with the site(s). ❑ Determine Need to Assist Victims – 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. ❑ Determine Need to Assist First Responders – Liaise with site Safety Officers and other EOC Operation Branch Coordinators to provide ambulance and first aid for responders. **2. Coordinate Ambulance Resources** ❑ Identify Available Resources – Determine the availability of BC ❑ Regional Resources – 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. ❑ Obtain Additional Ambulance Resources, As Needed – Call in crews as required by the emergency. ❑ Acquire Non-Ambulance Resources – 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.
	3. Distribute Casualties to Hospitals
	❑ <u>Coordinate Victim Transportation</u> – Coordinate the transportation of injured victims to appropriate medical facilities as required to ensure casualties are evenly distributed to receiving facilities. Coordinate destinations with regional Health Authority and PREOC.
	❑ <u>Keep Hospitals Informed</u> – Keep hospitals informed of the number of cases to expect.
	4. Evacuate Health Care Facilities
	❑ <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.
	5. Manage the Ambulance Branch
	❑ <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 Generic "Before Leaving" Checklist.

HEALTH BRANCH COORDINATOR (HEALTH DIRECTOR)	
Responsibilities:	The Health Branch Coordinator ensures coordination of hospitals, health units, continuing care, mental health and environmental health within the area. **1. 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. **2. Assist with Medical Transportation** – Assist in identifying and mobilizing available ambulance resources, including air transportation. **3. 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. **4. Coordinate Additional Health Facilities** – Coordinate establishing additional health facilities, such as an advanced treatment centre or 200 bed emergency hospitals. **5. Manage the Health Branch** – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.
Reports To:	EOC Operations Section Chief or EOC Director
Getting Started:	❑ Follow the Generic "Getting Started" Checklist. ❑ 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:	**1. Coordinate Preventative Measures in Public Health** ❑ <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.

2. Assist Ambulance Branch with Medical Transportation

❑ <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.

❑ <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.

3. Coordinate Health Care Facilities and Resources

❑ <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 Centers</u> – Coordinate health care needs at Reception Centers with ESS Branch Coordinator and contact the Health Authority if service delivery cannot be maintained.

4. Coordinate Additional Health Facilities

❑ <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.)

5. Manage the Health Branch

❑ <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

HEALTH BRANCH COORDINATOR (HEALTH DIRECTOR)	
	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.
	❑ Report on Status – Forward Health Branch status reports to the EOC Resource Unit in the Planning Section.
	❑ Support Financial Objectives – 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 Generic "Before Leaving" Checklist

EMERGENCY SOCIAL SERVICES BRANCH COORDINATOR	
Responsibilities:	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. **1.** **Determine Need for ESS** – Determine status of emergency and assess the level of ESS needed with EOC Director. **2.** **Acquire ESS Resources** – Call-out ESS volunteers, and ensure that other appropriate ESS resources are identified and alerted. **3.** **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. **4.** **Coordinate Community Health Services** – Liaise between the Reception Centres and the Health Authority for the provision of health services. **5.** **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.
Reports To:	EOC Operations Section Chief or EOC Director
Getting Started:	Follow the Generic "Getting Started" Checklist.
Main Checklist:	**1. Determine Need for ESS** ❑ Determine ESS Needs – Determine status of emergency and assess the level of ESS needed. ❑ Identify PEP Task Number – Note PEP Task Number and relay it to all Reception Centre Managers. **2. Acquire ESS Resources** ❑ Alert ESS Teams – Initiate call-out to ESS Volunteers and ESS agencies (e.g., Red Cross, Salvation Army) and advise to "stand-by." ❑ Activate Reception Centers – Open one or more Reception Centers, Group Lodgings or other alternate services. ❑ Transport ESS Resources – Coordinate with the EOC Transportation Unit to arrange suitable transportation for ESS volunteers and supplies, as needed. Refer to the Resource Annex for resource contacts. ❑ Coordinate ESS Mutual Aid – 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. **3. Coordinate Reception Centers and Other ESS Services** ❑ Acquire Communications – Work with the EOC Logistics Section Chief to ensure telephone and/or radio communications are established with: 1) Reception Centers, 2) Group Lodging Sites, 3) Other ESS support agencies, 4) Min. Human Resources

Regional Office, and 5) PREOC.

