



EMERGENCY MANAGEMENT PLAN



770 Pacific Ave
Port Edward, BC VOV 1G0

EXECUTIVE SUMMARY

The District of Port Edward faces a diverse range of hazards, including natural, human-caused, and technological threats, such as extreme weather, vehicular incidents, cyber-attacks, hazardous materials spills, and utility or infrastructure failures. To address these vulnerabilities, the District of Port Edward Emergency Management Plan has been developed to support organizational resilience, protect lives, and minimize the impact of emergencies. It provides a structured approach for preparing, responding to, recovering from, and mitigating risks associated with natural disasters, technological incidents, health crises, and other emergencies.

This EMP is aligned with the principles of the BC Emergency Response Management System (BC ERMS), the internationally recognized Incident Command System (ICS) and the BC Emergency and Disaster Management Act; ensuring a scalable, adaptable, and collaborative response to crises.

The major features of the plan include:

- **Risk Assessment and Hazard Identification:** Analysis of potential risks to prioritize mitigation efforts.
- **Roles and Responsibilities:** Clearly defined roles and supporting job aids for personnel required to execute the plan.
- **Emergency Operations Framework:** Activation protocols for incident management and response coordination using the ICS structure.
- **Communications:** Strategies for internal and external communication, including crisis messaging and public information dissemination.
- **Training and Exercises:** Outline of required training for personnel responsible for executing the plan to ensure preparedness and effectiveness of response teams.
- **Recovery and Continuity:** Post-incident recovery strategies, including restoration of critical functions and lessons-learned processes.

It is designed to be activated during emergencies exceeding the capacity of on-scene first responding agencies. It will be updated annually or after significant incidents or exercises. Continuous improvement is ensured through periodic evaluations, responder feedback, and scenario-based exercises.

By adopting this EMP, the District of Port Edward demonstrates its commitment to proactive risk management, effective emergency response, and resilience in the face of adversity. This plan provides a clear roadmap for safeguarding the people, operations, and reputation of the District during critical situations.



DISTRIBUTION LIST

The District of Port Edward Emergency Program Coordinator or designate will determine and maintain the distribution list of this Emergency Management Plan. Some information contained within the plan may be deemed confidential and not for distribution outside of authorized plan holders. 'Non-Confidential' copies of the plan may have sensitive information redacted.

All plan recipients are responsible for the maintenance and care of their copy of the Emergency Management Plan.

Agency/ Community	Recipient	Contact Number	Contact Email	Manual Format
Port Edward	Chief Administrative Officer		cao@portedward.ca	Hard Copy - Confidential
Port Edward	Fire Chief		jgiesbrecht@portedward.ca	Electronic – Confidential



AMENDMENT PROTOCOL

This plan will be reviewed at minimum on an annual basis with revisions and updates made at the discretion of the Emergency Program Coordinator.

Amendments may be initiated due to:

- **Legislative or Policy Changes:** Updates to provincial or federal laws or standards.
- **Lessons Learned:** Findings from emergency exercises, incidents, or post-event debriefs.
- **Risk Assessment Updates:** New or revised risk profiles and or hazards.
- **Resource Changes:** Updates to personnel, equipment, or infrastructure.
- **Geographic or Community Changes:** Population growth, urban development, or environmental shifts.

For questions or concerns regarding this plan, or to request an update or revision to this plan, contact:

Emergency Program Coordinator:

Phone:

Email:

ACRONYMS

ECC	Emergency Coordination Centre
EMCR	Emergency Management and Climate Readiness
EMO	Emergency Management Organization
EMP	Emergency Management Plan
EOC	Emergency Operations Centre
ESS	Emergency Support Services
ICS	Incident Command System
IGB	Indigenous Governing Body
PECC	Provincial Emergency Coordination Centre
PREOC	Provincial Emergency Operations Centre

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1.0 INTRODUCTION

1.1 Purpose

The purpose of this Emergency Management Plan (EMP) is to provide a comprehensive framework for mitigating risks, preparing for emergencies, responding effectively, and supporting recovery efforts to protect the safety, health, and well-being of the District of Port Edward. This plan integrates the four phases of emergency management to ensure a proactive and coordinated approach to managing disasters and emergencies:

- **Mitigation:** To reduce or eliminate risks to life, property, and the environment by identifying potential hazards and implementing strategies to minimize their impact.
- **Preparedness:** To enhance readiness by developing plans, conducting training, and establishing resources and partnerships to ensure an effective response to emergencies.
- **Response:** To provide timely and coordinated action to protect lives, property, and the environment during an emergency, ensuring effective communication, resource deployment, and situational management.
- **Recovery:** To support the restoration of normalcy and resilience in the aftermath of an emergency by facilitating repairs, rebuilding, and providing assistance to those affected.

This plan aims to foster collaboration among neighbouring communities, local authorities and Indigenous governing bodies (IGBs), to prioritize community resilience, and align with local, provincial, and federal emergency management standards.

1.2 Objectives

A key principle of ICS is management by objectives. Objectives are derived from response priorities, which are constant and guide how objectives are set. The response objectives for this plan are:

- Provide for the health and safety of responders
- Save lives
- Protect the environment
- Protect property
- Reduce social and economic losses

1.3 Scope

This is an all-hazards plan, which applies to any actual or perceived emergency or event within the jurisdiction of the District of Port Edward. An emergency is defined by the BC Emergency and Disaster Management Act as:

A state that is the result of any event that has occurred, is ongoing or appears imminent that is caused by one of more of the following:

- ***Accident***
- ***Force of nature***
- ***Fire***
- ***Rioting***
- ***Explosion***
- ***Security threat***
- ***Technical failure***
- ***Terrorist activity***

Prescribed incident and requires prompt coordination of action, or the special regulation or persons or property, to protect:

- ***Health, safety, or well-being of persons, or***
- ***Safety of property, or***
- ***Safety of objects or sites of heritage value***

It establishes a comprehensive framework for mitigating, preparing for, responding to, and recovering from emergencies and disasters that may affect the District's:

- Departments and agencies
- Partner organizations, including local businesses, community groups, and non-governmental organizations
- Residents and visitors within the city's boundaries, with particular attention to vulnerable populations such as seniors, individuals with disabilities, and economically disadvantaged groups
- Indigenous communities and governing bodies with traditional land interests
- Public facilities, utilities, transportation networks, communication systems, and other essential services critical to the district's functioning

This EMP does not address routine incidents or events that can be managed by standard operational procedures of without activation of the emergency plan.

1.4 Assumptions

While the EMP provides a robust framework, it recognizes that:

- No plan can predict or address all potential emergencies
- Resources and capabilities may be overwhelmed in extreme events, requiring external assistance
- Mutual aid, regional, provincial, and federal assistance will be available if local resources are exhausted

- Residents and businesses will play a role in preparedness, response, and recovery
- Emergency personnel and key stakeholders will be familiar with the EMP and trained in its procedures
- Public education efforts will have improved community preparedness
- Critical infrastructure (e.g., utilities, transportation, communication) could be affected but not entirely incapacitated in most scenarios

1.5 Authority for the Plan

The BC *Disaster and Emergency Management Act (2023)* is the legal authority under which the District, its employees and agents are authorized to respond to an emergency.

1.6 Related Plans

This plan works in conjunction with the following:

- District of Port Edward Emergency Evacuation and Public Notification Plan (2025)
- Shared Indigenous Emergency Communication Plan (2025)

1.7 Memorandums of Understanding and Agreements

The following Memorandums of Understanding (MOU) and Agreements are in support of this EMP.

Table 1: Memorandums of Understanding and Agreements

Agreement	Partners	Effective Date
Memorandum of Understanding for development of a Shared Indigenous Emergency Communications Protocol	District of Port Edward City of Prince Rupert North Coast Regional District	2024
Shared Prosperity Agreement	District of Port Edward City of Prince Rupert	January 25, 2023
Fire Service Mutual Aid Agreement	District of Port Edward City of Prince Rupert	May 17, 2022
Watson Island Agreement	District of Port Edward City of Prince Rupert	May 17, 2022

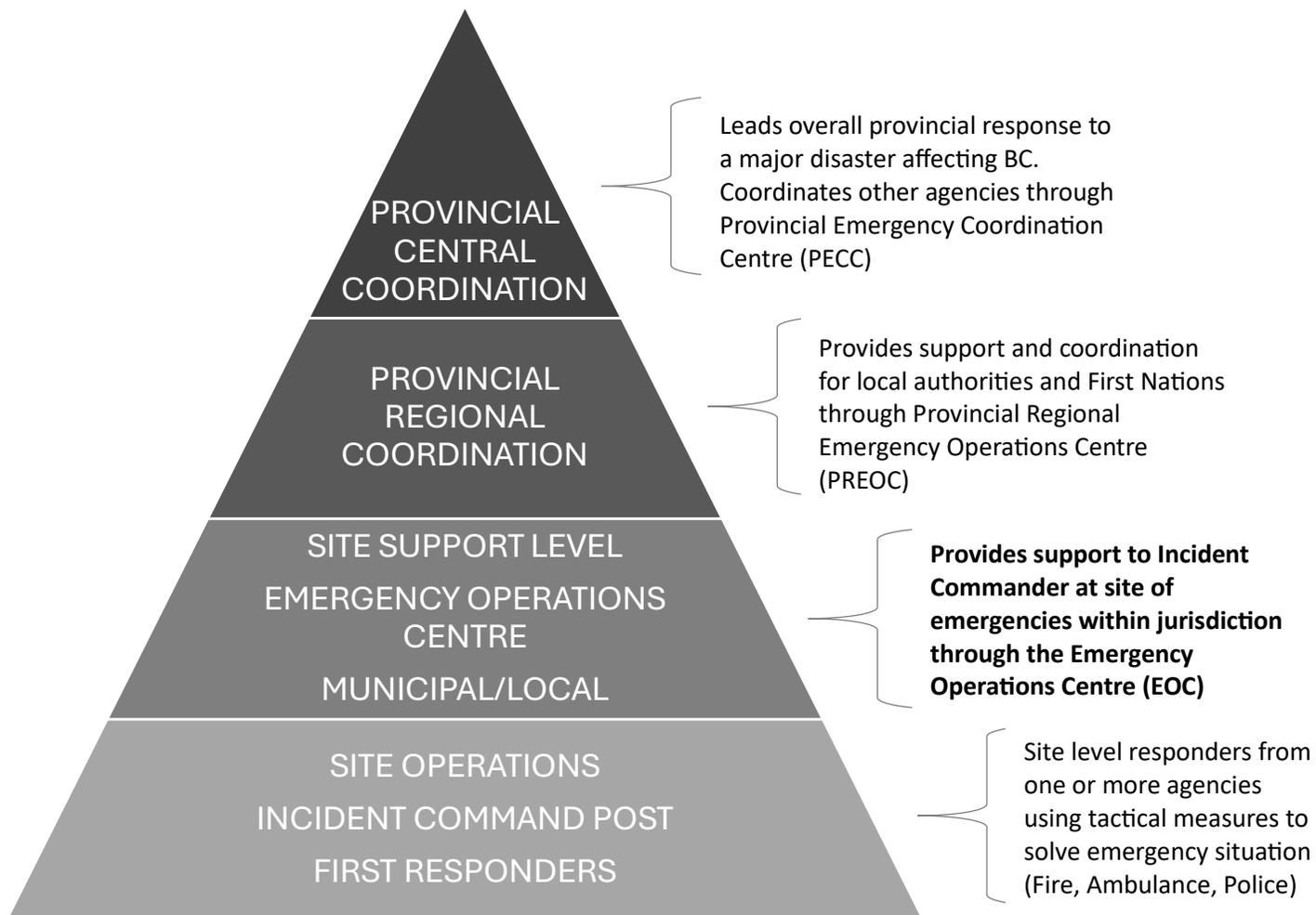
2.0 EMERGENCY MANAGEMENT GOVERNANCE STRUCTURE

2.1 BC Emergency Response Management System

The District acknowledges the BC Emergency Response Management System (ERMS) as the accepted standard for incident management. It is a structured framework based upon the internationally recognized Incident Command System (ICS), used to coordinate and manage emergency responses within British Columbia (BC) or any organization within this context. It integrates resources, communication protocols, and response strategies to minimize the impact of emergencies such as natural disasters, industrial accidents, public health crises, or other disruptive events.

The framework is comprised of four response levels which are activated as necessary to support an incident. **This plan outlines the function of the Site Support Level at the Emergency Operations Centre (EOC).** Upon activation of the EOC, the EOC Director should notify Emergency Management and Climate Readiness (EMCR) through the 24-Hour Emergency Coordination Centre (ECC) to handle the determination of activating other levels of support.

Figure 1: BC Emergency Response Management System Operational Levels



2.2 District of Port Edward Emergency Management Organization

The District's Emergency Management Organization (EMO) establishes the elements of a continuous improvement process to develop, implement, maintain and evaluate emergency management activities, plans and procedures. The program is reliant on the partners who ensure that it remains in accordance with required regulatory standards and best practices. The roles and responsibilities of partners are outlined below.

2.2.1 Mayoral Roles and Responsibilities

When no disaster/emergency exists:

- Address policy to meet the needs of an incident
- Acts as the Chair of the EMO

During a disaster/emergency:

- Declare a State of Local Emergency (SOLE)
- Liaise with political counterparts in other jurisdictions and other levels of government

2.2.2 Council Roles and Responsibilities

When no disaster/emergency exists:

- All Council members are members of the EMO

During a disaster/emergency:

- Borrow any money necessary to pay expenses caused by the emergency
- Enter into agreements with and make payments or grants to persons or organizations for the provision of services in the development or implementation of EMP and related programs
- Expend all sums required for the response to and recovery from an emergency event

2.2.3 Emergency Program Coordinator Roles and Responsibilities

When no disaster / emergency exists:

- Responsible for the administration of the local authority's Emergency Management Program
- Responsible for the development, maintenance and implementation of the EMP
- Responsible for the maintenance of the EOC
- Coordinate and conduct all training to ensure effective operation of the EOC

During a disaster/emergency:

- Responsible for the operation of the EOC as EOC Director
- Conduct all coordination and liaison with ECCC



3.0 MITIGATION AND PREPAREDNESS

3.1 Hazard Risk and Vulnerability Analysis

According to the Section 52 (4) of the *Emergency and Disaster Management Act (2023)*, all emergency plans must be based on a risk assessment. A formal risk assessment is critical for effective emergency management. It provides the foundation for risk-based decisions on how a community can address vulnerabilities, allocate resources, mitigate hazards, prepare for, respond to and recover from disasters. The following hazards may have the greatest impact and/or likelihood of occurring in the District (in alphabetical order):

- Aircraft Incident
- Animal Disease/Pest Infestation
- Atmospheric Hazard
- Cyber Attack or Security Breach
- Dam Failure
- Earthquake
- Explosion/Emission
- Flooding (flash flooding and coastal flooding)
- Hazardous Materials Incident (road, rail, marine, air)
- Landslide
- Marine Incident
- Pandemic/Mass Illness
- Power Outage
- Public Health Crisis
- Rail Incident
- Severe Storm (high winds, heavy rain)
- Structure Failure
- Structure Fire
- Telecommunications Interruption
- Terrorism
- Tsunami
- Wildfires/Urban Interface Fires
- Water Service Interruption

3.2 Public Awareness Program

Public awareness programs are paramount to protecting the community. Pre-emptive measures to engage the public increases their ability to self-protect, and take appropriate actions during an emergency, and reduce and/or mitigate negative outcomes. The public should be aware of:

- Risks in their community
- How to be prepared for an emergency
- How to create a personal or family emergency plan
- What to do under an evacuation order or alert
- Location of safe muster/collection points
- Primary evacuation routes
- How and when to shelter-in-place
- How to stay informed during an emergency

The District leads an annual preparedness campaign where the public awareness information above is communicated to the community members. Resources, key contacts and instructions for an evacuation are provided on the District's website.

3.3 Training and Exercises

The cornerstone of any emergency management program is training and exercises. Training and exercising opportunities are critical in developing abilities of responders and serve to:

- Increase competence in ICS response roles
- Increase confidence in the ability to apply the practical elements of ICS
- Standardize response procedures thus allowing opportunity to identify performance gaps and opportunities for improvement
- Enhance awareness of organizational structures required to respond to potential local risks and hazards
- Identify gaps and/or technical issues with systems, plans and equipment

3.3.1 Training and Exercise Plan

All elected officials and personnel with assigned roles and supporting positions respecting the implementation of the plan will be required to take the training courses specified below (at minimum) and participate in annual emergency exercises – one annual tabletop and functional exercise at minimum. If there is a response to an emergency or disaster situation within the year, or participation in regional exercises hosted by another community or organization, this will fulfill the obligation for annual exercises if relevant portions of the EMP are exercised.

