



CITY OF VERNON

Emergency Management Plan

For more information, contact:
Vernon Fire Rescue Services
Phone: 250-550-3561
Email: fadmin@vernon.ca

This page intentionally left blank.

Table of Contents

1.0	INTRODUCTION	6
1.1	Emergency Management Framework	6
1.2	Vulnerabilities based on Hazards, Risks and Vulnerability Assessment (HRVA)	6
1.3	Purpose of this Plan	7
1.4	Situation, Assumptions and Scope	7
1.5	Authority	8
1.5.1	Provincial Legislations	8
1.5.2	City Emergency Program Bylaw	9
1.5.3	Power to Declare a State of Local Emergency	9
1.5.4	Plan Activation	9
2.0	CITY OF VERNON EMERGENCY MANAGEMENT PROGRAM	11
2.1	Emergency Management Program Organization	11
2.1.1	Emergency Program Executive Committee (Executive Committee)	11
2.1.2	Emergency Program Management Committee (Management Committee)	12
2.1.3	Emergency Support Services (ESS)	12
2.1.4	Stakeholder Sub-Committee	12
3.0	CONCEPT OF OPERATIONS	13
3.1	BC Emergency Management Systems (BCEMS)	13
3.1.1	Provincial Level and Provincial Regional Emergency Operation Centre (PREOC)	13
3.2	Site Level and Incident Commander Systems (ICS)	13
3.3	Site Support Level and Emergency Operation Centre (EOC)	14
3.3.1	Emergency Operations Centre Structure	15
3.3.2	EOC Management Team	15
3.3.3	EOC Activation Levels	16
3.4	Business Continuity and Resumption Planning	17
4.0	EMERGENCY MANAGEMENT ROLES AND RESPONSIBILITIES	18
4.1	Expectations for All City Personnel	18
4.2	External Agencies Roles and Responsibilities	19
4.2.1	Federal Agencies	19
4.3	Other Agencies Roles and Responsibilities	20
4.3.1	Provincial Agencies	20
4.3.2	Non-Government Organizations (NGO)	22
4.4	Other Agencies	22
4.4.1	Public Utilities	22
4.4.2	Canadian Transport Emergency Centre (CANUTEC)	22
4.4.3	Railways	22
5.0	COMMUNICATIONS	22
5.1	Internal Communications	22
5.1.1	Employees and EOC Call Outs	23
5.1.2	Documentation	23
5.2	Public Communications	23
5.3	External Agencies Public Communications	23
6.0	TRAINING AND PLAN VALIDATION	24
6.1	Training	24
6.2	Validation Exercises	24
7.0	EVACUATION PLAN	24
7.1	General	24
7.2	Effects on People	25
7.3	Evacuation Information and Emergency Notifications	25
7.4	Reception Centres	25
7.5	Evacuation Stages	26
7.5.1	Stage 1 – Evacuation Alert	26

7.5.2	Stage 2 – Evacuation Order	26
7.5.3	Stage 3 – Evacuation Rescind	27
7.5.4	Alternate: Shelter-in-Place	27
7.6	Event Specific Evacuation Planning and Implementation	27
7.7	Evacuation Plan Templates	30
7.7.1	Evacuation Alert Template	31
7.7.2	Evacuation Order Template	32
7.7.3	Evacuation Rescind Template	33
8.0	PLAN ADMINISTRATION	34
8.1	Record of Amendment	34
	APPENDIX A - List of Reference Documents	35
	APPENDIX B - Glossary and Acronyms	36
	APPENDIX C - Hazard Specific Emergency Guidelines	38
	ATMOSPHERIC HAZARDS	39
	AVALANCHES.....	41
	DAMS FAILURES.....	43
	DISEASE AND EPIDEMICS - ANIMAL	45
	DISEASE AND EPIDEMICS - HUMAN	46
	DROUGHT	48
	EXPLOSIONS.....	49
	FIRES – URBAN AND RURAL.....	51
	FLOODING	53
	HAZARDOUS SPILLS	55
	HEAT RISK.....	57
	LANDSLIDES.....	59
	LOST PERSON(S)	61
	POWER OUTAGES.....	62
	SEISMIC HAZARDS	64
	STRUCTURAL COLLAPSE	66
	TRANSPORTATION INCIDENTS - AIR.....	68
	TRANSPORTATION INCIDENTS - RAIL	70
	TRANSPORTATION INCIDENTS - ROAD / HIGHWAY.....	72
	VOLCANIC ASH FALLOUT	74
	WILD FIRES	76
	APPENDIX D – Hazard, Risks and Vulnerability Assessment (HRVA)	78
	APPENDIX E - City of Vernon, Emergency Program Bylaw #5645.....	80
	City of Vernon	80
	#5862	80
	APPENDIX F – State of Local Emergency Example Forms	89
	APPENDIX G - City Emergency Plan Distribution List	92