❑ Coordinate Resource Delivery – 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.

❑ Monitor Status of Reception Centers – Determine the status of Reception Centers and any needs for resources. Develop and maintain a status board or other reference that depicts 1) Location of each Reception Centre, 2) 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.

❑ Authorize ESS Expenditures – Ensure emergency expenses and extensions for ESS are pre-authorized by the Min. Human Resources.

❑ Coordinate Mutual Aid Requests – 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.

4. Coordinate Community Health Services

❑ Work with Health Authority – Request Health Authority attendance to support public health services. As a back-up, also contact the Medical Health Officer on call.

❑ Support Health Services at Reception Centers – The ESS Branch Coordinator may be required to work with the Health Branch Coordinator in using Reception Centers as emergency health care facilities.

5. Manage the Health Branch

❑ Work with MHR and Health Authority in PREOC – 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.

❑ Set Objectives for Each Operational Period – 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.

❑ Report on Status – Forward Health Branch status reports to the EOC Resource Unit in the Planning Section.

❑ Support Financial Objectives – 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:	❑ Determine demobilization status of ESS services (e.g. closing of reception centers, 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

EMERGENCY SOCIAL SERVICES BRANCH COORDINATOR	
	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 centers, and deliver to the Documentation Unit for appropriate storage.
	❑ Participate in debrief and assemble ESS "lessons learned" and suggestions for improvements.
	❑ Follow the Generic "Before Leaving" Checklist.

ENVIRONMENTAL BRANCH COORDINATOR	
Responsibilities:	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. **1.** **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. **2.** **Acquire Environmental Resources** – Determine the availability of resources for environmental protection in the area, and ensure all resources are identified and mobilized. **3.** **Coordinate Environmental Resources** – Coordinate local response to hazardous spills, waste disposal, working with regional and provincial environment officials and the private sector. **4.** **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.
Reports To:	EOC Operations Section Chief or EOC Director
Getting Started:	Follow the Generic "Getting Started" Checklist.
Main Checklist:	**1. Assess Situation and Identify Needs** ❑ Communicate with Site –Establish and maintain communication with the site(s) and determine status and need for environmental protection. ❑ Collect Information – Gather information on environmental issues, damage and threats. Forward to Situation Unit. ❑ Identify issues – Assess and anticipate environmental concerns and recommended responses in support of the emergency situation. ❑ Identify Requirements – Determine the scope and priority of environmental assistance required in consultation with the EOC Operations Section Chief and other Branch Coordinators. **2. Acquire Environmental Resources** ❑ Assess Resources – Determine the status and availability of resources for environmental protection in the operational area. ❑ Mobilize Resources – Ensure that all available resources are identified and mobilized as required. ❑ Assess Waste Disposal Options – Determine the status and availability of waste storage and disposal facilities in the area. ❑ Acquire Resources – Coordinate with the Logistics Section to acquire additional resources as required. **3. Coordinate Environmental Resources**

ENVIRONMENTAL BRANCH COORDINATOR	
	❑ <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.
	❑ <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.
	4. Manage the Environmental Branch
	❑ <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:	❑ Forward any input towards the EOC After Action Report to the Operations Section Chief.
	❑ Follow the Generic "Before Leaving" Checklist.

Engineering Branch Coordinator	
Responsibilities:	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. 1. **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. 2. **Acquire Engineering Resources** – Identify the availability of resources for engineering operations in the area, and ensure that required resources are identified and mobilized. 3. **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. 4. **Manage the Engineering Branch** – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.
Reports To:	EOC Operations Section Chief or EOC Director
Getting Started:	❑ Follow the Generic "Getting Started" Checklist. ❑ Based on the situation, activate the necessary groups within the Engineering Branch: ❑ Damage/Safety Assessment Group ❑ Roads and Bridges Group ❑ Public Works Grouo
Main Checklist:	**1. Assess Situation and Identify Needs** ❑ <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. **2. Acquire Engineering Resources** ❑ <u>Assess Resources</u> – Determine the status and availability of resources for

engineering operations in the area.

❑ Mobilize Resources – Ensure that all available resources are identified and mobilized as required.

❑ Acquire Resources – 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.