Table 2: Emergency Management Training and Exercise Plan

	ICS 100	ICS 200	ICS 300	ICS 400	Emergency Management Plan Overview	Emergency Operations Essentials	EOC Operations Section	EOC Planning Section	EOC Logistics Section	EOC Finance Section	EOC Information Officer	Introduction to Emergency Support Services	Level 1 ESS	Introduction to Reception Centres	Tabletop Exercise	Functional Exercise
EOC Director	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Elected Officials	X				X	X						X	X		X	X
Command and General Staff	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Emergency Support Services Staff	X	X										X	X	X	X	X

4.0 CONCEPT OF OPERATIONS: RESPONSE

4.1 Plan Activation

The decision to activate this plan in whole or in part is based on an analysis of the situation. Triggers for activating may include, but are not limited to circumstances where:

- There is a significant number of people at risk
- Additional support is required at the Incident Command Post
- The incident is expected to be of long duration (more than 12 hours)
- There is a potential for the incident to become much larger
- Additional authority is required (declaration of a SOLE, large spending, significant resource requirements)
- The incident will require resources beyond local capabilities
- The incident response leaves other parts of the town vulnerable (limited fire / police for another call)
- An evacuation of the area has occurred or may be required
- The incident crosses jurisdictional boundaries (train derailment, wildfire)
- The incident will require coordination of multiple agencies
- There is particularly high public concern and / or media attention
- The incident will have or could have a widespread impact on the community and utilities (power outages, water shortage, loss of essential services)

4.2 Activation Authority

- District of Port Edward Chief Administrative Officer (CAO) or designate
- Fire Chief, or designate
- District of Port Edward Mayor or Acting Mayor

4.3 Activation Procedures

Designated EOC Director assesses staffing needs and activates Section Chief as required (see below for minimum staffing requirements). See Appendix A EOC Call Out List and Script

- Advise personnel of their response position
- Advise personnel of location of EOC and when to arrive
- Advise personnel to bring laptop etc.

Logistics Section Chief to coordinate set-up of EOC. The EOC is located at **District Council Chambers 770 Pacific Ave**

4.4 Activation Levels

A full activation of the Emergency Operations Centre (EOC) may not be required for every emergency. Each position and each function of the EOC might not be required. The activation levels below are guidelines for activation depending on the size and scope of the emergency.

Table 3: Emergency Operations Centre Activation Levels

Activation Level	Incident Description	Minimum EOC Staffing
Level 1	<ul style="list-style-type: none"> • Small event • Impact to one site • Two or more agencies involved • Potential threat of: - Flood - Severe storm - Interface fire • Potential to escalate, requires monitoring 	<ul style="list-style-type: none"> • EOC Director • Information Officer • Liaison Officer • Logistics Section Chief • Operations Section Chief • Planning Section • Province notified
Level 2	<ul style="list-style-type: none"> • Moderate event • Two or more sites • Several agencies involved • Major scheduled event • Limited evacuations or reception of evacuees • More resources/support required 	<ul style="list-style-type: none"> • EOC Director • Information Officer • Liaison Officer • Safety Officer • Section Chiefs (as required) • Provincial EOC notified
Level 3	<ul style="list-style-type: none"> • Major event • Multiples sites • Regional disaster • Multiple agencies involved • Extensive evacuations or reception of evacuees • Significant resources/support required 	<ul style="list-style-type: none"> • All EOC functions and positions (as required) • Policy Group • Provincial EOC activated

4.5 Emergency Management and Climate Readiness Support

Emergency Management and Climate Readiness (EMCR) can provide support to local governments in the event of major emergencies. Steps to activate EMCR support:

1. Contact Regional Office (Terrace, BC): 250-615-4800
2. For additional resources contact Emergency Coordination Centre (ECC): 1-800-663-3456
3. Request task number and confirm eligible expenses for obtaining additional support and resources. Examples of incidents requiring task number: public evacuations, hazardous materials spill, environmental damage, significant event affecting public safety.

4.6 Declaring a Local State of Emergency (SOLE)

Declaring a State of Local Emergency (SOLE) enables local authorities in the Province of British Columbia to exercise the emergency response powers listed in the Emergency and Disaster Management Act.

Examples of emergency response powers include:

- Ordering the evacuation of residents from an area
- Prohibiting travel
- Entering private property when an emergency threatens lives, property, or objects or sites of heritage value within the local authority's jurisdiction

This is a temporary emergency measure authorized by the Act. A SOLE declaration must be made by an emergency instrument (such as a resolution, bylaw, or order), continues for a period of 14 days, unless it is extended and allows local authority access to emergency powers.

A declaration is NOT required:

- To implement part, or all, of a local emergency response management plan that does not require the use of emergency powers
- To benefit from statutory liability protections related to actions that do not concern the use of emergency powers
- To issue evacuation alerts
- To recover eligible response costs
- To qualify for financial assistance for eligible events under the Act

See Appendix H Forms and Templates for the Declaration of a SOLE Order Template.

4.6 Publishing a Local State of Emergency (SOLE)

As soon as reasonably practicable after making a decision in favour of the declaration of a SOLE, the District must:

Complete the Declaration of a State of Local Emergency ORDER Template

Send a signed copy of the SOLE to the appropriate local Ministry of Emergency Management and Climate Readiness regional office or Provincial Regional Emergency Operations Centre (PREOC). Contact with the regional office/PREOC to verbally confirm receipt of documents.

The declaration must be published by a means of communication that the local authority considers most likely to make the contents of the declaration known to the population of the affected area. For example, this could include

media releases, social media posts, and website links. It is strongly recommended that accompanying maps are included in the publication.

4.7 Extending a Local State of Emergency (SOLE)

With written approval from the minister, a local authority can extend the period of a SOLE declaration beyond the initial 14-day period by up to 14 days at a time. To receive approval, the local authority must notify the minister (through EMCR regional offices or a Provincial Regional Emergency Operations Centre) of the types of emergency powers it plans to use during the extended period. Additionally, they must provide a summary of consultations with relevant Indigenous governing bodies, including Modern Treaty Nations if applicable, regarding emergency powers requiring consultation. Each extension is limited to a maximum of 14 days. The document provides guidance but is not legal advice. The extension must also include the date of the original SOLE declaration and any previous amendments or extensions.

4.8 Updating a Local State of Emergency (SOLE)

Both the nature of the emergency and the area to which the SOLE declaration applies can be amended using a process similar to that for extensions. If desired, it can be done at the same time as a SOLE declaration is extended. However, emergency instruments made to amend the nature or area of a SOLE do not automatically extend the time period.

4.9 Cancelling a Local State of Emergency (SOLE)

If emergency powers are no longer required or justified, it may indicate that the emergency has passed. In such cases, the local authority must cancel the SOLE declaration for the affected area. This can be done through:

- **Bylaw, resolution, law, or another legal instrument** if the cancellation is by the local authority.
- **Order** if the cancellation is made by the head of the local authority or a designated individual acting on its behalf.

4.10 BC Emergency Alert

BC Emergency Alerts are emergency alert messages that reach the public through compatible wireless devices and/or by interrupting regular TV and radio programs. You may know them as Broadcast Intrusive Alerts. These messages are only sent when there is an immediate and life-threatening danger. The messages, sent using the national system called Alert Ready, include information about the hazard and what people should do to protect themselves.

A BC Emergency Alert can be issued when all of the following criteria are met:

1. There is a threat to human life
2. The threat is immediate
3. There are recommended actions that may save lives

4.11 Issuing a BC Emergency Alert

The following actions should be taken to issue an emergency alert:

1. Contact the BC Emergency Alert Priority Line 1-855-952-5946
2. Be prepared to provide identify and answer several questions
3. Complete the Emergency Alert Submission (EAS) Form (See Appendix H) and submit online or email to emergencyalertreques@gov.bc.ca. If possible include a maps in a .kml file.
4. If there is not time to complete an EAS form the Provincial Duty Manager can assist. They will ask:
 - a. The area of your community that is in danger
 - b. Instructions for the public to keep them safe
 - c. Confirm the alter message details and geographic areas of the emergency (this may include the entire community)

4.12 After a BC Emergency Alert is Sent

Once an alter has been sent:

1. Be prepared to provide additional public information (social media, websites, public information line etc.)
2. Be ready to contact Emergency Support Services (ESS) providers and neighbouring communities
3. The alert will expire after a maximum of 24 hours unless it is cancelled or updated. Be prepared to cancel or update the alert through EMCR.

5.0 ROLES AND RESPONSIBILITIES

5.1 Emergency Operations Centre Management

The Emergency Operations Centre (EOC) is the central hub where decision-making, coordination, and support occur during an emergency. Its primary function is to provide a structured environment that facilitates efficient communication, resource management, and strategic planning for incident response and recovery.

Key functions of the EOC include:

- Acts as a central point for coordinating response efforts among various agencies
- Ensures integration of local, regional, and provincial emergency management efforts
- Collects, analyzes, and disseminates real-time information about the emergency
- Provides situational awareness to decision-makers and responders
- Maintains communication with the public and media to ensure timely updates
- Allocates personnel, equipment, and other resources to support on-the-ground operations
- Monitors resource availability and replenishment needs
- Supports field-level response teams by resolving logistical issues and providing technical assistance
- Coordinates mutual aid agreements and external support when local resources are insufficient
- Tracks actions taken, resources used, and decisions made for legal, financial, and post-incident review purposes
- Supports after-action reporting and continuous improvement of emergency plans

5.2 Emergency Operations Centre Management Policies

5.2.1 Access

Only members of the Incident Management Team should have access to the EOC. A sign-in and out sheet should be maintained recording individuals as they enter and exit the EOC. Representatives of outside agencies should be escorted by the Liaison Officer and adhere to sign-in and sign-out procedures.

5.2.2 Identification

Members of the Incident Management Team should be clearly identified by name tags and/or coloured vests. Outside agencies should be identified with name tags.

5.2.3 Equipment and Documentation

Equipment should remain in the EOC, or signed out in the event it must be re-located. All documentation should remain in the EOC and/or provided to the Documentation Unit of the Finance/Admin Section.

5.2.4 Breakout Rooms

Noise levels should be kept to a minimum. Discussions outside of regular meetings can be conducted in breakout rooms located in outside offices.

5.2.5 Stress and Exhaustion

Stress and exhaustion in an EOC can significantly impact decision-making, communication, and overall effectiveness. Recognizing the signs of stress is crucial to maintaining operational efficiency and ensuring the well-being of personnel.

Signs of stress and exhaustion include:

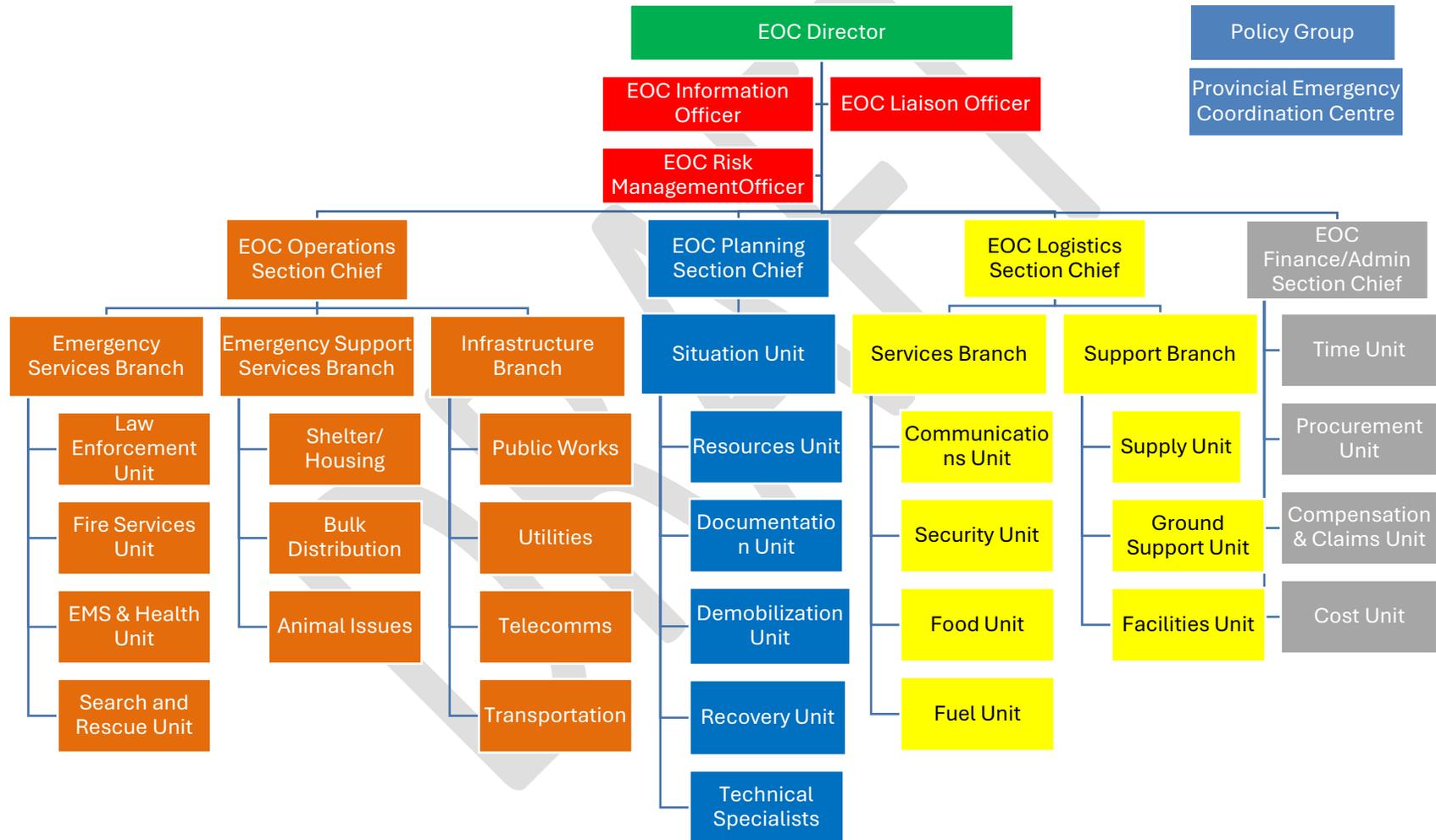
- Difficulty focusing or analyzing information
- Increased errors in judgment or oversight
- Miscommunication or misunderstandings during critical moments
- Short, abrupt, or uncharacteristically aggressive communication
- Frequent complaints of exhaustion or inability to stay alert
- Complaints of insomnia or disrupted sleep patterns
- Headaches, stomach aches, or muscle tension
- Expressions of worry about the situation or personal capability
- Reduced cooperation and collaboration

To reduce the instance of stress and exhaustion:

- Encourage frequent breaks
- Rotate shifts to prevent overwork and provide opportunities for rest
- Create a quiet space for staff to decompress
- Balance workloads to avoid overwhelming individual
- Delegate tasks to reduce pressure on key personnel
- Encourage open, respectful dialogue and check-ins among staff
- Use briefings to clarify roles and reinforce teamwork
- Reinforce a sense of shared mission and collective effort

5.3 Emergency Operations Centre Organizational Chart

Below is an example of a fully staffed Emergency Operations Centre organizational chart. The District of Port Edward does not have the resources to fully staff each position. Section Chiefs under some circumstances, may be able to handle more than one function i.e. the Finance Section Chief may be responsible as the Time and Documentation Unit.



5.4 Functional Roles and Responsibilities

The level of activation in the Emergency Operations Centre will depend on the situation and available resources. A small-scale event may require fewer positions to be filled. For large scale incidents, when possible, each position in the Command and General Staff should be activated. Note, the DEM is responsible for all actions unless assigned/delegated to another position. See Appendix G for Position Specific Response Checklists.