Our Mission

Delivery of effective and efficient local government services that benefit our citizens,
our business, our environment and our future.

1.0 INTRODUCTION

Natural or human-made disasters and emergencies can occur at any time in any jurisdiction, sometimes without warning. The impacts of these events may stretch or overwhelm the City's resources to respond to and recover from such events and may cause disruptions in the City's delivery of services and programs and affect normal operations and means of communications.

The City of Vernon is committed to providing leadership to meet the challenges associated with emergency management, including planning and preparation to safeguard the City's assets and the health, safety and well-being of its workers and citizens and protect infrastructure and the environment. The City follows the principles and framework provided by the Province, through the British Columbia Emergency Management System (BCEMS) and the BC Emergency Program Act and Regulations.

1.1 Emergency Management Framework

Emergency Management is a shared responsibility. Everyone including individual citizens, non-government organizations (NGO's), private businesses, commercial industries, crown corporations, social agencies and all levels of government act to mitigate against, prepare for, respond to, and recover from disasters.

Emergency management operates within the four inter-connected phases of a disaster:

- Prevention and mitigation;
- Preparedness;
- Response; and,
- Recovery.

Activities in these four phases may affect work in the other phases. Good work done in the front end (prevention, mitigation and preparedness), reduces the effort and resources required in the back end (response and recovery).

A collaborative and integrated approach encourages engagement and empowerment, thus enhancing the community's capacity and capabilities in managing disasters, large or small. Continuous improvement is supported by the sharing of information, effective communications, research, on-going education, training and exercises, not only within the City, but also with stakeholders and the public.

1.2 Vulnerabilities based on Hazards, Risks and Vulnerability Assessment (HRVA)

The City of Vernon conducted a Hazards, Risks and Vulnerability Assessment in 2017 (see Appendix D). The HRVA results indicated the City is most vulnerable with potentially greater impacts and consequences to the following risks and hazards, in this order:

- Interface and wild fires;
- Floods;
- Dangerous goods spills;
- Human epidemic;
- Urban / Rural fires;
- Dam failure;

- Landslide debris flow or subsidence;
- Severe weather;
- Critical facility failure;
- Industrial fire;
- Infrastructure failure;
- Road transport accidents;
- Explosions / Emissions;
- Air transport accidents;
- Rail transport accidents;
- Avalanche;
- Earthquake;
- Marine transport accidents;
- Volcanic eruptions.

The HRVA is reviewed and updated from time to time to reflect changes and development in the City.

1.3 Purpose of this Plan

The City of Vernon Emergency Management Plan (Plan) provides an overall framework the City uses to plan and prepare for, respond to, and recover from a disaster.

This Plan is prepared with an all hazards approach and a broad scope to allow flexible response to any emergency situation. This Plan is not intended to provide detailed operational guidelines, or address detailed response protocols normally handled by the appropriate responding Divisions and Departments. Divisions and Departments are expected to develop, prepare and practice their own plans and protocols in greater detail, specific to their roles, responsibilities and expertise to support the City's actions during an emergency or a disaster.