3. Coordinate Engineering Resources and Projects

❑ Supply Fire Suppression Water – Coordinate water supply for fire suppression with Fire Branch Coordinator.

❑ Maintain Road Access – Maintain emergency traffic routes.

❑ Assess Buildings – Advise on structural safety of buildings and structures.

❑ Remove Debris – Coordinate debris removal services as required.

❑ Repair Public Works – 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.

4. Manage the Engineering Branch

❑ Work with PREOC – 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.

❑ Set Objectives for Each Operational Period – 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.

❑ Report on Status – Forward Engineering Branch status reports to the EOC Resource Unit in the Planning Section.

❑ Support Financial Objectives – 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 Generic "Before Leaving" Checklist.

UTILITIES BRANCH COORDINATOR	
Responsibilities:	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. **1.** **Report on the Situation** – Gather information on damage and threats to utilities, and report on the extent of damage and time required for repairs. **2.** **Acquire Utility Resources** – Identify the availability of resources for utilities in the area, and ensure that required resources are identified and mobilized. **3.** **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. **4.** **Manage the Utilities Branch** – Oversee the development of branch objectives, status reports, and daily time sheets and expenditures.
Reports To:	EOC Operations Section Chief or EOC Director
Getting Started:	Follow the Generic "Getting Started" Checklist.
Main Checklist:	**1. Report on the Situation** ❑ Liaise with Utility Providers – 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. ❑ Collect Information – Gather information on damage and threats to utilities. Determine the extent of damage to utility systems in the affected area. ❑ Assess Damage – Report on the extent of damage and time required for repairs. ❑ Identify Water Contamination Concerns – Keep the Health Authority informed of any regional threats regarding water contamination issues. **2. Acquire Utility Resources** ❑ Assess Resources – Identify the availability of resources for utilities in the area. ❑ Mobilize Resources – Ensure that available resources are identified and mobilized. ❑ Acquire Resources – Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems. **3. Coordinate Utility Repair** ❑ Set Priorities – Survey all utility systems, and provide restoration priorities to providers. ❑ Allocate Resources – Distribute available resources according to priorities set by EOC. ❑ Coordinate Resources – Coordinate support for utility repair and restoration,

	including travel restrictions to enhance public safety during utility repairs.
	4. Manage the Utilities Branch
	❑ <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:	❑ Determine demobilization status of the Utilities Branch and utility operations in the area, and advise the EOC Operations Section Chief.
	❑ Follow the Generic "Before Leaving" Checklist.

RESOURCES COORDINATOR

Responsibilities:	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. **1.** **Collect Resource Information** – Collect resource information from active functions of the EOC. **2.** **Organize Resource Information** – Create organizational schemes for collected resource information to facilitate sharing of status details. **3.** **Distribute / Display Resource Information** – Prepare status boards and resource status reports to share up-to-date information.
Reports To:	EOC Planning Section Chief
Getting Started:	Follow the Generic "Getting Started" Checklist. Set up a Resource Tracking Board (see sample).
Main Checklist:	**1. Collect Resource Information** ❑ Identify Critical Resources – Obtain list of known critical resources from Planning Section Chief or EOC Director. Obtain copies of critical resource requests from the Logistics Section. ❑ Liaise with Operations Section – 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. **2. Organize Resource Information** ❑ Identify Resources – Use EOC Form 516 to identify resource kind and type, and whether they are Available, Assigned, or Out-of-Service. ❑ Monitor Resource Requests – As resource requests are received in Logistics, post the request on a status board and track the progress of the request until filled. ❑ Track Resources – Track the progress of resource requests until filled. Coordinate closely with the Operation Section Branches and Logistics Section units, particularly Supply, Personnel, and Transportation. **3. Distribute / Display Resource Information** ❑ Create Status Board – Develop and maintain resource status boards and/or other tracking display systems. See Resource Status Board sample. ❑ Keep Requestors Informed – 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 Generic "Before Leaving" Checklist.