5.4.1 Policy Group (Mayor and Council)

- The Mayor, Deputy Mayor or two members of council will be responsible for declaring a State of Local Emergency and signing any evacuation alerts or orders, as well as notices to rescind

5.4.2 EOC Director

- Person in charge of EOC
- Activates EMP
- Staffs EOC
- Supports Incident Commander
- Overall incident management support providing personnel, resources and coordination of support actions

5.4.3 EOC Information Officer

- Responsible for developing and releasing information about the incident to the media, public, First Nations, incident personnel and to other appropriate agencies and organizations

5.4.4 EOC Safety Officer

- Primary concern is the safety of responders and public
- Responsible for safety in EOC
- Provide advice to DEM on safety procedures and EMP implementation

5.4.5 EOC Liaison Officer

- Initial notification to applicable government agencies and First Nations
- Ongoing communications with agency personnel and First Nations representatives
- Point of contact for other assisting agencies and First Nations representatives
- Escort to attending agencies and First Nations representatives in the EOC

5.4.6 EOC Operations Section Chief

- Directs and coordinates all operations section personnel
- Conducts assists Incident Commander with coordination and resource acquisition for tactical operations

5.4.7 EOC Logistics Section Chief

- Assists with procurement of resources and manpower to help manage the incident

5.4.8 EOC Planning Section Chief

- Collects, evaluates, disseminates and manages information to achieve objectives
- Leads transition from initial response phase (reactive mode) to an on-going operations phase (proactive mode)
- Assures appropriate staffing of the Planning Section and its units

5.4.9 EOC Finance / Admin Section Chief

- Assists response teams with cost tracking, financial and administrative management during the incident
- May consist of the following units: Time, Procurement Compensation / Claims and Cost

6.0 INCIDENT SPECIFIC RESPONSE ACTIONS

The following incident specific response actions are high-level recommended actions. These checklists are not substitutes for advice or direction received from responding agencies or other authorities and are intended to be a guide only.

6.1 Civil Disturbance

Initial Notification	
	Complete the EOC Incident Report Form found in Appendix H
	Activate EOC
	Determine the activation level and contact appropriate staff (see Section 4.4)
Initial Actions	
	Consider declaring a SOLE if emergency services and ability to protect the public is compromised (see Section 4.6)
	Consider issuing BC Emergency Alert if all criteria below are met (see Section 4.11): <ul style="list-style-type: none"> 1. There is a threat to human life 2. The threat is immediate 3. There are recommended actions that may save lives
	Notify EMCR and obtain task #
	Notify the Regional District and neighbouring municipalities and Indigenous communities
	Liaise with Incident Commander to issue public notifications and protective actions to take (on social media, websites, through alerts etc.)
	If required, issue evacuation orders for businesses and residents in hot zone
	If evacuations are ordered, activate ESS Plan for reception of evacuees
	Procure tactical resources as requested by the Incident Commander at site
	Provide media briefing and update social media sites, websites and alerts as information becomes available
On-going Response and Monitoring	
	Monitor the threat and anticipate changes in the situation which could negatively impact the response
	Liaise with EMCR, Regional District, neighbouring municipalities and First Nations communities as information becomes available
	Liaise with other agencies involved in the response
Demobilization	
	Rescind any evacuation orders
	Cancel any emergency alerts
	Issue a public statement that threat has subsided and cancel and SOLE
	Notify EMCR that threat has subsided and SOLE has been cancelled

Demobilization	
	Notify the Regional District and neighbouring municipalities and Indigenous communities that threat has subsided and any orders or SOLE has been cancelled
	Prioritize clean-up and restoration projects as necessary, starting with any affected basic utilities, opening roads and debris removal
	Conduct debrief and gather all documentation for reporting
	Demobilize EOC staff and resources

6.3 Hazardous Materials Release (large release)

Initial Notification	
	Complete the EOC Incident Report Form found in Appendix H
	Activate EOC
	Determine the activation level and contact appropriate staff (see Section 4.4)
Initial Actions	
	Consider declaring a SOLE if emergency services and ability to protect the public is compromised (see Section 4.6)
	Consider issuing BC Emergency Alert if all criteria below are met (see Section 4.11): <ol style="list-style-type: none"> 1. There is a threat to human life 2. The threat is immediate 3. There are recommended actions that may save lives
	Notify EMCR and obtain task #
	Notify the Regional District and neighbouring municipalities and Indigenous communities
	Liaise with Incident Commander to issue public notifications and protective actions to take (on social media, websites, through alerts etc.)
	If required, issue evacuation orders for businesses and residents in hot zone
	If evacuations are ordered, activate ESS Plan for reception of evacuees
	If long term evacuations may be required, determine reception and lodging centres
	Procure tactical resources as requested by the Incident Commander at site
	Provide media briefing and update social media sites, websites and alerts as information becomes available
On-going Response and Monitoring	
	Monitor the threat and anticipate changes in the situation which could negatively impact the response <ul style="list-style-type: none"> • Current and forecasted weather (precipitation, wind speed, temperatures) • Air quality (increasing or decreasing) • Environmental impact • Need or potential need to expand isolation zone • Any additional resources required to manage situation
	Ensure responders have access to appropriate PPE – procure additional PPE as requested
	Ensure air quality is being monitored if required
	Liaise with EMCR, Regional District, neighbouring municipalities and First Nations communities as information becomes available
	Liaise with Public Health Authority if public exposure has occurred
	Procure technical expertise and resources as requested: hazmat response, remediation, security etc.
	Liaise with other agencies and stakeholders involved in the response (MoE, MoT, spiller etc.)

Containment and Control Options	
	<p>In conjunction with Incident Commander and technical specialists, discuss containment methods and control options such as:</p> <ul style="list-style-type: none"> • Retain (collect in low lying spaces) • Dike (small curb of dirt around spill) • Dam (build overflow or underflow dams) • Divert (change direction of flow) • Disperse (apply fog) • Dilute (apply water or solvent) • Foam (supress vapours) • Absorb (use of sorbent materials) • Boom (use of booms on water to isolate and remove) • Vacuum (use of vacuum truck to remove) • Plug and patch (patch leaking vessel)
Remediation	
	Ensure personnel and volunteers have access to decontamination equipment if exposed
	Clean-up and restoration of environment with priority to sensitive areas (water sources, animal habitat, vegetation)
Demobilization	
	Rescind any evacuation orders
	Cancel any emergency alerts
	Issue a public statement that threat has subsided and cancel and SOLE
	Notify EMCR that threat has subsided and SOLE has been cancelled
	Notify the Regional District and neighbouring municipalities and Indigenous communities that threat has subsided and any orders or SOLE has been cancelled
	Prioritize clean-up and restoration projects as necessary, starting with any affected basic utilities, opening roads and debris removal
	Establish remediation plans and monitoring for extensive environmental damage
	Conduct debrief and gather all documentation for reporting
	Demobilize EOC staff and resources

6.4 Industrial Fire/Explosion

Initial Notification	
	Complete the EOC Incident Report Form found in Appendix H
	Activate EOC
	Determine the activation level and contact appropriate staff (see Section 4.4)
Initial Actions	
	Consider declaring a SOLE if emergency services and ability to protect the public is compromised (see Section 4.6)
	Consider issuing BC Emergency Alert if all criteria below are met (see Section 4.11): <ol style="list-style-type: none"> 4. There is a threat to human life 5. The threat is immediate 6. There are recommended actions that may save lives
	Notify EMCR and obtain task #
	Notify the Regional District and neighbouring municipalities and Indigenous communities
	Liaise with Incident Commander to issue public notifications and protective actions to take (on social media, websites, through alerts etc.)
	If required, issue evacuation orders for businesses and residents in hot zone
	If evacuations are ordered, activate ESS Plan for reception of evacuees
	If long term evacuations may be required, determine reception and lodging centres
	Procure tactical resources as requested by the Incident Commander at site
	Provide media briefing and update social media sites, websites and alerts as information becomes available
On-going Response and Monitoring	
	Monitor the threat and anticipate changes in the situation which could negatively impact the response <ul style="list-style-type: none"> • Current and forecasted weather (precipitation, wind speed, temperatures) • Air quality (increasing or decreasing) • Environmental impact • Need or potential need to expand isolation zone • Potential for secondary fires or explosions • Any additional resources required to manage situation
	Ensure responders have access to appropriate PPE – procure additional PPE as requested
	Ensure air quality is being monitored if required
	Liaise with EMCR, Regional District, neighbouring municipalities and First Nations communities as information becomes available

On-going Response and Monitoring	
	Liaise with Public Health Authority if public exposure has occurred
	Procure technical expertise and resources as requested: hazmat response, remediation, security etc.
	Liaise with other agencies involved in the response (MoE, MoT etc.)
Remediation	
	Ensure personnel and volunteers have access to decontamination equipment if exposed
	Prioritize clean-up and restoration projects as necessary, starting with any affected basic utilities, opening roads and debris removal
	Clean-up and restoration of environment with priority to sensitive areas (water sources, animal habitat, vegetation)
Demobilization	
	Rescind any evacuation orders
	Cancel any emergency alerts
	Issue a public statement that threat has subsided and cancel and SOLE
	Notify EMCR that threat has subsided and SOLE has been cancelled
	Notify the Regional District and neighbouring municipalities and Indigenous communities that threat has subsided and any orders or SOLE has been cancelled
	Prioritize clean-up and restoration projects as necessary, starting with any affected basic utilities, opening roads and debris removal
	Establish remediation plans and monitoring for extensive environmental damage
	Conduct debrief and gather all documentation for reporting
	Demobilize EOC staff and resources

6.5 Pandemic

Surveillance	
	Health authorities to monitor the introduction and spread of illnesses
	Identify and characterize outbreaks immediately notify the authorities of any trends or unusual events such as increases in frequency and severity of disease
WHO Pandemic Phases 1, 2 and 3 – No human to human transmission sufficient to sustain community outbreak	
	Promote community awareness and protection measures through public announcements and postings on social media sites
	Ensure Plans are up to date and ready to be implemented
	Review the national Pandemic Response Plans
	Collaborate with relevant sectors (health, emergency services) to ensure adequate resource exist to implement surveillance programs
Phase 4 and 5 – Human to human transmission able to sustain community level outbreak confirmed	
	Enhance surveillance, testing and reporting of possible outbreaks
	Monitor WHO reports and situational updates and outbreaks, prevention and control measures
	Ensure public information is available to travellers and those going abroad.
Phase 6 – Pandemic Declared	
	Activate EOC for monitoring purposes (during surveillance phase).
	Continue to implement enhance surveillance measures for the detection, testing and reporting of any potential infections.
	Continue to monitor WHO and provincial recommendations on the status of the outbreak and preventative measures.
	Update public announcement with any new developments, information and access to health services during the pandemic.
	Work with health care officials to ensure the adequate supply and distribution of vaccinations.
	Work with health officials to ensure adequate monitoring and documentation of immunization programs and progress.
	Identify critical staff and key resources and procedures to implement business continuity strategies and plans.
	Follow direction of Health Authority for any prevention or response measures as necessary.
	Consider the closure of public spaces if an outbreak occurs locally.
Phase 6 – Pandemic Declared	
	Consult with health authority on isolation and quarantine measures if outbreak occurs locally.

6.6 Severe Storm

Initial Notification	
	Severe weather alerts may be issued by Environment Canada or BC Emergency Alert
	Complete the EOC Incident Report Form found in Appendix H
	Activate EOC
	Determine the activation level and contact appropriate staff (see Section 4.4)
Severe Weather Watch	
	Definition: Conditions are favourable for the development of weather or an environmental hazard that poses a significant threat to public safety and property but location, occurrence and timing is too uncertain to issues a warning.
	Assess hazards and risk to life safety (workers, public, responders)
	Monitor conditions and alert status on Environment Canada website
	Follow instructions from environment Canada
	Complete the EOC Incident Report Form found in Appendix H
	Activate EOC
	Determine the activation level and contact appropriate staff (see Section 4.4)
	Consider areas requiring protection
	Consider negative effects of imminent weather <ul style="list-style-type: none"> - Injuries and fatalities - Power disruptions - Utility disruptions - Closure of routes - Property damage
Severe Weather Warning	
	Definition: A hazardous weather or environmental event that poses a significant threat to public safety and property is certain or imminent.
	Assess hazards and risk to life safety (workers, public, responders)
	Monitor conditions and alert status on Environment Canada website
	Follow instructions from Environment Canada
On-going Response and Monitoring	
	Monitor the threat and anticipate changes in the situation which could negatively impact the response
	Complete the EOC Incident Report Form found in Appendix H
	Activate EOC

	Determine the activation level and contact appropriate staff (see Section 4.4)
	Demobilization
	Rescind any evacuation orders
	Cancel any emergency alerts
	Issue a public statement that threat has subsided and cancel and SOLE
	Notify EMCR that threat has subsided and SOLE has been cancelled

6.7 Train Derailment

Initial Notification	
	Complete the EOC Incident Report Form found in Appendix H
	Activate EOC
	Determine the activation level and contact appropriate staff (see Section 4.4)
Initial Actions	
	Consider declaring a SOLE if emergency services and ability to protect the public is compromised (see Section 4.6)
	Consider issuing BC Emergency Alert if all criteria below are met (see Section 4.11): <ul style="list-style-type: none"> 7. There is a threat to human life 8. The threat is immediate 9. There are recommended actions that may save lives
	Notify EMCR and obtain task #
	Notify the Regional District and neighbouring municipalities and Indigenous communities
	Liaise with Incident Commander to issue public notifications and protective actions to take (on social media, websites, through alerts etc.)
	If required, issue evacuation orders for businesses and residents in hot zone
	If evacuations are ordered, activate ESS Plan for reception of evacuees
	If long term evacuations may be required, determine reception and lodging centres
	Procure tactical resources as requested by the Incident Commander at site
	If train crew is unavailable contact CP Police Communications Centre 1-800-716-9132 or CN Rail Police at 1-800-465-9239
	Contact utility locator services. Be aware of utilities overhead and buried that commonly run next to the railroad right of way
	Provide media briefing and update social media sites, websites and alerts as information becomes available
On-going Response and Monitoring	
	Monitor the threat and anticipate changes in the situation which could negatively impact the response
	If evacuations are required, activate ESS Plan
	Establish communications with railway Liaison Officer
	Activate Mutual Aid partners
	Liaise with EMCR, Regional District, neighbouring municipalities and First Nations communities as information becomes available
Demobilization	
	Rescind any evacuation orders
	Cancel any emergency alerts

	Issue a public statement that threat has subsided and cancel and SOLE
	Notify EMCR that threat has subsided and SOLE has been cancelled

7.0 VULNERABLE POPULATIONS

7.1 Special Facilities and Special Needs Populations

Special facilities are responsible for the welfare of their patients and clients. They are required to maintain an emergency plan which includes provisions for evacuation. Whenever possible, advanced warning should be given to special facilities for them to effectively implement their evacuation plans. Special Facilities Include: •

- Hospitals
- Health clinics
- Special nursing facilities
- Nursing homes
- Assisted living centres (for disabled and elderly)

If an emergency situation impacts one of these facilities, patients/residents should be transported with the appropriate medical and/or security support to a facility that is comparable in capability of standard of care. The facility operator is responsible for making these arrangements, however when there is insufficient time to do so, they may request assistance from BCEHS. See Appendix D Vulnerable Population and Critical Infrastructure for contact information for special facilities.

7.2 Schools and Childcare

If there is an incident impacting a school or childcare facility, students should be relocated to a safe location outside of the emergency response zone. In cases of school children, relocation by bus to another school outside of the risk area, where they can be picked up by a parent or guardian may be appropriate. The public should be immediately notified of these arrangements to facilitate a timely transfer and reduce the risk of those attempting to gain access to an unsafe site. When there is advanced warning of an emergency, schools should be closed. See Appendix D Vulnerable Population and Critical Infrastructure for contact information for schools and childcare facilities.

7.3 Special Needs Population

Special needs populations are those individuals which will require evacuation assistance in the form of transportation and shelter and possibly some medical assistance. These include, but are not limited to:

- Home bound elderly
- Public transportation dependent individuals and families
- Individuals and families with language barriers
- Economically isolated individuals and families

Whenever possible, provisions should be made to ensure that these populations are included and accounted for in emergency response planning. Planning for special needs populations may include multi-lingual messaging, collection points within proximity to economically isolated regions, door-to-door transportation from homes to temporary housing.

7.4 Non-residents/Seasonal Visitors

Emergency planning and response must account for expected increases in population due to tourism (seasonal) and during special events. Efforts should be made when possible to contact event organizers and tourist facilities including hotels, inns and lodges in order to anticipate additional assistance that may be required in form of shelter, supplies and transportation. In situations where there is enough advanced warning of an emergency, organized events and tourist facilities should consider suspending activity.

8.0 CULTURAL SAFETY

Cultural safety involves creating an environment where individuals from diverse cultural backgrounds feel respected, supported, and understood during emergency response and recovery efforts. It ensures that emergency management practices are inclusive and sensitive to the cultural, spiritual, and social needs of affected communities.

Key Principles of Cultural Safety in Emergency Response

Respect and Recognition

- Acknowledge and respect the diverse cultural values, practices, and traditions of affected individuals.
- Avoid assumptions or generalizations about any cultural group.

Inclusion and Participation

- Where possible, involve representatives from diverse communities in planning, response, and decision-making.
- Consult local leaders, elders, or community organizations to ensure culturally appropriate solutions.