1.4 Situation, Assumptions and Scope

The City of Vernon is home to more than 40,000 residents with 16,000 dwellings, plus infrastructure, business and government entities in a mix of municipal and rural settings. The City of Vernon Emergency Program, through the Emergency Program Bylaw, provides incident support to a wide variety of emergency situations.

The City of Vernon has wildland interface areas with the majority of the population situated along transportation corridors in a valley environment. As a result, the three primary concerns are:

- Interface and wild fire;
- Floods;
- Dangerous goods spills.

This Plan assumes that:

- Residents and businesses will take personal responsibility to reduce their risk of exposure to hazards and will take measures to respond within their means to an emergency that affects them.
- Emergency responders, both provincial and municipal, will respond to emergencies in accordance with their policies and procedures.

- Responders will request the support of the City of Vernon Emergency Program to establish the EOC when the incident grows beyond their capability or jurisdictional responsibility.
- Divisions and Departments will prepare their own emergency plans and hazard specific protocols that are integral and supplemental to this Plan.
- The City may temporarily alter or cease normal operations, programs and/or services during an emergency or a disaster to minimize negative impacts from an event and/or to re-direct City resources to manage the most urgent needs.
- The City will provide ongoing training and exercise opportunities to test and validate this Plan and other related emergency plans, and to strengthen the capacity of employees and responders to meet the needs during the response and recovery phases.
- This Plan and other emergency plans are considered “living” documents, and are subject to change from time to time.

1.5 Authority

1.5.1 Provincial Legislations

Emergency Management legislations and regulations set out the legal basis for various levels of government to manage a disaster or an emergency. They describe the responsibilities and applicable legal powers. The City of Vernon’s Emergency Management Plan reflects the authority, requirement and guidance set out in the following provincial legislation and regulation:

- The *BC Emergency Program Act* identifies the roles and responsibilities of the Provincial government, local authorities (municipalities, regional districts or Treaty First Nations), describes the application of the extraordinary powers associated with a declaration of a State of Local or Provincial Emergency, tasks responsibilities to various ministries, and allows for the provision of financial support under certain circumstances (through the *Compensation and Disaster Financial Assistance (DFA) Regulation*). See Appendix A for list of reference documents.
- The *Local Authority Emergency Management Regulation*, embedded in the BC Emergency Program Act, sets out the expectations of what local governments are responsible for, including the establishment of an Emergency Management Program, an emergency management organization, the appointment of committees and a Program coordinator, the requirements to prepare local emergency plans, and the delegation of emergency powers, etc.

Other legislations and regulations that may be applied in a disaster or an emergency include the following:

- Environmental Management Act
- Public Health Act
- Water Sustainability Act
- Wildfire Act and Fire Services Act
- Transportation Regulations, such as Dangerous Goods

Private industries, organizations and agencies are expected to meet emergency management regulations, such as WorkSafe BC.

1.5.2 City Emergency Program Bylaw

The City of Vernon Emergency Program Bylaw Number 5862, 2021 (see Appendix E) provides the authority for the establishment of the Emergency Management Program.

1.5.3 Power to Declare a State of Local Emergency

The BC Emergency Program Act, Division 3, Section 12, authorizes local governments to declare a “State of Local Emergency” and to use any of the extraordinary powers to manage an effective response, as required.

Declaration of a State of Local Emergency is not made lightly, as it will affect civil liberties. A State of Local Emergency is often used for accessing authority to order a planned or mandatory evacuation of people and livestock, to acquire and use private properties, or for requiring any person to render assistance.

A State of Local Emergency can be made most expediently by the Mayor’s Order (or the Mayor’s designate), although it can also be made through a bylaw or resolution process, both of which take longer to process than a Mayor’s Order.