RESOURCES COORDINATOR	

INFORMATION TECHNOLOGY COORDINATOR	
Responsibilities:	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.
	1. **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.
	2. **Establish and Maintain EOC Radio Communications** – Mobilize and coordinate amateur radio resources to augment primary communication systems as required.
	3. **Establish Telecommunications at Media Centre** – Provide necessary telecommunications when Information Officer establishes a Media Information Centre.
	4. **Establish Communications at Reception Centres** – Establish telephone and radio communications at Reception Centres, and assign volunteer radio operators to external locations as required.
	5. **Support Use of Information Technology in EOC** – Establish computer, printer, Internet access, and email addresses for key EOC functions.
Reports To:	EOC Logistics Section Chief
Getting Started:	❑ Follow the Generic "Getting Started" Checklist.
	❑ Based on the situation, activate the necessary units within the Information Technology Branch:
	❑ 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:	**1. Establish and Maintain EOC Telephone and Fax Communications**
	❑ <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.
	2. Establish and Maintain EOC Radio Communications

❑ <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.

❑ <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.

3. Establish Telecommunications at Media Centre

❑ <u>Support Media Communications</u> – Provide necessary telecommunications when Information Officer establishes a Media Information Centre.

4. Establish Communications at Reception Centres

❑ <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.

5. Support Use of Information Technology in EOC

❑ <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:

- 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.

INFORMATION TECHNOLOGY COORDINATOR	
Before Leaving:	❑ Ensure that all expenditures and financial claims have been coordinated through the Finance / Admin Section.
	❑ Follow the Generic "Before Leaving" Checklist.

PERSONNEL COORDINATOR / HUMAN RESOURCES	
Responsibilities:	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. **1.** **Support Site Requests for Personnel** – Coordinate requests for site personnel, accounting for priorities among all sites. Acquire and assign personnel with the appropriate qualifications. **2.** **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. **3.** **Coordinate Volunteers** – Liaise with community volunteer organizations to acquire personnel to fill both site and EOC requests. Develop systems to manage convergent volunteers.
Reports To:	EOC Logistics Section Chief
Getting Started:	Follow the Generic "Getting Started" Checklist.
Main Checklist:	**1. Support Site Requests for Personnel** ❑ Receive Requests for Site Personnel – 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. ❑ Acquire Site Personnel Resources – Acquire personnel resources in support of site(s) from 1) Within the jurisdiction, 2) Among outside agencies, and 3) Among community volunteers. ❑ Transport Personnel to Site – 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. ❑ Maintain Personnel Status Board – 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. **2. Support EOC Personnel Requests** ❑ Receive Requests for EOC Personnel – 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. ❑ Acquire EOC Personnel – Acquire EOC personnel from 1) Within the jurisdiction, 2) Among outside agencies, and 3) Among community volunteers. ❑ Maintain EOC Personnel Status Board – 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.

PERSONNEL COORDINATOR / HUMAN RESOURCES	
	❑ Receive and Orient EOC Personnel – Check in all incoming EOC personnel (See Form EOC 511 and Form PEP Task Reg. 512). Coordinate with the Deputy EOC Director and Risk Management Officer to ensure EOC incoming personnel have EOC badges, checklists, vests, and safety briefing upon check-in. ❑ Manage EOC Shift Schedules – Develop shift schedules. ❑ Accommodate EOC Personnel – Arrange accommodation for out-of-town personnel. Coordinate with ESS Branch, Supply Unit, and Procurement Unit. ❑ Manage EOC Stress Counseling – 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. **3. Coordinate Volunteers** ❑ Liaise with Volunteer Agencies – Establish communications with volunteer agencies and other organizations that can provide personnel resources. ❑ Register Volunteers – Register convergent volunteers, as required, using Form EOC 511 and Form PEP Task Registration Form 512.
Before Leaving:	Follow the Generic "Before Leaving" Checklist.