Equity and Fairness

- Ensure all groups have equal access to resources, services, and support during emergencies.
- Address systemic barriers that may prevent certain communities from accessing aid.

Communication and Language Access

- Provide information in multiple languages and formats (e.g., audio, visual, plain language).
- Use culturally appropriate symbols, imagery, and messaging to enhance understanding.
- Employ interpreters or cultural mediators to bridge language gaps.

Trauma-Informed Practices

- Recognize the historical and intergenerational trauma faced by some cultural groups (e.g., Indigenous peoples, refugees).
- Approach interactions with empathy and sensitivity to avoid retraumatization.

Adaptability and Flexibility

- Be willing to adapt standard procedures to align with cultural norms and practices.
- Allow for flexibility in how aid is delivered or how services are accessed.

9.0 CONCEPT OF OPERATIONS: RECOVERY

9.1 Local Recovery Period

A local recovery period can provide continued access to certain emergency powers to support recovery from the emergency. With approval from the minister, a local authority may declare a local recovery period for up to 90 days (subject to extension). If a local authority chooses to declare a local recovery period, the minister's approval must be requested while the SOLE is in place. If approval is given, the declaration of the local recovery period must coincide with the cancellation or expiry of the SOLE.

9.2 Decision to Transition to a Local Recovery Period

A local recovery period may be an option if the exercise of one or more recovery powers is necessary for the area to recover from the emergency. The decision to implement a local recovery period should consider the magnitude of the recovery work needed and whether the work can occur using existing tools.

Many of the same powers available during the SOLE are available during the local recovery period, such as the power to control or prohibit travel, the power to control or prohibit events, the power to require a person to stop doing an activity, and the power to require structures to be assessed for damage. Examples of powers not available during a local recovery period include the power to require evacuation, the power to authorize the removal of abandoned vehicles from a highway (to allow emergency vehicle access), and the power to require qualified persons to provide a service or give assistance, such as requiring construction crews to remove debris after an earthquake.

See below for a comparison of powers available during a SOLE and Local Recovery Period

Table x: Comparison of Powers During SOLE and Local Recovery Period

Description of Power	Available During SOLE	Available During Local Recovery Period
Identify essential goods, services, property, or facilities and, in relation to those things, do any of the following: <ul style="list-style-type: none"> establish price controls ration or provide for their distribution or use provide for their restoration 	✓	✓
Authorize a qualified person to provide a service or give assistance	✓	✓
Require a qualified person to provide a service or give assistance	✓	
Provide for the provision and maintenance of necessities	✓	✓
Appropriate, use, or control the use of goods	✓	✓
Use or control the use of land	✓	✓
Authorize entry into structures or onto land to take emergency measures	✓	✓
Prohibit entry into structures or onto land by any person	✓	✓
Authorize or require alterations, removal, or demolition of trees, crops, structures, or landscapes	✓	✓
Authorize or require the construction, alteration, removal, or demolition of works	✓	✓
Require structures to be assessed for damage	✓	✓
Require the evacuation of persons or authorize the evacuation of persons or animals	✓	
Authorize the removal of goods	✓	
Control or prohibit travel	✓	✓
Control or prohibit business activities	✓	✓
Control or prohibit events	✓	✓
Require a person to stop doing an activity, or put limits or conditions on doing an activity	✓	✓
Adopt a bylaw to borrow money to pay response or recovery expenses	✓	✓

9.3 Declaring a Local Recovery Period

Requests to declare a local recovery period should be submitted to the minister through the appropriate PREOC using the “Request to Declare a Local Recovery Period” (See Appendix H Forms)

When requesting ministerial approval, local authorities must also provide the minister with the following:

- A description of the types of recovery powers the local authority proposes to exercise during the local recovery period
- The emergency instruments made during the sole that the local authority proposes would continue to have effect during all or part of the local recovery period
- A summary of any consultation or engagement undertaken with indigenous governing bodies in relation to the exercise of any response powers for which consultation or engagement is required, including any comments received from indigenous governing bodies.

If applicable, local authorities may also wish to indicate in their request for ministerial approval if there are any emergency regulations made by the Province during the SOLE that the local authority proposes to continue to have effect during all or part of the local recovery period.

9.4 Extending a Local Recovery Period

With written approval from the minister, a local authority may, by emergency instrument, extend the term of the local recovery period by up to 90 days at a time. A local authority may also request ministerial approval to amend the geographic scope of the area to which the declaration of local recovery period applies, or the types of powers that may be exercised during the recovery period (See Appendix H Forms and Templates).

9.5 Cancelling a Local Recovery Period

Once it has been deemed by the local authority that a Local Recovery Period is no longer needed for all or a portion of the geographical area where it is in force, a cancellation order must be made (See Appendix H Forms and Templates).

9.6 Recovery Without a Local Recovery Period

Local authorities are not required to transition from a SOLE to a local recovery period. If the threat for which the SOLE was declared has sufficiently passed and the use of recovery powers is not required, local authorities are encouraged to cancel their SOLE, rather than declaring a local recovery period. This document can assist local authorities with deciding whether to declare a local recovery period.

9.7 Reporting Requirements After a Cancellation of a SOLE

A local authority that has declared a state of local emergency or a local recovery period is required to prepare and submit a report to the provincial administrator within 120 days from the end of the expiry or cancellation of that declaration. A single report can be submitted within 120 days from either the end of the expiry or cancellation SOLE or cancellation of the local recovery period. They do not require separate reports. The final report must be prepared using the Local Authority Post-Event Report template (See Appendix H Forms and Templates) and submitted via email to the EMCR regional office.

9.8 Incident Debriefing

Following the call-down of an emergency, the DEM will conduct a Post-incident Debriefing with Command and General staff. Attending agencies and representative from supporting organizations (Regional District, POC, Mutual Aid partners etc.) will also be invited to attend the briefing. The briefing will include a review of the following:

- Initial notification and call-out
- EOC activation
- Initial and ongoing response actions
- Incident documentation
- Incident communication

All participants will be provided an opportunity to share feedback on what worked well and how future responses could be improved. “Lessons Learned” will be documented and action items assigned accordingly.

9.9 After Action Report

An After-Action Report (AAR) should be completed after all major incidents and exercises. The AAR details the strengths of the response, captures areas for improvement, and provides recommendations to improve operations and/or plans. The AAR should include (at minimum):

- Overview of the incident (date, time, duration, sequence of events)
- List of response agencies and organizations involved
- Strengths of the response
- Areas for improvement
- List of recommendations
 - Action item
 - Person responsible
 - Required completion date

APPENDIX A EOC CALL OUT LIST AND SCRIPT



EOC Call-Out List					
Policy Group – Mayor and Council					
Title		Contact	Work	Cell	Email
Mayor	(Alternate EOC Director)	Knut Bjorndal		250-622-4721	kbjorndal@portedward.ca
Councillor		James Brown		778-884-2708	jbrown@portedward.ca
Councillor		Dan Franzen		778-884-2147	dfranzen@portedward.ca
Councillor		Christine MacKenzie		778-884-6850	cmackenzie@portedward.ca
Councillor		Colleen McDonald		250-600-7534	Cmcdonald@portedward.ca
EOC General Staff					
Chief Administrative Officer	EOC Director/Risk Management				cao@portedward.ca
Fire Chief	Alternate EOC Director	Jason Giesbrecht	250 628-3323	250 600-0008	jgeisbrecht@portedward.ca
Deputy Corporate Officer		Daphne Thomson	250 628 3667 x102	250 600 3883	dthomson@portedward.ca
	Information Section				
	Liaison Section				
Public Works	Operations Section	Jim Harding	250-600-3238		jharding@portedward.ca
	Logistics Section				
Chief Financial Officer	Finance/Admin Section				cfo@portedward.ca
Public Works	Operations Section	Jim Harding	250-600-3238		jharding@portedward.ca

Sample EOC Call Out Script

Here's a sample Emergency Operations Center (EOC) call-out script you can adapt to your needs. This script assumes you're contacting personnel to activate them for an emergency response. Use blank page to take any notes from the call.

Call to:

Response Position/Title:

Call Date:

Call Time:

"Hello, [Name]. This is [Your Name] from [Your Agency/Department]. I am calling to inform you of an activation of the Emergency Operations Center."

Incident Details:

- "We are responding to [specific incident or emergency], which occurred at [location]."
- "The current situation is [brief description of the situation, e.g., severe weather, hazardous material spill, public health emergency]."
- "The EOC has been activated at [activation level: 1 (Full), 2 (Partial), 3 (Monitoring)]."

Reporting Instructions:

- "You are requested to report to the EOC at [address/location] by [time]."
- "Please enter through [specific entry point] and check in with the EOC coordinator."

Role and Responsibilities:

- "You will be assigned to [specific role, e.g., Logistics Section Chief, Planning Team Member, Communications Officer]."
- "Bring [specific items such as ID badge, laptop, personal supplies, or PPE if applicable]."

Communication Details:

- "For additional updates, please monitor [method of communication, e.g., email, text, radio frequency]."
- "If you have questions, you can reach the EOC at [phone number]."

Confirmation:

- "Can you confirm that you have received this information and are able to report as instructed?"
 - (If yes) "Thank you. Please let us know if there are any changes to your availability."
 - (If no) "Thank you for letting us know. We will follow up as necessary."

Closing:

- "Thank you for your prompt response. We appreciate your support during this incident. See you at the EOC."

Call Notes:

APPENDIX B EMERGENCY SERVICES AND GOVERNMENT CONTACTS

Emergency Services		
Prince Rupert Fire Rescue	Fire Chief	250-624-5115
	Business Line	250-627-1248
	Duty Captain	250-624-1678
RCMP	Watch Commander	250-627-0769
	RCMP Marine On-Call	250-624-2136
SAR	Emergency Measures	778-884-1426
BCAS	EHS Dispatch 911	800-663-4561
Government Contacts		
Emergency Management and Climate Readiness	Province-wide	1-800-663-3456
Emergency Management and Climate Readiness	Regional Office	250-615-4800
Indigenous Services Canada	Province-wide	604-209-9709
First Nations Health Authority	Province-wide	1-866-913-0033 250-924-6125

APPENDIX C SUPPORT SERVICES

Support Services and Non-Profit Organizations		
Victim Link BC	Province-wide	1-800-563-0808
Health Link BC	Province-wide	8-1-1
Red Cross	909 Fairfield Rd, Victoria	1-800-418-1111 250-382-2043
The Salvation Army (Disaster Services)	Province-wide	416-425-2111 905-541-8690
The Salvation Army (Donations)	Province-wide	1-800-725-2769

APPENDIX D VULNERABLE POPULATION AND CRITICAL INFRASTRUCTURE

Vulnerable Population			
Facility	Location	Capacity	Main Contact

Critical Infrastructure		
Facility	Location	Main Contact

APPENDIX E INDUSTRY PUBLIC INFORMATION PACKAGES

APPENDIX F CONSULTATION SUMMARIES

Community	Lax Kw'alaams Band
Address	206 Shashaak Street Lax Kw'alaams, BC V0V 1H0
Contact Name	James Henry Sr.
Roles(s)	Emergency Services Manager Fire Chief First Responder Manager RCM SAR-65 Unit Leader Interim EOC Manager
Primary Contact Number	Cell: 787-512-0413
Email	James_firechief@laxband.com
Secondary Contact Number	Firehall: 250-625-3233
Band Office	250-625-3293 1-800-725-3293
Ferry Reservations	250-625-2445
Consultation Date	November 26, 2024 – phone call
Consultation Summary	
<p>The Lax Kw'alaams Band is located on the northwest coast, north of Prince Rupert. There are descendants of the Nine Tribes of the Tsmishian and are currently 4,100 members strong. Approximately 800 members live on reserve, and many in the City of Prince Rupert and District of Port Edward.</p> <p>The community is involved in and reliant on the fishing industry, aquaculture and forestry. These natural resources are critical for the survival of Lax Kw'alaams and their traditional way of life. They are greatly in-tune with their natural environment, therefore emergencies which impact their environment can cause significant harm.</p>	
Governance Structure	Lax Kw'alaams Band is governed by an elected Mayor, Deputy Mayor and 11 council members.
Emergency Contact	In the event of an emergency which may directly or indirectly affect the Lax Kw'alaams Band, its territory or members, notification procedures are as below: #1 – Contact James Henry Sr. via cell #2 – Contact Lax Kw'alaams Firehall #3 – contact James Henry Sr. via email
Emergency Operations Centre	Lax Kw'alaams Firehall
Access:	Lax Kw'alaams is accessible by the Spirit of Lax Kw'alaams Ferry, which is owned and operated by the Band. The Ferry operates daily, travelling from Tuck Inlet (15 minute drive from the main Lax Kw'alaams reserve), to Aero Point in Prince Rupert. Crossing time is approximately 40 minutes. All bookings on the ferry are made through the Band Office (see above for contact information). Water taxis are available from Metlakatla on a daily basis. There is no airstrip in the community. The community has decommissioned float-plane docks. Many of the community members have their own private watercrafts.
Consultation Summary	

Emergency Resources	<p>The Lax Kw'alaams has a Fire Department with a crew of 1 full-time Chief, 5 responders (2 additional on leave). There is also a volunteer department with 9 volunteers. Emergency equipment includes:</p> <ul style="list-style-type: none"> - 1 fire truck - 1 pumper - 1 Fast Response Craft (FRC) - Piping on dock for fire response - Oil spill containment: booms, sorbents
Infrastructure	<ul style="list-style-type: none"> - Sustainable water source, derived from run-off to reservoir, controlled by two dams. There is also a water treatment facility which is operated by the community - Fully serviced by fire hydrants - Serviced by BC Hydro - Serviced by Telus (internet and cellular) - Most of the housing (65%) have backup power supply through generators - Fuel station in the community to distribute fuels for generators - Heat pumps in some housing and buildings
Risk Assessment	<p>There is frequent boating traffic in the area including Alaska Ferries, tugs, oil tankers, logging ships, barges etc.</p> <p>There have not been any major releases from shipping vessels however this is a concern, as this could have serious and long-lasting impacts to the community, which is reliant on the aquatic ecosystem.</p> <p>The climate is generally cool and wet, and to date there have not been instances of extreme temperature events, however summer temperatures are becoming unusually warm. These shifts in temperatures (and other factors such as boating traffic) may be impacting the natural migration of certain fish species in some years. Changes in fishing and gathering patterns present challenges for the community food supply.</p> <p>The community has not experienced a major heat emergency and is supported with heat pumps in some units.</p> <p>The coastal area is in deep waters and does not experience great storm surges, however can experience some wind and fog events.</p> <p>The 1964 Alaska Tsunami had an impact on the area and another significant earthquake is likely to have a large impact. The community has an emergency evacuation plan which identifies higher ground. The community has successfully practiced evacuation events, and participates in other training and exercising in preparation for emergencies.</p>



Agency/Community	Contact Name	Contact Number	Consultation Date
City of Prince Rupert			
Consultation Notes:			

Agency/Community	Contact Name	Contact Number	Consultation Date
North Coast Regional District			
Consultation Notes:			

APPENDIX G EOC RESPONSE POSITION CHECKLISTS

GENERIC ACTIVATION CHECKLIST	
<input type="checkbox"/>	Check in upon arrival at the EOC. Obtain an identification card and vest, if available.
<input type="checkbox"/>	Complete EOC Check-In List and EMCR Task Registration Form.
<input type="checkbox"/>	Report to EOC Director, Section Chief, or other assigned supervisor, to obtain current situation status and specific job responsibilities expected of you.
<input type="checkbox"/>	Set up your workstation and review your Position Checklist, forms and flowcharts.
<input type="checkbox"/>	Establish and maintain a Position Log.
<input type="checkbox"/>	Determine your resource needs, such as a computer, phone, stationary, plan copies.
<input type="checkbox"/>	Participate in any facility/safety orientations as required.
GENERIC DEMOBILIZATION CHECKLIST	
<input type="checkbox"/>	Deactivate your assigned position and close out logs when authorized by the EOC Director or designate.
<input type="checkbox"/>	Complete all required forms, reports, and other documentation. All paperwork should be submitted to the Planning Section, prior to your departure.
<input type="checkbox"/>	If another person is relieving you, ensure they are thoroughly briefed.
<input type="checkbox"/>	Ensure any open actions are assigned to appropriate staff or other EOC sections to follow up on.
<input type="checkbox"/>	Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
<input type="checkbox"/>	Clean up your work area before you leave. Return any communications equipment or other materials specifically issued for your use.
<input type="checkbox"/>	Leave a forwarding phone number where you can be reached.
<input type="checkbox"/>	Follow EOC checkout procedures.
<input type="checkbox"/>	Be prepared to provide input to the After-Action Report.
<input type="checkbox"/>	Upon request, participate in formal post-operational debriefs.
<input type="checkbox"/>	Access critical incident stress debriefings, as needed.