When a State of Local Emergency is to be declared, the City must, as soon as possible:

- Complete the required documents, outlining the geographic areas being covered, a description of the emergency event, the known impacts (consequences) and which of the extraordinary powers are to be used. See Appendix F;
- Send a signed copy to the Provincial Minister responsible for Emergency Management in BC via the Provincial Regional EOC (PREOC) office;
- Notify the affected public;
- Prepare key messages for the spokespersons and staff to answer inquiries from the public or the media related to the State of Local Emergency Declaration; and,
- Activate and staff the EOC, if not already activated.

A Declaration of a State of Local Emergency is NOT required to activate or implement any emergency plans, to gain liability protection under the Emergency Program Act, or to qualify for Disaster Financial Assistance. However, the EOC must be activated and staffed if a State of Local Emergency is declared.

A Declaration of a State of Local Emergency lasts a maximum of 7 days. If the Declaration is needed for more than 7 days, then prior to its expiry, a formal extension must be made. The same process described above must be followed. An extension will only last a maximum of 7 days.

To cancel a State of Local Emergency, similar paper work and the same notification process as above are required.

If the Province declares a State of Provincial Emergency for the same geographical area(s) as the declared State of Local Emergency, then the Province’s declaration supersedes that of the local government.

1.5.4 Plan Activation

The Emergency Management Plan (Plan) can be activated and implemented:

- Partially or entirely, at any time when an emergency or a disaster is anticipated or occurring;
- Regardless whether the City's EOC is activated;
- Regardless whether a "State of Local Emergency" has been or is being declared; and,
- With or without a formal statement or announcement the Plan has been activated.

The following City positions are members of the Emergency Program Management Committee. Any one of these positions, or their delegates, have been authorized to activate this Plan.

CITY POSITIONS
Chief Administrative Officer (CAO) or designate
Director of Community Safety, Lands and Administration or designate
RCMP Officer in Charge (OIC) or designate
Director of Community Infrastructure and Development or designate
Emergency Program Coordinator or designate
Director of Fire Rescue Services or designate
Director of Corporate Services or designate
Director of Financial Services or designate
Director of Recreation Services or designate
Director of Operation Services or designate

If none of the above positions or designates are available, this Plan can be activated by the most senior and available City employee.

2.0 CITY of VERNON EMERGENCY MANAGEMENT PROGRAM

2.1 Emergency Management Program Organization

The City of Vernon's Emergency Management Organization is structured, as shown in Figure 1.