TRANSPORTATION BRANCH COORDINATOR	
Responsibilities:	The Transportation Branch Coordinator arranges for the acquisition or use of required transportation resources in support of site activities and the EOC Action Plan. **1.** **Determine Transportation Needs and Limitations** – Coordinate transportation needs with other EOC personnel, and determine the status of transportation routes in the region. **2.** **Acquire Transportation Resources** – Consult Resource Contact List in ERRP Appendix to identify potential transportation resources. **3.** **Coordinate Transportation Services** – Coordinate the delivery of transportation resources to sites. **4.** **Develop a Transportation Plan** – Develop a Transportation Plan to support the EOC Action Plan.
Reports To:	EOC Logistics
Getting Started:	Follow Generic "Getting Started" Checklist.
Main Checklist:	**1. Determine Transportation Needs and Limitations** ❑ Identify Needs – Coordinate transportation needs with Supply and Personnel Units, Operations Section Branches, Information and Liaison Officers. ❑ Receive Transportation Requests – Coordinate site requests for transportation services, accounting for priorities among all sites. Coordinate EOC requests for transportation. ❑ Assess Transportation Routes – Routinely liaise with the Situation Unit to determine the status of transportation routes in and around the area. **2. Acquire Transportation Resources** ❑ Identify & Acquire Resources – Consult Resource Contact List in ERRP Appendix to identify potential transportation resources. Establish contact with local transportation agencies and schools to determine availability of transportation resources. Acquire transportation resources with the appropriate qualifications. **3. Coordinate Transportation Services** ❑ Deliver Transportation – Coordinate the delivery of transportation resources to sites. ❑ Maintain Status Board – Maintain a status board or other reference to keep track of available and assigned transportation resources. **4. Develop a Transportation Plan** ❑ Prepare Transportation Plan – 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 Generic "Before Leaving" Checklist.

FINANCE / ADMINISTRATION SECTION CHIEF	
Responsibilities:	The Finance / Administration Section Chief provides overall administrative and financial services to sites and the EOC, including financial and cost analysis, billing, accounting, filing, and invoice preparation. Unless delegated to Finance / Admin Section staff, the Section Chief is responsible for the following: **1.** **Record Personnel Time** – Collect and process on-duty time for all EOC personnel, including volunteers and agency representatives. Ensure uninterrupted payroll for all employees. **2.** **Coordinate Purchasing** – Control acquisitions associated with emergency response or recovery, including purchase orders and contracts. **3.** **Coordinate Compensation and Claims** – Process workers' compensation claims within a reasonable time. **4.** **Record Costs** – Maintain financial records for response and recovery throughout the event. Keep the EOC Director, Management Team, and Elected Officials aware of the current fiscal situation. **5.** **Manage the Finance / Admin Section** – Establish the appropriate Finance / Admin Section Units and continuously monitor organizational effectiveness.
Reports To:	EOC Director
Main Checklist:	**1. Record Personnel Time** ❑ Record Time Sheets – Collect and record on-duty time for all EOC personnel, including volunteers and Kitasoo Band representatives. Note: Use the same time sheet forms used in non-emergency times, if possible. ❑ Forward Time and Expenses for Processing – Forward timesheets and expense forms to Kitasoo Band office for prompt processing for Kitasoo Band employees. **2. Coordinate Purchasing** ❑ Determine Spending Limits – In consultation with EOC Director determine spending limits, if any, for Logistics, Operations and Management Staff. ❑ Lead EOC in Financial Procedures – Meet with the Logistics and Operations Section Chiefs and review financial and administrative requirements and procedures. ❑ Prepare EAFs – To confirm assumptions about eligibility for provincial financial assistance, submit Expenditure Authorization Forms (EOC Form 530) to the PREOC on behalf of the EOC Director and with his or her signature. ❑ Pay for Acquisitions – Organize and control any acquisitions required in emergency operations. Process purchase orders and develop contracts in a timely manner. **3. Coordinate Compensation and Claims** ❑ Process WCB Claims – Ensure that workers' compensation claims resulting from the response are processed within a reasonable time. ❑ Document Potential Legal Claims – Document any claims or threats of claims from disaster victims.

	4. Record Costs
	❑ <u>Develop Cost Record System</u> – Maintain all financial records throughout the event or disaster.
	❑ <u>Inform EOC Group on Response Costs</u> – Keep the EOC Director, Management Team, Section Chiefs, and Elected Officials aware of the current fiscal situation and other related matters, on an ongoing basis.
	❑ <u>Submit Cost Summaries to PREOC</u> – Ensure that all documentation and local government financial assistance paperwork is accurately maintained and submitted to PEP.
	❑ <u>Maintain Cost Status Board</u> – Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.
	5. Manage the Finance / Admin Section
	❑ <u>Set Up Section</u> – Ensure that the Finance / Admin Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards.
	❑ <u>Ensure Appropriate Personnel</u> – Request additional personnel for the section as necessary to maintain 24-hour staffing capabilities, as necessary.
	❑ <u>Ensure Documentation</u> – Ensure that all section personnel maintain their individual position logs and other paperwork as required.
	❑ <u>Participate in Action Planning Meetings</u> – Collect objectives from each activated Finance / Admin Branch prior to each Action Planning meeting. Participate in Action Planning Meetings, using EOC Briefing Format (Form EOC 401A).
	❑ <u>Support Financial Objectives</u> – Coordinate daily time sheets and emergency expenditures with other EOC Sections.
Before Leaving:	Follow the Generic Before Leaving Checklist.