POLICY GROUP	
Mayor and Elected Officials	
Responsibilities	<ul style="list-style-type: none"> • Policy/direction to EOC Director • Declaration of SOLE in consultation with EOC Director • Set expenditure limits • Formally make provincial requests for support • Provides direction for emergency public information • Liaison with elected officials from other jurisdictions
ACTIVATION PHASE	
<input type="checkbox"/>	Attend EOC or designated site at request of EOC Director.
<input type="checkbox"/>	Obtain status report from EOC Director.
<input type="checkbox"/>	Request additional representation from Council as appropriate.
<input type="checkbox"/>	Follow Generic Activation Phase Checklist.
OPERATIONAL PHASE	
<input type="checkbox"/>	Consult with EOC Director to determine need to declare SOLE.
<input type="checkbox"/>	Examine need to establish new or temporary policies/bylaws to support response operations.
<input type="checkbox"/>	Consult with EOC Director on expenditure limits.
<input type="checkbox"/>	Consult with EOC Director and formally approve any requests to the province for support.
<input type="checkbox"/>	Consult with Information Officer and EOC Director and formally approve public and media updates, announcements and other directions.
<input type="checkbox"/>	Attend and participate in any media briefings.
<input type="checkbox"/>	Establish and maintain contact with elected officials from other jurisdictions.
<input type="checkbox"/>	Attend status update meetings.

DEMOBILIZATION PHASE	
<input type="checkbox"/>	Consult with EOC Director to determine need to terminate SOLE.
<input type="checkbox"/>	Ensure recovery priorities are established.
<input type="checkbox"/>	Formally request recovery resources from province as required.
<input type="checkbox"/>	Liaise with elected officials from other jurisdictions on demobilization of EOC.
<input type="checkbox"/>	Liaise with Information Officer to ensure communication of demobilization of EOC and move to recovery operations.
<input type="checkbox"/>	Demobilize staff.
<input type="checkbox"/>	Follow Generic Demobilization Checklist.

EOC DIRECTOR

CAO, Fire Chief or Mayor

Responsibilities

- Overall management of EOC staff.
- Set incident objectives and priorities in conjunction with Incident Commander.
- Coordinates response between supporting agencies in EOC and response agencies through Incident Commander.
- Provides support to local authorities and provincial agencies.
- Establishes staffing level of EOC.
- Liaise with Information Officer and Policy Group to approve media and public information releases.
- Liaise with Policy Group.
- Assume responsibility for all actions unless delegated.
- Ensure risk management principles are being practiced in EOC.

ACTIVATION PHASE

<input type="checkbox"/>	Obtain briefing from available sources.
<input type="checkbox"/>	Determine appropriate staffing level for EOC.
<input type="checkbox"/>	Mobilize staff for EOC and assign positions.
<input type="checkbox"/>	Obtain EMCR Task #.
<input type="checkbox"/>	Ensure EOC Organizational Chart is posted.
<input type="checkbox"/>	Establish initial priorities for EOC based on current status.
<input type="checkbox"/>	Schedule EOC Action Planning and Status Update meetings.
<input type="checkbox"/>	Consult with Liaison Officer to determine what representation from outside agencies is needed in EOC.
<input type="checkbox"/>	Consult with Liaison Officer to determine which outside agencies should be contacted.
<input type="checkbox"/>	In conjunction with Policy Group and Information Officer, approve media releases and public statements.
<input type="checkbox"/>	Ensure objectives are assigned and tracked to completion.
<input type="checkbox"/>	Follow Generic Activation Phase Checklist.

OPERATIONAL PHASE

<input type="checkbox"/>	Monitor staff and ensure appropriate actions are being taken.
<input type="checkbox"/>	Ensure objectives and priorities are being communicated and tasks assigned .
<input type="checkbox"/>	In conjunction with Information Officer ensure review and approval of media and public information releases.
<input type="checkbox"/>	In conjunction with Information Officer establish process to update media and public statements.
<input type="checkbox"/>	Ensure Liaison Officer is assigned to liaise with outside agencies.
<input type="checkbox"/>	Ensure staff are in attendance during planning and status update meetings.
<input type="checkbox"/>	Review and approve Action Plans.
<input type="checkbox"/>	Periodically brief Policy Group.
<input type="checkbox"/>	Determine need to declare SOLE.
<input type="checkbox"/>	Approve resource requests.
<input type="checkbox"/>	Ensure expenditures are being tracked and expenditure limits being monitored.
<input type="checkbox"/>	Set operational periods and ensure relief staff is assigned.

DEMOBILIZATION PHASE

<input type="checkbox"/>	Authorize demobilization of Sections, Branches and Units when they are no longer required.
<input type="checkbox"/>	Ensure that any open actions not yet completed will be handled after demobilization.
<input type="checkbox"/>	Ensure that all required forms or reports are completed prior to demobilization.
<input type="checkbox"/>	Proclaim termination of the emergency response and proceed with recovery operations.
<input type="checkbox"/>	Declare Termination of SOLE.
<input type="checkbox"/>	Follow the Generic Demobilization Phase checklist.

LIAISON OFFICER

Responsibilities

- Point of contact for representatives from other organizations arriving at EOC.
- Determine which outside agencies require contact.
- Liaise with other municipal, provincial and federal EOCs

ACTIVATION PHASE

- Ensure staff and visitor check-in and identification process is established.
- Assist EOC Director with determining and contacting staffing.
- Ensure EOC Organization Chart is completed and posted.
- Provide assistance to staff with contacting and obtaining staffing assistance.
- Ensure EOC Organizational Chart is posted.
- Establish initial priorities for EOC based on current status.
- Follow Generic Activation Phase Checklist.

OPERATIONAL PHASE

- Assist EOC Director in developing EOC priorities and contribute to Action Plan.
- Ensure that all notifications are made to external agencies not represented in the EOC.
- Ensure communication with all external agencies is established and maintained.
- Determine which agencies should be represented in the EOC.
- Assist EOC Director in preparing briefings for policy group, media and general public.
- Prepare external agency information for briefings with EOC Management Team.
- Facilitate completion of Situation Reports with external agencies and forward to Planning Section.
- Advise EOC Director of critical information and requests in agency Situation Reports.
- In consultation with the Information Officer conduct tours of EOC facility as requested.
- Provide assistance with shift-change as requested.

DEMOBILIZATION PHASE

<input type="checkbox"/>	Notify external agencies of planned demobilization as appropriate.
<input type="checkbox"/>	Assist the EOC Director with recovery operations and preparation of the After-Action Report.
<input type="checkbox"/>	Follow the Generic Demobilization Phase Checklist.

RISK MANAGEMENT OFFICER

Responsibilities	<ul style="list-style-type: none"> Ensure good risk management practices are applied throughout the response organization. Monitor situations for risk exposures and ascertains probabilities and potential consequences of future events. Provide advice on safety issues. Authority to halt or modify any and all unsafe operations outside of the EOC Action Plan. Ensures appropriate security measures established to allow only authorized access to the EOC.
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ACTIVATION PHASE

<input type="checkbox"/>	Perform a risk identification and analysis of the EOC site and operations.
<input type="checkbox"/>	Tour the entire facility area and determine scope of ongoing operations.
<input type="checkbox"/>	Monitor and set-up procedures for EOC ensuring proper safety regulations are adhered to.
<input type="checkbox"/>	Oversee security checkpoints at EOC entrances to allow only authorized personnel access.
<input type="checkbox"/>	Oversee staff sign-in and identification procedures.
<input type="checkbox"/>	Follow Generic Activation Phase Checklist.

OPERATIONAL PHASE

<input type="checkbox"/>	Assess damage and loss, working with Planning Unit.
<input type="checkbox"/>	Identify and document risk and liability issues – notify Planning Section.
<input type="checkbox"/>	Gather and organize evidence that may assist EOC organizations in legal defence.
<input type="checkbox"/>	Conduct interviews and take statements to address major concerns.
<input type="checkbox"/>	Advise ECO staff and visitors of safety and risk management issues.
<input type="checkbox"/>	Advise EOC Director of any issues that might result in liability.
<input type="checkbox"/>	Identify potential claimants and scope of needs and concerns.

OPERATIONAL PHASE	
<input type="checkbox"/>	Advise members of the response organization regarding operations for risk control.
<input type="checkbox"/>	Advise on actions to reduce loss and suffering and proactively support response and recovery objectives.
<input type="checkbox"/>	Advise documentation unit on flow of information and confidentiality.
<input type="checkbox"/>	Organize and prepare documents for final audit.
<input type="checkbox"/>	Become familiar with any hazardous conditions in the facility.
<input type="checkbox"/>	Conduct regular inspections of the facility.
<input type="checkbox"/>	Coordinate with EOC Director to obtain assistance for any special safety requirements.
<input type="checkbox"/>	Coordinate with Finance/Admin Section on any EOC personal injury claims or records as necessary.
<input type="checkbox"/>	Monitor security checkpoints and EOC access.
<input type="checkbox"/>	Address any security issues with the EOC Director and recommend improvements where necessary.
DEMOBILIZATION PHASE	
<input type="checkbox"/>	Assist the EOC Director with deactivation procedures including collections of all relevant records and documents necessary for post-operation reporting
<input type="checkbox"/>	Follow the Generic Demobilization Phase Checklist.

INFORMATION OFFICER

Responsibilities	<ul style="list-style-type: none"> Serve as the coordination point for all public information, media relations, First Nations communication and internal information sources for the EOC. Ensure public and First Nations within affected area receives complete, accurate and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information. Provide call takers with timely and accurate messaging sheets so that they offer only confirmed and approved information. Serve as the coordination point for all media releases for the EOC. Coordinate media releases with officials representing other affected emergency response agencies. Develop the format of press conferences and briefings in conjunction with the EOC Director. Maintain positive relationship with media representatives, monitoring all broadcasts and written articles for accuracy. In consultation with EOC Director and Liaison Officer, coordinate VIP and visitor tours of the EOC. Develop helpful messaging sheets and/or FAQ sheets to ensure consistent and accurate information sharing amongst EOC staff. Liaise with other Information Officers at EOCs, DOCs, MROCs, PREOC, First Nations and other external agencies.
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ACTIVATION PHASE

<input type="checkbox"/>	Determine staffing requirements and make required assignments for Information Section.
<input type="checkbox"/>	Follow Generic Activation Phase Checklist.

OPERATIONAL PHASE

<input type="checkbox"/>	Obtain policy guidance and approval from the EOC Director with regard to information released to media and public.
<input type="checkbox"/>	Keep the EOC Director advised of all requests for information and major critical and unfavourable media comments.
<input type="checkbox"/>	Recommend procedures to improve and manage media relations.
<input type="checkbox"/>	Identify method for obtaining and verifying significant information as it develops.

OPERATIONAL PHASE

<input type="checkbox"/>	Develop and publish a media briefing schedule including location, format and preparation of handouts.
<input type="checkbox"/>	Implement and maintain an overall information release program.
<input type="checkbox"/>	Establish a Media Information Centre, as required, providing necessary space, materials, telephones and electrical power.
<input type="checkbox"/>	Interact with other EOCs as well as the PREOC and First Nations and obtain information relative to public information operations.
<input type="checkbox"/>	Establish distribution lists for recipients of all public information releases. Include Site Information Officers, PREOC Information Section, other EOCs' Information Officers, Local Authorities, Mayors and elected officials), local MLAs' and MPs' constituency offices, First Nations Groups, Emergency Social Service Groups.
<input type="checkbox"/>	In coordination with other EOC sections and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public. Liaise with Risk Management Officer to check for any potential liability or safety concerns.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Arrange through logistics appropriate staffing and telephones to efficiently handle incoming media and public calls.
<input type="checkbox"/>	Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired etc.).
<input type="checkbox"/>	Monitor all media, using information to develop follow-up news releases and rumour control, consult with Risk Management Officer on appropriate wording and actions to take on correcting false or erroneous information.
<input type="checkbox"/>	Ensure that file copies are maintained of all information released.
<input type="checkbox"/>	Promptly provide copies of all media releases to the EOC Director.

DEMOBILIZATION PHASE

<input type="checkbox"/>	Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.
<input type="checkbox"/>	Follow the Generic Demobilization Phase Checklist.

OPERATIONS SECTION CHIEF

Responsibilities	<ul style="list-style-type: none"> • Ensure that the Operations Coordination function is carried out including coordination of response for all operational functions assigned to the EOC. • Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively. • Establish the appropriate level of Branch and Unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly. • Maintain a communications link between Incident Commanders (sites), DOCs and the EOC for the purpose of coordinating the response, resource requests and status information. • Ensure that the Planning Section is provided with Branch Status Reports and Major Incident Reports. • Conduct periodic Operations briefings for the EOC Director and Management team as required or requested. • Supervise the Operations Section.
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ACTIVATION PHASE

<input type="checkbox"/>	Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards.
<input type="checkbox"/>	Obtain a preliminary situation briefing from EOC Director.
<input type="checkbox"/>	<p>Based on the situation, activate appropriate branches based on functions or geographical assignments within the section. Designate Branch Coordinators as necessary:</p> <ul style="list-style-type: none"> • Fire • Police • Health • Environmental • Engineering • ESS • Utilities • Air Operations • Special Operations • Others as needed

ACTIVATION PHASE

<input type="checkbox"/>	Establish radio or cell-phone communications with other EOCs, or PREOC operating in the region and coordinate accordingly.
<input type="checkbox"/>	Request additional personnel for the section from the Personnel Unit as necessary to maintain 24-hour staffing capabilities, as necessary.
<input type="checkbox"/>	Confer with the EOC Director to ensure that the Planning and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
<input type="checkbox"/>	Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
<input type="checkbox"/>	Ensure that there is adequate equipment and channels/frequencies available for the Section.
<input type="checkbox"/>	Based on the situation known or forecasted, determine likely future needs of the Operations Section.
<input type="checkbox"/>	Review responsibilities of branches operating the Section; develop a plan/process detailing strategies for carrying out Operations objectives.
<input type="checkbox"/>	Obtain personal telecommunications equipment.
<input type="checkbox"/>	Follow Generic Activation Phase Checklist.

OPERATIONAL PHASE

<input type="checkbox"/>	Ensure that all Section personnel are maintaining their individual position logs and other paperwork as required.
<input type="checkbox"/>	Conduct periodic briefings and work to reach consensus among Operations staff on objectives for each operational period.
<input type="checkbox"/>	Ensure that all media contacts are referred to the Information Officer.
<input type="checkbox"/>	Prepare for and participate in EOC Director's Action Planning meetings and other relevant EOC Management Team meetings.
<input type="checkbox"/>	Provide the Planning Section Chief with the Operations Section's objectives prior to each Action Planning meeting.

OPERATIONAL PHASE	
<input type="checkbox"/>	Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
<input type="checkbox"/>	Ensure that intelligence information from Branch Coordinators is made available to the Planning Section.
<input type="checkbox"/>	Ensure that the branches coordinate all resource needs through the Logistics Section.
<input type="checkbox"/>	Authorize resource requests and forward extraordinary and/or critical resource requests to the EOC Director for approval.
<input type="checkbox"/>	Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.
<input type="checkbox"/>	Brief the EOC Director and other Management Team members on all major incidents.
<input type="checkbox"/>	Brief Branch Coordinators and Section staff periodically on any updated information you may have received.
<input type="checkbox"/>	Share status information with other sections as appropriate.
DEMOBILIZATION PHASE	
<input type="checkbox"/>	Deactivate branches and Sections and any organizational elements, when no longer required.
<input type="checkbox"/>	Follow the Generic Demobilization Phase Checklist.

AIR OPERATIONS BRANCH COORDINATOR

Responsibilities	<ul style="list-style-type: none"> Organize aviation resources at local level to support site operations Initiate requests for NOTAM. Establish procedures for emergency reassignment of aircraft if required. Coordinate with any provincial or regional authority's Air Operations in the operational area. Liaise with Air Operations at other EOCs and PREOC.
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ACTIVATION PHASE

<input type="checkbox"/>	Assess current level of local region and provincial operations in the operation area.
<input type="checkbox"/>	Determine activation status of PROEC aviation resources and establish communications if necessary.
<input type="checkbox"/>	Identify key issues currently affecting air operations; prepare initial report for Operations Section Chief.
<input type="checkbox"/>	Follow Generic Activation Phase Checklist.