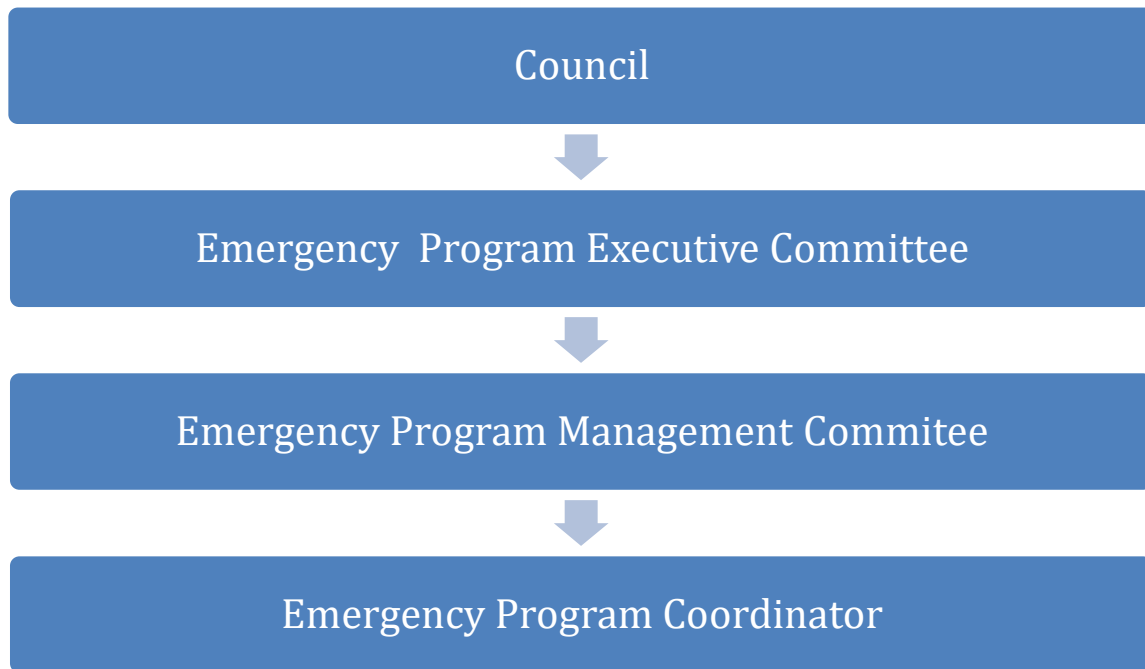


Figure 1. City of Vernon Emergency Management Program Organization

The Director of Vernon Fire Rescue Services is responsible for the Emergency Management Program and provides day to day administration and oversight. The Director of Fire Rescue Services may utilize an Emergency Program Coordinator (EPC) position and delegate responsibilities, including:

- providing leadership and administration for the emergency program;
- coordinating and/or supervising any sub-committees or work groups;
- developing, action plans and budgets;
- maintaining all emergency plans and documentation;
- providing an annual status report on the level of preparedness;
- coordinating a training and exercise program;
- coordinating with other governments, non-government agencies, First Nation and private sector;
- establishing and maintaining an Emergency Operations Centre;
- establishing, coordinating and supporting volunteer programs
- participating in the Emergency Program Executive and Management Committees; and,
- providing regular reports to the CAO, and the Emergency Program Management Committee, and as required, to Mayor and Council.

2.1.1 Emergency Program Executive Committee (Executive Committee)

The Emergency Program Executive Committee is accountable to the Council. It is comprised of the Mayor, the Chief Administrative Officer, the Emergency Program Coordinator and the Directors of selected functional divisions. The Executive Committee provides strategic direction and oversight to the Emergency Program Management Committee and approves emergency plans developed by the Emergency Program Management Committee.

2.1.2 Emergency Program Management Committee (Management Committee)

The Emergency Program Management Committee is accountable to the Executive Committee. The Management Committee develops and implements the emergency program and plans as directed by the Executive Committee. It completes hazards, risks and vulnerabilities assessments, develops strategies and evaluates the emergency program's progress, maintains a staffing and support plan for the Emergency Operations Centre and maintains a training and exercise program.

2.1.3 Emergency Support Services (ESS)

Emergency Support Services (ESS) encompasses the provision of short-term support to meet the immediate human needs of residents displaced by an emergency or disaster. This support may include food, lodging, clothing, emotional support, information about the emergency situation, and family reunification. Upon approval, the Province provides funding to reimburse eligible ESS costs.

The Emergency Program manages delivery of ESS and, consistent with other municipalities in BC, engages volunteers who are the heart of ESS. The Emergency Program provides volunteer supports including recruitment, screening, training, exercises, coordination and recognition. The management of convergent volunteers during an emergency is also key to ESS delivery in large scale events.

The City maintains a contingent of paid On-Call ESS Response Coordinators (OCESSRC) who are monitor an ESS on-call phone 24 hours a day, 7 days a week, 365 days a year. The OCESSRCs are responsible for:

- Responding to ESS response requests from Vernon Fire Rescue Services, EOC, dispatch and other agencies as directed;
- Acquiring a task number;
- Activating or placing volunteer(s) on stand-by;
- Notifying the EPC of ESS activation;
- Reporting to and notifying the EPC upon completion of their tasks;
- Requesting additional assistance from the EPC and/or the EOC for tasks exceeding a Level 1 response.