PROCUREMENT COORDINATOR	
Responsibilities:	The Procurement Unit Coordinator provides administrative services pertaining to all matters involving purchase, hire, contract, rental and leases of resources through the EOC. **1.** **Establish Procurement Procedures** – Determine procurement policies and procedures for your jurisdiction, including the approved processes for contracting. **2.** **Coordinate Contracts** – Oversee the development and maintenance of all contracts initiated through the EOC for purchase, lease, or rent of acquired resources. **3.** **Submit Procurement Records to Cost Unit** – Forward costs and payment schedules to Cost Unit for processing of all EOC contracts.
Reports To:	EOC Finance / Admin Section Chief
Getting Started:	Follow the Generic "Getting Started" Checklist.
Main Checklist:	**1. Establish Procurement Procedures** ❑ Confirm Procurement Authorization – Review emergency procurement procedures and policies of the Kitasoo Band, including the identity of EOC personnel authorized to commit the Kitasoo Band to a contract. ❑ Advise EOC Personnel on Procurement Procedures – Ensure that all EOC personnel know the approved processes for procurement, including contracting procedures. ❑ Obtain Contact Forms – Obtain approved contract forms for use in all EOC procurement. **2. Coordinate Contracts** ❑ Review Contracts – 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. ❑ Negotiate Contracts – 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. ❑ Report Unethical Business Practices – 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. **3. Submit Procurement Records to Cost Unit** ❑ Forward Contracts for Payment – Forward costs and payment schedules to Kitasoo Band Treasurer for processing of all EOC contracts.
Before Leaving:	Follow the Generic "Before Leaving" Checklist

COMPENSATION AND CLAIMS UNIT COORDINATOR	
Responsibilities:	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. **1.** **Manage Equipment Loss or Damage Claims** – Coordinate investigation and resolution of claims of equipment loss or damage due to response activities. **2.** **Manage Injury Claims** –Prepare appropriate forms for all verifiable injury claims and forward them to WCB within the required timeframe. **3.** **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. **4.** **Submit Claim Summaries to Cost Unit** – Forward summary of claim estimates to Cost Unit for processing.
Reports To:	EOC Finance / Admin Section Chief
Getting Started:	Follow the Generic "Getting Started" Checklist.
Main Checklist:	**1. Manage Equipment Loss or Damage Claims** ❑ Receive Equipment Claim Information – 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. ❑ Gather Information – 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. ❑ Track Equipment Damage Claims – Maintain a chronological log of equipment damage claims reported during the event. **2. Manage Injury Claims** ❑ Receive Injury Claims – Receive and record all reports of injuries associated with the response effort. Establish a separate file for each reported incident. ❑ Investigate Injury Claims – Where injuries occur to Kitasoo Band employees or EOC volunteers, ensure all injury claims are investigated as soon as possible. ❑ Prepare WCB Forms – Prepare appropriate forms for all verifiable injury claims and forward them to WCB within the required timeframe. ❑ Track Injury Claims – Maintain a chronological log of injuries and illnesses reported during the event. **3. Manage Private Property Loss or Damage Claims** ❑ Receive Damage Claims – 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

COMPENSATION AND CLAIMS UNIT COORDINATOR	
	mitigation of hazards.
	❑ <u>Investigate Damage Claims</u> – Ensure all private property claims are investigated as soon as possible.
	❑ <u>Track Damage Claims</u> – Maintain a chronological log of private property damage reported during the event.
	4. Submit Claim Summaries to Cost Unit
	❑ Forward summary of claim estimates to Cost Unit for processing.
Before Leaving:	Follow the Generic "Before Leaving" Checklist.