OPERATIONAL PHASE

<input type="checkbox"/>	Obtain briefing from Operations Section Chief.
<input type="checkbox"/>	Liaise with BCAS Unit.
<input type="checkbox"/>	Liaise with PREOC Air Operations.
<input type="checkbox"/>	Receive resource requests and pass to Operations Section Chief.
<input type="checkbox"/>	Liaise with Logistics to coordinate air transport personnel, material and evacuees as required.
<input type="checkbox"/>	Initiate NOTAM requests if required.
<input type="checkbox"/>	Schedule flights for non-emergency aircraft if approved.
<input type="checkbox"/>	Ensure proper safety and risk management measures are being taken in regards to aircraft.
<input type="checkbox"/>	Provide reports on air operations issues to Operations Section Chief.

OPERATIONAL PHASE

- Forward daily air operations costs to Finance/Administration Section.

DEMOBILIZATION PHASE

- Determine demobilization status of aviation resources in the operational area and advise Operations Section Chief.
- Ensure that all air expenditures and financial claims have been coordinated through the Finance/Administration section.
- Follow the Generic Demobilization Phase Checklist.

SPECIAL OPERATIONS BRANCH COORDINATOR

Responsibilities

- Organize specialized resources to support site level.
- Initiate requests for Notice to Mariners if appropriate.
- Establish procedures for reassignment of specialized resources.
- Coordinate with regional or provincial special operations in the operational area and PREOC.

ACTIVATION PHASE

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Assess current level of local, regional and provincial special operations and establish communication links. |
| <input type="checkbox"/> | Identify key issues currently affecting special operations; prepare initial report for Operations Section Chief. |
| <input type="checkbox"/> | Follow Generic Activation Phase Checklist. |

OPERATIONAL PHASE

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Obtain briefing from Operations Section Chief. |
| <input type="checkbox"/> | Evaluate requests for tactical and non-tactical use of specialized resources. |
| <input type="checkbox"/> | Receive resource and operational requests and forward to Operations Section Chief. |
| <input type="checkbox"/> | Organize preliminary special operations. |
| <input type="checkbox"/> | Initiate request for Notice to Mariners if required. |
| <input type="checkbox"/> | Ensure proper safety and risk management measures are being taken. |
| <input type="checkbox"/> | Pass critical status information to Operations Section Chief. |
| <input type="checkbox"/> | Provide reports on special operations issues to Operations Section Chief. |

DEMOBILIZATION PHASE

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Determine demobilization status of special resources in the operational area and advise Operations Section Chief. |
| <input type="checkbox"/> | Follow the Generic Demobilization Phase Checklist. |

FIRE BRANCH COORDINATOR

Responsibilities	<ul style="list-style-type: none"> Arrange and coordinate. Arrange and coordinate for urban and wildland fire suppression, as well as hazardous materials support operations. Acquire mutual aid resources, as necessary. Complete and maintain branch status reports for major incidents requiring or potentially requiring regional and provincial response support, and maintain status of unassigned fire and HAZMAT resources in the area . Implement the objectives of the EOC Action Plan assigned to the Fire Branch. Overall supervision of the Fire Branch.
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ACTIVATION PHASE

<input type="checkbox"/>	Obtain briefing of the situation from the Operations Section Chief.
<input type="checkbox"/>	Based on the situation, activate the necessary Units within the Fire Branch and coordinate their activities: <ul style="list-style-type: none"> Structural Fire Suppression Wildland Fire Suppression Unit HAZMAT Unit Rescue Unit
<input type="checkbox"/>	If local authority mutual aid system is activated, coordinate use of area fire suppression resources with respective EOCs.
<input type="checkbox"/>	Prepare and submit a preliminary branch status report and major incident reports, as appropriate, to the Operations Section Chief.
<input type="checkbox"/>	Prepare objectives for the Fire Branch and forward them to the Operations Section Chief prior to Action Planning meetings.
<input type="checkbox"/>	Follow Generic Activation Phase Checklist.

OPERATIONAL PHASE

<input type="checkbox"/>	Ensure that all interface fire operations are being managed utilizing, when required, Unified Command with the appropriate agencies.
<input type="checkbox"/>	Confirm and resolve through the EOC Director, any response boundary issues that may restrict mutual aid.

OPERATIONAL PHASE	
<input type="checkbox"/>	Liaise with Provincial Fire Commissioner as required.
<input type="checkbox"/>	Liaise with Ministry of Forests personnel in the PREEOC as required.
<input type="checkbox"/>	Maintain current status on Fire suppression missions being conducted in the area.
<input type="checkbox"/>	Provide the Operations Section Chief and the Planning Section with an overall summary of Fire Branch operations periodically or as requested during the operational period.
<input type="checkbox"/>	Refer all contacts with the media to the Information Officer but be prepared to speak on technical matters when requested.
<input type="checkbox"/>	Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
<input type="checkbox"/>	Prepare objectives for the Fire Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
<input type="checkbox"/>	implement those objectives of the EOC Action Plan assigned to the Fire Branch.
DEMOBILIZATION PHASE	
<input type="checkbox"/>	Determine demobilization status of branch units and fire operations in the area, and advise Operations Section Chief.
<input type="checkbox"/>	Follow the Generic Demobilization Phase checklist.

POLICE BRANCH COORDINATOR

Responsibilities	<ul style="list-style-type: none"> Coordinate movement and evacuation operations with other Operations Section Branches. alert and notify the public of impending or existing emergency situations, public safety orders, requests and information within the jurisdiction, as required. Coordinate law enforcement and traffic control operations, including evacuation, during a major emergency. Coordinate all ground and inland water search and rescue operations and resource for the jurisdiction. Coordinate Police Mutual Aid requests. Supervise the Police Branch.
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ACTIVATION PHASE

<input type="checkbox"/>	Obtain briefing of the situation from the Operations Section Chief
<input type="checkbox"/>	Based on the situation, activate the necessary Units within the Police Branch: <ul style="list-style-type: none"> Police Operations Unit Search and Rescue Unit Coroner Unit Evacuation Unit
<input type="checkbox"/>	Coordinate mutual aid resources with other EOC Police Branch Coordinator(s) as required.
<input type="checkbox"/>	Contact PREOC Police Branch Coordinator, if established, for the coordination of mutual aid resources.
<input type="checkbox"/>	Provide an initial Police Services situation report to the Operations Section Chief.
<input type="checkbox"/>	Based on initial EOC priorities, prepare objectives for the Police Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.
<input type="checkbox"/>	Follow generic Activation Phase Checklist.

OPERATIONAL PHASE

<input type="checkbox"/>	Maintain current status on Police activities and Search and Rescue missions being conducted in the area.
<input type="checkbox"/>	Provide the Operations Section Chief and the Planning Section with an overall summary of Police Branch operations periodically or as requested during the operational period.
<input type="checkbox"/>	On a regular basis, complete and maintain the Police Branch Status Report.
<input type="checkbox"/>	Refer all contacts with the media to the Information Officer but be prepared to speak on technical matters when requested by the Information Officer.
<input type="checkbox"/>	Determine need for Police mutual aid. Determine need for Search and Rescue mutual aid.
<input type="checkbox"/>	Determine need for Coroner's services.
<input type="checkbox"/>	Ensure all resource requests are coordinated through the Logistics Section.
<input type="checkbox"/>	Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
<input type="checkbox"/>	Prepare objectives for the Police Branch for the subsequent Operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning Meeting.
<input type="checkbox"/>	Implement those objectives of the EOC Action Plan assigned to the Police Branch.

DEMOBILIZATION PHASE

<input type="checkbox"/>	Determine demobilization status of branch units and police operations in the area, and advise Operations Section Chief.
<input type="checkbox"/>	Follow the Generic Demobilization Phase Checklist.

AMBULANCE BRANCH COORDINATOR

Responsibilities	<ul style="list-style-type: none"> • Assist in identifying and mobilizing available ambulance and auxiliary ambulance resources as required. • Coordinate the transportation of injured to medical facilities .
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ACTIVATION PHASE

<input type="checkbox"/>	Obtain briefing of the situation from the Operations Section Chief.
<input type="checkbox"/>	Assess and anticipate health services required to support the situation.
<input type="checkbox"/>	Follow Generic Activation Phase Checklist.

OPERATIONAL PHASE

<input type="checkbox"/>	Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat casualties.
<input type="checkbox"/>	Establish radio or telephone communication with BC Ambulance Regional Dispatch Centre.
<input type="checkbox"/>	Determine the status and availability of mutual aid resources in the operational area, specifically industrial first-aiders St. John Ambulance and industrial ambulances.
<input type="checkbox"/>	Determine the scope of ambulance resources and medical transport needs.
<input type="checkbox"/>	Coordinate with the Logistics Section to acquire suitable non ambulance transportation such as buses for people injured as required or requested.
<input type="checkbox"/>	Coordinate with BCAS Air Dispatch for air transportation needs.

DEMOBILIZATION PHASE

<input type="checkbox"/>	Determine demobilization status of branch units and police operations in the area, and advise Operations Section Chief.
<input type="checkbox"/>	Follow the Generic Demobilization Phase Checklist.

HEALTH BRANCH COORDINATOR

Responsibilities

- Ensure coordination of hospitals, health units, continuing care, mental health and environmental health within the area.
- Assist the BCAS unit coordinator in ensuring that casualties are evenly distributed to receiving facilities.
- Coordinate provision of public health measures including epidemic control and immunization programs, in consultation with medical health officer.
- Ensure that potable water supplies are inspected and monitored
- Ensure that food quality is regulated and inspected.
- Ensure that sewage systems are operating at acceptable levels.
- Coordinate and support health services for physically challenged or medically disabled persons.
- Ordinate the activation of emergency hospitals and advanced treatment centres supplied by Health Canada.
- Assist in identifying and mobilizing available ambulance and auxiliary ambulance resources as required.
- Coordinated health care needs at reception centres with ess branch coordinator.
- Determine the status of medical and care facilities within the affected area and availability of facilities in surrounding area.
- Assist with the coordination of the transportation of people injured in the disaster and health care personnel to appropriate medical facilities as required.
- Assist with the coordination of pharmaceuticals as required.
- Liaise with health Branches activated in other EOCs and at PREOC.

ACTIVATION PHASE

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Obtain briefing of the situation from the Operations Section Chief. |
| <input type="checkbox"/> | Assess and anticipate health services required to support the situation. |
| <input type="checkbox"/> | Follow Generic Activation Phase Checklist. |

OPERATIONAL PHASE

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Determine the status and availability of medical facilities in the area affected and outside areas, including special treatment facilities for trauma, pediatrics, burn and psychiatric patients. |
| <input type="checkbox"/> | Establish communications with appropriate health services. |

OPERATIONAL PHASE

<input type="checkbox"/>	Determine capacity of various health services.
<input type="checkbox"/>	Prioritize health issues.
<input type="checkbox"/>	Prepare initial briefing for Operations Section Chief.
<input type="checkbox"/>	Establish BC Ambulance Service Unit and Regional Health Authorities Unit.
<input type="checkbox"/>	Liaise with ESS Branch Coordinator to assist with sheltering of displaced home care clients if needed.
<input type="checkbox"/>	Coordinate with Logistics Section assistance to move and establish advanced treatment centre.
<input type="checkbox"/>	Liaise with PREOC Health Branch, if established.
<input type="checkbox"/>	If local facilities are, or soon will be overwhelmed, contact other unaffected areas to receive patients.
<input type="checkbox"/>	If mass feeding areas are established, ensure food quality and other public health issues are addressed.
<input type="checkbox"/>	Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat casualties.
<input type="checkbox"/>	Establish radio or telephone communication with BC Ambulance Regional Dispatch Centre.
<input type="checkbox"/>	Determine the status and availability of mutual aid resources in the operational area, specifically industrial first-aiders, St. John Ambulance and private / industrial ambulances.
<input type="checkbox"/>	Determine the scope of ambulance resources and medical transport needs.
<input type="checkbox"/>	Coordinate with the Logistics Section, Transportation Unit, to acquire suitable non ambulance transportation such as buses for people injured in the disaster as required or requested.
<input type="checkbox"/>	Coordinate with BCAS Air Dispatch and the Air Operations Branch for air transportation needs.
<input type="checkbox"/>	Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations in the field.

OPERATIONAL PHASE

<input type="checkbox"/>	Advise Operations Section Chief and Branch Coordinators of all significant events.
<input type="checkbox"/>	Prepare Health Services objectives for the EOC Action Plan for each operational period and submit to Operations Section Chief prior to Action Planning meetings.
<input type="checkbox"/>	Reinforce the use of proper Procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.
<input type="checkbox"/>	Consider need for critical incident stress debriefings for responders and people impacted by the disaster.
<input type="checkbox"/>	Ensure proper documentation of plans, actions and decisions.

DEMOBILIZATION PHASE

<input type="checkbox"/>	Determine demobilization status of Health Services in the area, and advise Operations Section Chief.
<input type="checkbox"/>	Follow the Generic Demobilization Phase Checklist.

ENVIRONMENTAL BRANCH COORDINATOR

Responsibilities

- Assist and/or coordinate local response to environmental damage
- Liaise with regional, provincial, and federal environment officials

ACTIVATION PHASE

- | | |
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| <input type="checkbox"/> | Obtain briefing of the situation from the Operations Section Chief. |
| <input type="checkbox"/> | Assess and anticipate environmental concerns and recommended responses . |
| <input type="checkbox"/> | Follow Generic Activation Phase Checklist. |

OPERATIONAL PHASE

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Determine the scope of environmental assistance required. |
| <input type="checkbox"/> | Determine the status and availability of waste storage and disposal facilities. |
| <input type="checkbox"/> | Liaise with Health Branch to assist and consult with exposure to hazardous materials and impacts on water and air resources. |
| <input type="checkbox"/> | Develop intelligence of environmental issues, damage and threats. |
| <input type="checkbox"/> | Prioritize environmental issues. |
| <input type="checkbox"/> | Liaise with Engineering and Utilities Branch Coordinators to assist with utility and dam safety issues as required. |
| <input type="checkbox"/> | Coordinate HAZMAT response and support in cooperation with Fire Branch. |
| <input type="checkbox"/> | Liaison with Environmental Branches in other EOCs and PREOC if established. |

DEMOBILIZATION PHASE

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Determine demobilization status of environmental services in the area, and advise Operations Section Chief. |
| <input type="checkbox"/> | Follow the Generic Demobilization Phase Checklist. |

EMERGENCY SOCIAL SERVICES BRANCH COORDINATOR

Responsibilities	<ul style="list-style-type: none"> • Manages the ESS Branch of the EOC. • Coordinates the delivery of Emergency social Services (i.e., food, clothing, lodging and other essential services) as required for those impacted by the disaster and for response workers in the area. • Provides direction and support to all activated ESS facilities. • Provides routine situation reports to the Operations Section Chief, or the PREOC, if activated. • Requests mutual aid assistance and/or provincial ESS resources from the ESS Office or from the PREOC, if activated. • Liaises with other agencies involved in the ESS response. • Confers with Operations Section Chief and EOC Director to ensure that ESS response is appropriate and that expenditures for ESS are authorized.
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ACTIVATION PHASE

<input type="checkbox"/>	Obtain briefing of the situation from the Operations Section Chief.
<input type="checkbox"/>	Assess level of ESS services needed and initiate call-out of ESS staff and volunteers.
<input type="checkbox"/>	Establish communications by phone with Emergency Coordination Centre, 1-800-663-3456.
<input type="checkbox"/>	Ensure communication is established with ESS Branch Coordinators in EOCs in other affected communities and/or the ESS Branch Coordinator in the PREOC.
<input type="checkbox"/>	Follow generic Activation Phase Checklist.

OPERATIONAL PHASE

<input type="checkbox"/>	Maintain communications with and provide direction to the Reception Centres and Group Lodging facilities pertaining to the level of services required and duration of services.
<input type="checkbox"/>	Prioritize requests for ESS services.

OPERATIONAL PHASE

<input type="checkbox"/>	Coordinate activities with other volunteer agencies as required, (e.g., Red Cross, The Salvation Army, etc.).
<input type="checkbox"/>	Prepare objectives for the ESS Branch provide them to the Operations Section Chief .
<input type="checkbox"/>	Maintain ESS resource status board, keeping track of number and type of ESS resources deployed and still available and share this information with Ops Section Chief, PREOC and other EOCs upon request.
<input type="checkbox"/>	Request and arrange for acquisition of provincial ESS resources (via PREOC) when local and regional ESS resources are insufficient to meet needs.
<input type="checkbox"/>	Refer all contacts with the media to the Information Officer and ensure that critical ESS information (e.g., location of activated reception centres) is included in media release.
<input type="checkbox"/>	Prepare and forward ESS situation reports to Operations Section Chief, ESS Branch Coordinator in the PREOC.
<input type="checkbox"/>	Actively share ESS information with other branches and sections in the EOC.
<input type="checkbox"/>	Maintain adequate records of financial expenditures.
<input type="checkbox"/>	Ensure emergency expenses and extensions for ESS are pre-authorized.

DEMOBILIZATION PHASE

<input type="checkbox"/>	Determine demobilization status of ESS services (e.g., closing of Reception Centres, Group Lodging facilities, etc.).
<input type="checkbox"/>	Collect and store all completed ESS forms and paperwork from all the ESS facilities. Consult with Documentation Unit for appropriate storage location.
<input type="checkbox"/>	Coordinate the transition from ESS to the local recovery organization to ensure follow up and/or continued services are provided to those impacted by the disaster.
<input type="checkbox"/>	Follow the Generic Demobilization Phase Checklist.

ENGINEERING BRANCH COORDINATOR

Responsibilities	<ul style="list-style-type: none"> • Survey all local facilities, assessing the damage to such facilities, and coordinating the repair of damage. • Survey all other infrastructure systems, such as local roads, bridges, sewer and water systems within the area. • Assist other sections, branches, and units as needed. • Supervise the Engineering Branch. • Liaise with other Engineering Branches in EOCs and PREOC.
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ACTIVATION PHASE

<input type="checkbox"/>	Obtain briefing of the situation from the Operations Section Chief.
<input type="checkbox"/>	Based on the situation, activate the necessary units within the Engineering Branch: <ul style="list-style-type: none"> • Roads and Bridges Unit • Damage/Safety Assessment Unit • Public Works Unit
<input type="checkbox"/>	Provide an initial situation report to the Operations Section Chief.
<input type="checkbox"/>	Based on initial EOC priorities, prepare objectives for the Engineering Branch and provide them to the Operations Section.
<input type="checkbox"/>	Follow Generic Activation Phase Checklist.

OPERATIONAL PHASE

<input type="checkbox"/>	Maintain current status on all engineering activities being conducted in the area.
<input type="checkbox"/>	Ensure that damage and safety assessments are being carried out for both public and private facilities.
<input type="checkbox"/>	Determine and document the status of transportation routes into and within affected areas.
<input type="checkbox"/>	Determine and document the status of public works (water and sewer systems) within affected areas.
<input type="checkbox"/>	Coordinate debris removal services as required.

OPERATIONAL PHASE

<input type="checkbox"/>	Provide the Operations Section Chief and the Planning Section with an overall summary of Engineering Branch activities periodically during the operational period or as requested.
<input type="checkbox"/>	Ensure that all Status Reports, as well as, the Initial Damage Assessment are completed and forwarded to the Operations Section Chief .
<input type="checkbox"/>	Refer all contacts with the media to the Information Officer. Be prepared to act as a spokesperson and offer technical information as requested.
<input type="checkbox"/>	Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
<input type="checkbox"/>	Prepare objectives for the Engineering Branch for each operational period; provide them to the Operations Section Chief prior to the Action Planning meeting.
<input type="checkbox"/>	Implement EOC Action Plan assignments for Engineering Branch and Units.

DEMOBILIZATION PHASE

<input type="checkbox"/>	Determine demobilization status of branch units and engineering operations in the area, and advise operations section chief.
<input type="checkbox"/>	Follow the generic Demobilization Phase Checklist.

UTILITIES BRANCH COORDINATOR

Responsibilities

- Survey all utility systems, and provide restoration priorities to providers.
- Assist other sections, branches, and units as needed.
- Liaise with other utility representatives not present in EOC.

ACTIVATION PHASE

- Obtain briefing of the situation from the Operations Section Chief.
- Provide an initial Utilities Situation Report to the Operations Section Chief.
- Based on initial EOC priorities, prepare objectives for the Utilities Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.
- Follow generic Activation Phase Checklist.

OPERATIONAL PHASE

- Establish and maintain communications with the utility providers in the affected area.
- Determine the extent of damage to utility systems in the affected area.
- Coordinate with the Liaison Officer to establish whether agency representatives from affected utilities are available to attend the EOC.
- Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- Keep the Health Branch Coordinator informed of any threats (real or potential) regarding water contamination issues.
- Keep the Engineering Branch Coordinator informed of the restoration status.
- Complete and maintain Status Reports, and share with Operations Section Chief.
- Refer all contacts with the media to the Information Officer, and be prepared to speak to technical issues as requested.

DEMOBILIZATION PHASE

<input type="checkbox"/>	Determine demobilization status of the Utilities Branch and utility operations in the area, and advise Operations Section Chief.
<input type="checkbox"/>	Follow the Generic Demobilization Phase Checklist.

PLANNING SECTION CHIEF

Responsibilities	<ul style="list-style-type: none"> • Ensures that the following responsibilities of the Planning Section are addressed as required: <ul style="list-style-type: none"> ○ Collect, analyze, and display situation information ○ Prepare periodic Situation Reports ○ Prepare and distribute EOC Action Plan and facilitate Action Planning process ○ Track Resources ○ Conduct Advance Planning activities and report ○ Document and maintain files on all EOC activities ○ Provide technical support services to the various EOC sections and branches. • Establishes the appropriate level of organization for the Planning Section. • Exercises overall responsibility for the coordination of activities within the section. • Keeps the EOC Director informed of significant issues affecting the Planning Section. • In coordination with the other Section Chiefs, ensures that Status Reports are completed and utilized as a basis for EOC Situation Reports, and EOC Action Plans.
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ACTIVATION PHASE

<input type="checkbox"/>	Obtain briefing of the situation from the EOC Director.
<input type="checkbox"/>	Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
<input type="checkbox"/>	<p>Based on the situation, activate units within the Planning section as needed and designate Leaders for each unit:</p> <ul style="list-style-type: none"> • Situation Unit • Resources Unit • Demobilization Unit • Documentation Unit • Advance Planning Unit • Recovery Unit • Technical Specialists Unit
<input type="checkbox"/>	Request additional personnel for the section from Logistics as necessary to maintain a 24-hour operation.

ACTIVATION PHASE	
<input type="checkbox"/>	Meet with Operations Section Chief; obtain and review any major incident reports.
<input type="checkbox"/>	Review responsibilities of units in Planning section; develop plans for carrying out all responsibilities.
<input type="checkbox"/>	Make a list of key issues to be addressed by Planning; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
<input type="checkbox"/>	Keep the EOC Director and EOC Management Team informed of significant events.
<input type="checkbox"/>	Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
<input type="checkbox"/>	Follow generic Activation Phase Checklist.
OPERATIONAL PHASE	
<input type="checkbox"/>	Ensure that major incident reports and branch status reports are completed by the Operations Section and are accessible by Planning Section. It is recommended to provide a Planning Liaison to Operations Section.
<input type="checkbox"/>	Ensure that an EOC Situation report is produced, approved and distributed to EOC Sections, PEP or PREOC at least once, prior to the end of the operational period (others may be produced as directed by EOC Director).
<input type="checkbox"/>	Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
<input type="checkbox"/>	Ensure that the Information Officer has immediate and unlimited access to all status reports and displays.
<input type="checkbox"/>	Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
<input type="checkbox"/>	Chair the EOC Action Planning meetings approximately two hours before the end of each operational period.
<input type="checkbox"/>	Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.

OPERATIONAL PHASE	
<input type="checkbox"/>	Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.
<input type="checkbox"/>	Work closely with the Planning Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed.
<input type="checkbox"/>	Ensure that the Advance Planning unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall priorities of the EOC.
<input type="checkbox"/>	Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.
<input type="checkbox"/>	Provide technical services, such as environmental advisors and other technical specialists to all EOC sections as required.
<input type="checkbox"/>	Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.
<input type="checkbox"/>	Ensure Risk Management Officer is involved in Action Planning process.
DEMOBILIZATION PHASE	
<input type="checkbox"/>	Ensure Demobilization Plan for the EOC is complete, approved by the EOC Director and distributed to all EOC sections.
<input type="checkbox"/>	Oversee preparation of the EOC After Action Report.
<input type="checkbox"/>	Determine demobilization status of all Planning Units and advise the EOC Director.
<input type="checkbox"/>	Review EOC After Action Report prior to submitting to EOC Director and Management Team for approval.
<input type="checkbox"/>	Follow the Generic Demobilization Phase Checklist.

SITUATION UNIT COORIDNATOR

Responsibilities

- Oversee the collection, organization, and analysis of disaster situation information, including damage assessments.
- Ensure that information collected from all sources is validated.
- Ensure that Situation Reports are developed for dissemination to EOC staff and to the PREOC.
- Ensure that an EOC Action Plan is developed for each operational period based on objectives developed by each EOC Section.
- Ensure that an ongoing link is established with the Operations Section.
- Ensure that all maps, status boards and other displays contain current and accurate information.
- Supervise the Situation Assessment Unit.

ACTIVATION PHASE

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|--------------------------|--|
| <input type="checkbox"/> | Obtain briefing of the situation from the Planning Section Chief. |
| <input type="checkbox"/> | Prepare Situation Unit objectives for the initial Action Planning meeting. |
| <input type="checkbox"/> | Follow Generic Activation Phase Checklist. |

OPERATIONAL PHASE

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Ensure each EOC Sections provides status updates on a regular basis. |
| <input type="checkbox"/> | Oversee the collection and analysis of all incident or disaster related information. |
| <input type="checkbox"/> | Oversee the preparation and distribution of the EOC Situation Report. |
| <input type="checkbox"/> | Coordinate with the Documentation Unit for the reproduction of relevant plans and distribution as required. |
| <input type="checkbox"/> | Meet with the Information Officer to coordinate access to current information. |
| <input type="checkbox"/> | Prepare a status report for the EOC Action Planning meeting. |
| <input type="checkbox"/> | Ensure each EOC section provides their objectives at least 30 minutes prior to each Action Planning meeting. |

OPERATIONAL PHASE	
<input type="checkbox"/>	Convene the Action Planning meeting and assist Planning Section Chief in facilitating the meeting.
<input type="checkbox"/>	In preparation for the Action Planning meeting, ensure that all EOC priorities and objectives are posted or distributed, and that the meeting room is set up with appropriate equipment and materials (easels, markers, Sit Reports, etc.).
<input type="checkbox"/>	Following the meeting, send approved Action Plan to the Documentation Unit for distribution prior to the next operational period.
<input type="checkbox"/>	Ensure that adequate staff members are assigned to maintain all maps, status boards and other displays. Status board information should include event name, EMCR task # and columns for: sequential numbering system for new incidents, date and time, incident details, response taken (includes activities and resources), open or closed status, and a column for follow-up required.
DEMOBILIZATION PHASE	
<input type="checkbox"/>	Determine demobilization status of the Situation Unit and advise the Planning Section Chief.
<input type="checkbox"/>	Follow the Generic Demobilization Phase Checklist.

DOCUMENTATION UNIT COORIDNATOR

Responsibilities

- Collect, organize and file all completed event or disaster related forms, including: all EOC position logs, Situation Reports, EOC Action Plans and any other related information, just prior to the end of each operational period.
- Provide document reproduction services to EOC staff. Distribute the EOC Situation Reports, EOC Action Plan, and other documents, as requested.
- Maintain a permanent archive of all Situation Reports and EOC Action Plans associated with the event or disaster.
- Assist Recovery Unit with preparation and distribution of the EOC After Action Report. Supervise the Documentation Unit.

ACTIVATION PHASE

- Obtain briefing of the situation from the Planning Section Chief.
- Follow Generic Activation Phase Checklist.

OPERATIONAL PHASE

- Meet with the Planning Section Chief and Risk Management Officer to determine what EOC materials should be maintained as official records.
- Initiate and maintain a roster and organization chart of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit.
- Produce and distribute approved Situation Reports and EOC Action Plans. Ensure distribution includes the PREOC.
- Set up and maintain document reproduction services for the EOC.

DEMOBILIZATION PHASE

- Follow the Generic Demobilization Phase Checklist.

DEMOBILIZATION UNIT COORIDNATOR

Responsibilities

- Develop a Demobilization Plan for the EOC based on a review of all pertinent Planning Section documents, and Situation Reports, and status of EOC priorities and objectives.
- Supervise personnel assigned to the Demobilization Unit.

ACTIVATION PHASE

Obtain briefing of the situation from the Planning Section Chief.

Follow Generic Activation Phase Checklist.

OPERATIONAL PHASE

Monitor current EOC Action Plans, Situation Reports, and resource assignment lists.

Consult with Section Chiefs, Branch Coordinators, Liaison Officer and EOC Director for demobilization policies and procedures.

Draft Demobilization Plan and circulate to the Planning Section Chief EOC Director and EOC Management Team for review and approval.

Demobilization Planning must occur at least once during the operational period for as long as EOC Sections are formally staffed.

Advise all Section Chiefs to ensure that demobilized staff complete and forward to Documentation Unit all reports, time sheets, and exit surveys prior to leaving the EOC.

DEMOBILIZATION PHASE

Follow the Generic Demobilization Phase Checklist.

RECOVERY UNIT COORIDNATOR	
Responsibilities	<ul style="list-style-type: none"> • Develop a Demobilization Plan for the EOC based on a review of all pertinent Planning Section documents, and Situation Reports, and status of EOC priorities and objectives. • Supervise personnel assigned to the Demobilization Unit.
ACTIVATION PHASE	
<input type="checkbox"/>	Obtain briefing of the situation from the Planning Section Chief.
<input type="checkbox"/>	Follow Generic Activation Phase Checklist.
OPERATIONAL PHASE	
<input type="checkbox"/>	Monitor current EOC Action Plans, Situation Reports, and resource assignment lists.
<input type="checkbox"/>	Consult with Section Chiefs, Branch Coordinators, Liaison Officer and EOC Director for demobilization policies and procedures.
<input type="checkbox"/>	Draft Demobilization Plan and circulate to the Planning Section Chief EOC Director and EOC Management Team for review and approval.
<input type="checkbox"/>	Demobilization Planning must occur at least once during the operational period for as long as EOC Sections are formally staffed.
<input type="checkbox"/>	Advise all Section Chiefs to ensure that demobilized staff complete and forward to Documentation Unit all reports, time sheets, and exit surveys prior to leaving the EOC.
DEMOBILIZATION PHASE	
<input type="checkbox"/>	Follow the Generic Demobilization Phase Checklist.

LOGISTICS SECTION CHIEF

Responsibilities	<ul style="list-style-type: none"> • Ensure the Logistics function is carried out in support of the EOC. • This function includes providing telecommunication services and information technology, locating or acquiring equipment, supplies, personnel, facilities, and transportation as well as arranging for food, lodging, and other support services as required both for the EOC and site requirements. • Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required. • Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame. • Coordinate closely with the Operations Section Chief to establish priorities for resource allocation within the operational area. • Keep the EOC Director informed of all significant issues relating to the Logistics Section. • Ensure critical resources are allocated according to EOC Action Plan policy, priorities and direction. • Coordinate with ESS Branch Coordinator on the provision of food and lodging for EOC and Site Personnel. • Supervise the Logistics Section.
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ACTIVATION PHASE

<input type="checkbox"/>	Obtain briefing of the situation from the EOC Director.
<input type="checkbox"/>	Ensure the Logistics Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps, status boards, vendor references, and other resource directories.
<input type="checkbox"/>	<p>Based on the situation, activate branches/units within the section as needed and designate Branch and Unit Leaders for each element:</p> <ul style="list-style-type: none"> • Information Technology Branch (Communications Unit, Computer Systems Unit) • Transportation Unit • EOC Support Branch (Facilities Unit, Security Unit, Clerical Unit) • Supply Unit • Personnel Unit
<input type="checkbox"/>	Mobilize sufficient section staffing for 24-hour operations.

ACTIVATION PHASE	
<input type="checkbox"/>	Establish communications with the Logistics Section at the PREOC if activated.
<input type="checkbox"/>	Meet with the EOC Director to identify immediate resource needs.
<input type="checkbox"/>	Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
<input type="checkbox"/>	Follow generic Activation Phase Checklist.
OPERATIONAL PHASE	
<input type="checkbox"/>	Meet regularly with section staff and work to reach consensus on Logistics section objectives for forthcoming operational periods.
<input type="checkbox"/>	Provide the Planning Section Chief with the Logistics Section objectives.
<input type="checkbox"/>	Attend and participate in EOC Action Planning meetings.
<input type="checkbox"/>	Provide periodic Section Status Reports to the EOC Director and Situation Unit.
<input type="checkbox"/>	Coordinates closely with the Finance/Administration Section and that all required documents and procedures are completed and followed.
<input type="checkbox"/>	Ensure that transportation requirements, in support of response operations, are met.
<input type="checkbox"/>	Ensure that all requests for facilities and facility support are addressed.
<input type="checkbox"/>	Ensure that all resources are tracked and accounted for in cooperation with the Planning Section, as well as resources ordered through Mutual Aid.
DEMOBILIZATION PHASE	
<input type="checkbox"/>	Identify high-cost resources that could be demobilized early.
<input type="checkbox"/>	Determine demobilization status of the Logistics Section and advise the EOC Director.
<input type="checkbox"/>	Follow the Generic Demobilization Phase Checklist.

INFORMATION TECHNOLOGY BRANCH COORDINATOR

Responsibilities	<ul style="list-style-type: none"> • Ensure radio, telephone, and computer resources and services are provided to EOC staff as required. • Oversee the installation of communications resources within the EOC. • Ensure that a communications link is established with Incident Commander(s), other EOCs, MROCs and PREOC, if established. • Determine specific computer requirements for all EOC positions. • Implement available computer systems for internal information management and include message and e-mail systems, as available. • Supervise the Communications Branch.
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ACTIVATION PHASE

<input type="checkbox"/>	Obtain briefing of the situation from the Finance/Admin Section Chief.
<input type="checkbox"/>	Follow generic Activation Phase Checklist.

OPERATIONAL PHASE

<input type="checkbox"/>	Keep all Sections informed of the status of communications systems, particularly those that are being restored.
<input type="checkbox"/>	Coordinate with all EOC Sections regarding the use of all communication systems.
<input type="checkbox"/>	Continually monitor the operational effectiveness of EOC communication systems. Provide additional equipment as required.
<input type="checkbox"/>	Ensure that technical personnel are available for communication equipment maintenance and repair.
<input type="checkbox"/>	Keep the Logistics Section Chief informed of the status of communication systems.

DEMOBILIZATION PHASE

<input type="checkbox"/>	Follow the Generic Demobilization Phase Checklist.
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TRANSPORTATION UNIT COORDINATOR

Responsibilities

- In coordination with the Engineering Branch Coordinator, and Planning’s Situation Unit, develop a Transportation Plan to support the EOC Action Plan.
- Arrange for the acquisition or use of required transportation resource.
- Coordinate air transportation needs.
- Supervise the Transportation Unit.

ACTIVATION PHASE

- Obtain briefing of the situation from the Finance/Admin Section Chief.
- Follow generic Activation Phase Checklist.

OPERATIONAL PHASE

- Determine the status of transportation routes in and around the area.
- Coordinate with the Operations Section to determine progress of route recovery operations.
- Develop a Transportation Plan which identifies routes of ingress and egress.
- Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use as needed.
- Ensure that technical personnel are available for communication equipment maintenance and repair.
- Keep the Logistics Section Chief informed of the status of transportation issues.

DEMOBILIZATION PHASE

- Coordinate return of all transportation resources, no longer required.
- Follow the Generic Demobilization Phase Checklist.

PERSONNEL UNIT COORDINATOR

Responsibilities	<ul style="list-style-type: none"> • Provide personnel resources as requested in support of the EOC and Site Operations. • Identify, recruit and register staff and volunteers as required. • Develop an EOC organization chart. • Supervise the Personnel Unit.
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ACTIVATION PHASE

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| <input type="checkbox"/> | Obtain briefing of the situation from the Finance/Admin Section Chief. |
| <input type="checkbox"/> | Follow generic Activation Phase Checklist. |

OPERATIONAL PHASE

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|--------------------------|---|
| <input type="checkbox"/> | Check in all incoming EOC personnel. |
| <input type="checkbox"/> | Develop a large poster size EOC organization chart depicting each activated position. Upon check-in, indicate the name of the person occupying each position on the chart. The chart should be posted in a place, accessible to all EOC personnel. |
| <input type="checkbox"/> | Coordinate with the EOC Director and Risk Management Officer to ensure that all EOC staff, including volunteers, receive a current situation and safety briefing upon check-in. |
| <input type="checkbox"/> | Establish communications with volunteer agencies and other organizations that can provide personnel resources. |
| <input type="checkbox"/> | Process all incoming requests for personnel. Identify the number of personnel, special qualifications or training, where they are needed and the person or Unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly. |
| <input type="checkbox"/> | Maintain a status board or other reference to keep track of incoming personnel resources. |
| <input type="checkbox"/> | Coordinate with the Deputy EOC Director and Risk Management Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC. |
| <input type="checkbox"/> | Develop shift schedules. |

OPERATIONAL PHASE

<input type="checkbox"/>	<p>Assist the Operations Section with ordering of mutual aid personnel resources as required.</p>
<input type="checkbox"/>	<p>In coordination with the EOC Director, determine the need for counselling and critical incident stress debriefing for EOC staff and emergency workers; acquire mental health specialists as needed.</p>
<input type="checkbox"/>	<p>Arrange for childcare services for EOC personnel as required.</p>
<input type="checkbox"/>	<p>Ensure that accommodation is arranged for out-of-town personnel.</p>
<input type="checkbox"/>	<p>Coordinate with Transportation Unit ground transportation requirements.</p>
<input type="checkbox"/>	<p>Keep the Logistics Section Chief informed of the status of personnel issues.</p>

DEMOBILIZATION PHASE

<input type="checkbox"/>	<p>Follow the Generic Demobilization Phase Checklist.</p>
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SUPPLY UNIT COORDINATOR

Responsibilities	<ul style="list-style-type: none"> • Oversee the acquisition and allocation of supplies and materials not normally provided through mutual aid or normal agency channels. • Coordinate delivery of supplies and materials as required. • Allocate critical resources as required and directed. • Supervise the Supply Unit.
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ACTIVATION PHASE

<input type="checkbox"/>	Obtain briefing of the situation from the Finance/Admin Section Chief.
<input type="checkbox"/>	Follow generic Activation Phase Checklist.

OPERATIONAL PHASE

<input type="checkbox"/>	Determine if requested types and quantities of supplies and materials are available in inventory or from the area.
<input type="checkbox"/>	Determine spending limits with the Finance/Administration. Obtain a list of pre-designated emergency purchase orders as required.
<input type="checkbox"/>	Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materials, and also verify that the request has not been previously filled through another source.
<input type="checkbox"/>	Generate an expenditure authorization form for EOC Director signature.
<input type="checkbox"/>	Maintain a status board or other reference depicting supply actions in progress and their current status.
<input type="checkbox"/>	Determine if the item can be provided without cost from another jurisdiction or through the PREOC.
<input type="checkbox"/>	Determine unit costs of supplies and materials from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.
<input type="checkbox"/>	Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed.
<input type="checkbox"/>	Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the transportation unit.

OPERATIONAL PHASE

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|--------------------------|---|
| <input type="checkbox"/> | Coordinate donated goods and services from community groups and private organizations. Consult with ESS Branch Coordinator on procedures for collecting, inventorying, and distributing usable donations. |
| <input type="checkbox"/> | Keep the Logistics Section Chief informed of the status of supply issues. |

DEMOBILIZATION PHASE

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| <input type="checkbox"/> | Follow the Generic Demobilization Phase Checklist |
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EOC SUPPORT BRANCH COORDINATOR

Responsibilities

- ensure that facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
- Ensure food and refreshments are provided to EOC staff.
- Ensure security measures are taken to secure all facilities from access by unauthorized people.
- Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.
- Supervise the Support Branch.

ACTIVATION PHASE

- Obtain briefing of the situation from the Finance/Admin Section Chief.
- Follow generic Activation Phase Checklist.

OPERATIONAL PHASE

- Work closely with the EOC Director, IT Branch Coordinator, and other sections in determining facilities and furnishings required for effective operation of the EOC.
- Obtain a list of pre-designated emergency purchase orders as required.
- Arrange for maintenance of facilities, ensuring that utilities and restrooms are operating properly.
- Keep inventory lists.
- Arrange for and supervise food and lodging services for EOC staff.
- Keep the Logistics Section Chief informed of significant issues affecting the EOC.

DEMOBILIZATION PHASE

- Follow the Generic Demobilization Phase Checklist

FINANCE ADMINISTRATION SECTION CHIEF

Responsibilities	<ul style="list-style-type: none"> • Ensure that all financial records are maintained throughout the event or disaster. • Ensure that all on-duty time is recorded and collected for all personnel. • Ensure there is a continuum of the payroll process for all employees responding to the event or disaster. • In consultation with EOC Director determine spending limits, if any, for Logistics, Operations, and Management Staff. • Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation. • Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation. • Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed. • Ensure that all recovery documentation and Disaster Financial Assistance paperwork is accurately maintained and submitted to EMCR. • Supervise the Finance/Administration Section.
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ACTIVATION PHASE

<input type="checkbox"/>	Obtain briefing of the situation from the EOC Director.
<input type="checkbox"/>	Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
<input type="checkbox"/>	<p>Based on the situation, activate branches/units within the section as needed and designate Unit Coordinators for each element:</p> <ul style="list-style-type: none"> • Time Unit • Purchasing Unit • Compensation and Claims Unit • Cost Unit
<input type="checkbox"/>	Ensure that sufficient staff are available for a 24-hour schedule, or as required.
<input type="checkbox"/>	Consult with EOC Director for spending limits.

ACTIVATION PHASE

<input type="checkbox"/>	Meet with the Logistics and Operations Section Chiefs and review financial and administrative requirements and procedures; determine the level of purchasing authority to be delegated to each.
<input type="checkbox"/>	Meet with all Unit Coordinators and ensure that responsibilities and procedures are clearly understood.
<input type="checkbox"/>	In conjunction with Unit Coordinators, determine the initial Finance/Administration Action Planning objectives for the first operational period.
<input type="checkbox"/>	Notify the EOC Director when the Finance/Administration Section is operational.
<input type="checkbox"/>	Notify the EOC Director when the Finance/Administration Section is operational. Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
<input type="checkbox"/>	Follow generic Activation Phase Checklist.

OPERATIONAL PHASE

<input type="checkbox"/>	Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.
<input type="checkbox"/>	Participate in all Action Planning meetings.
<input type="checkbox"/>	Keep the EOC Director, Management Team, and Elected Officials aware of the current fiscal situation and other related matters, on an ongoing basis.
<input type="checkbox"/>	Ensure that the Cost Unit maintains all financial records throughout the event or disaster.
<input type="checkbox"/>	Ensure that the Time Unit tracks and records all agency staff time.
<input type="checkbox"/>	In coordination with the Logistics and Operations Sections, ensure that purchase orders are processed and contracts developed in a timely manner.
<input type="checkbox"/>	Ensure that the Compensation and Claims Unit Processes all workers' compensation claims, resulting from the disaster, in a reasonable timeframe, given the nature of the situation.
<input type="checkbox"/>	Ensure that the Time Unit processes all time sheets and travel expense claims promptly.

OPERATIONAL PHASE

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| <input type="checkbox"/> | Ensure that all cost documentation and Disaster Financial Assistance is accurately maintained by the Cost Unit during the response, and submitted on the appropriate forms to EMCR. |
|--------------------------|---|

DEMOBILIZATION PHASE

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| <input type="checkbox"/> | Determine demobilization status of the Finance/Administration Section and advise the EOC Director. |
| <input type="checkbox"/> | Follow the Generic Demobilization Phase Checklist. |

TIME UNIT COORDINATOR

Responsibilities	<ul style="list-style-type: none"> Track, record, and report all on-duty time for personnel, including hired and contracted, working during the event or disaster. Ensure that hired and contracted personnel time records, travel expense claims and other related forms are prepared and submitted to budget and payroll office. Supervise the Time Unit.
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ACTIVATION PHASE

<input type="checkbox"/>	Obtain briefing of the situation from the Finance/Admin Section Chief.
<input type="checkbox"/>	Follow generic Activation Phase Checklist.

OPERATIONAL PHASE

<input type="checkbox"/>	Initiate, gather, or update time reports (use regular payroll time sheets) from all personnel, including volunteers assigned to each shift; ensure that time records are accurate and prepared according to policy.
<input type="checkbox"/>	Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
<input type="checkbox"/>	Establish a file for each employee or volunteer within the first operational period to maintain a fiscal record for as long as the employee is assigned to the response.
<input type="checkbox"/>	Keep the Finance/Administration Section Chief informed of significant issues affecting the Time Unit.

DEMOBILIZATION PHASE

<input type="checkbox"/>	Follow the Generic Demobilization Phase Checklist.
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PROCUREMENT UNIT COORDINATOR

Responsibilities	<ul style="list-style-type: none"> • Coordinate vendor contracts not previously addressed by existing approved vendor lists. • Coordinate with Operations Section on all matters involving the purchase, hire, contract, rental and leases. • Supervise the Procurement Unit.
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ACTIVATION PHASE

<input type="checkbox"/>	Obtain briefing of the situation from the Finance/Admin Section Chief.
<input type="checkbox"/>	Follow generic Activation Phase Checklist.

OPERATIONAL PHASE

<input type="checkbox"/>	Review emergency procurement procedures.
<input type="checkbox"/>	Provide sufficient copies of Expenditure Authorization Form.
<input type="checkbox"/>	Prepare and sign contracts as needed; obtain concurrence from the Finance/Administration Section Chief.
<input type="checkbox"/>	Ensure that all EOC personnel know financial processes.
<input type="checkbox"/>	Ensure that all contracts identify the scope of work and specific site locations.
<input type="checkbox"/>	Negotiate rental and lease rates not already established
<input type="checkbox"/>	Identify and report vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.
<input type="checkbox"/>	Finalize all agreements and contracts, as required.
<input type="checkbox"/>	Verify costs data in the pre-established vendor contracts and/or agreements.
<input type="checkbox"/>	in coordination with the Logistics and Operations Sections, Expenditure Authorization Forms and Purchase Orders and develops contracts in a timely manner.
<input type="checkbox"/>	Keep the Finance/Administration Section Chief informed of all significant issues involving the Procurement Unit.

DEMOBILIZATION PHASE

<input type="checkbox"/>	Follow the Generic Demobilization Phase Checklist.
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COMPENSATION AND CLAIMS UNIT COORDINATOR

Responsibilities

- Oversee the investigation of injuries and property/equipment damage claims arising out of the emergency.
- Complete all forms required by Worker's Compensation Act.
- Maintain a file of injuries and illnesses associated with the event .
- Liaise and consult with the Risk Management Officer on all injury claims.
- Supervise the Compensation and Claims Unit.

ACTIVATION PHASE

- Obtain briefing of the situation from the Finance/Admin Section Chief.
- Follow generic Activation Phase Checklist.

OPERATIONAL PHASE

- Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.
- Ensure all injury and damage claims are investigated as soon as possible.
- Prepare appropriate forms for all verifiable injury claims and forward them to WorkSafeBC within the required timeframe .
- Coordinate with the Risk Management Officer regarding loss control and the mitigation of hazards.
- Forward copies of equipment or property damage claims to the Finance /Admin Section Chief and Risk Management Officer.
- Keep the Finance/Administration Section Chief informed of significant issues affecting the Compensation and Claims Unit.

DEMOBILIZATION PHASE

- Follow the Generic Demobilization Phase Checklist.

COST ACCOUNTING UNIT COORDINATOR

Responsibilities

- Collect documentation for reimbursement through EMCR.
- Gather fiscal recovery information from agencies providing emergency response, support and assistance.
- Prepare and coordinate disaster financial assistance documents and claims with EMCR and/or PREOC.
- Supervise the Cost Accounting Unit.

ACTIVATION PHASE

- Obtain briefing of the situation from the Finance/Admin Section Chief.
- Follow generic Activation Phase Checklist.

OPERATIONAL PHASE

- Compute costs for use of equipment owned, rented, donated or obtained through aid.
- Obtain information from the Resource Unit regarding equipment use times.
- Ensure that EMCR has provided a task number for the incident.
- Ensure all EOC Sections are provided with relevant EMCR task numbers.
- Ensure that each section is documenting cost recovery information
- Obtain response agencies cumulative cost totals for the event on a daily basis.
- Prepare and maintain a cost report for the Finance/Administration Section Chief. The report should provide cumulative analyses, summaries, and total emergency related expenditures for the local authority/jurisdiction.
- Organize and prepare records for EMCR.
- Organize and prepare records for final audit.
- Assist Planning Section with preparation of the EOC After Action Report.
- Keep the Finance/Administration Section Chief informed of all significant issues involving the Cost Accounting Unit.

DEMOBILIZATION PHASE

- Follow the Generic Demobilization Phase Checklist.

APPENDIX H FORMS AND TEMPLATES

APPENDIX I MAPS

ANNEX A PUBLIC NOTIFICATION AND EVACUATION PLAN

ANNEX B SHARED EMERGENCY INDIGENOUS COMMUNICATION PROTOCOL