2.1.4 Stakeholder Sub-Committee

The Vernon Emergency Program Sub-committee (VEPS) was established February 2018. In support of the Vernon Emergency Program, this group seeks to provide a means of coordinating and maintaining a level of emergency program awareness and stakeholder inclusion. Stakeholder groups include, but are not limited to, neighborhood groups, non-government organizations (NGO's), business and industry, government agencies and subject matter experts.

The primary goals of VEPS are:

- Provide and share information, resources and opportunities within their areas of expertise to like-minded members;
- Provide opportunities to increase coordination and dissemination of information and resources to stakeholders;
- Provide the opportunity for stakeholders to align their activities with the City of Vernon's Emergency Program.

3.0 CONCEPT OF OPERATIONS

3.1 BC Emergency Management Systems (BCEMS)

BCEMS is a comprehensive management scheme to support the coordination and organization of response and recovery to emergency incidents and provides the standards and best practices for emergency management.

The application of BCEMS encourages the use of common terminology, similar functional organization structures and reporting for the site level and the EOC level in order to maximize collaboration, common understanding and effective communications.

The City of Vernon's Emergency Management Plan uses and applies the concepts and principles of BCEMS. Priorities are guided by the following objectives:

- Ensuring the health and safety of responders;
- Saving lives;
- Reducing suffering;
- Protecting public health;
- Protecting government infrastructure;
- Protecting property;
- Protecting the environment;
- Reducing social and economic losses.

3.1.1 Provincial Level and Provincial Regional Emergency Operation Centre (PREOC)

Emergency Management BC (EMBC) is the primary agency responsible for coordinating the Province's emergency management activities. EMBC uses provincial regional EOCs (PREOCs) to facilitate information sharing, coordinate meetings, and provide Provincial policy direction and resources to support local governments and Provincial agencies responding to an emergency or a disaster.

As needed, the PREOC may integrate its operations with the Provincial Emergency Coordination Centre (PECC) to coordinate the overall Provincial support to affected communities.

The City of Vernon will establish and maintain communications with the PREOC to share information and situation awareness at the onset, during and after an emergency or a disaster.

3.2 Site Level and Incident Commander Systems (ICS)

At the site level, the City of Vernon uses an incident command system (ICS). An Incident Commander (IC) has charge of the response activities during an emergency and may request the City to activate an Emergency Operations Centre to provide support to site.

An Incident Commander is usually a senior representative of the "Lead Agency". Lead Agency refers to the external agency or the City Division and/or Department that has the most jurisdiction, authority and/or knowledge for a particular type of hazard. At the site level a decision may be made to use Unified Command. This model is often used when several responding agencies have shared responsibility or jurisdiction for the event.

The following table identifies the Lead Agency for the various types of high-risk hazards for the City of Vernon.

Types of Events / Hazards	Lead Agency
1. Fire - Interface & Wildfire	Vernon Fire Rescue Services
2. Flood	Vernon Operations/Public Works
3. Dangerous Goods Spill	Vernon Fire Rescue Services
4. Human Epidemic	Vernon Community Infrastructure and Development Services
5. Fire - Urban & Rural	Vernon Fire Rescue Services
6. Dam Failure	Vernon Engineering or Operations
7. Severe Weather	Vernon Fire Rescue Services
8. Landslide, Debris Flow or Subsidence	Vernon Fire Rescue Services or Operations
9. Critical Facility Failure	Vernon Fire Rescue Services or Operations
10. Fire - Industrial Infrastructure Failure	Vernon Fire Rescue Services
11. Transport Accident - Rail	Vernon Fire Rescue Services or Operations
12. Transport Accident - Road	North Okanagan RCMP

For General EOC Hazard Specific Emergency Guidelines, see Appendix C.

3.3 Site Support Level and Emergency Operation Centre (EOC)

The Emergency Operations Centre (EOC) is an organization of assigned personnel who provide support to site to optimize an effective and efficient response and recovery. An EOC may operate 24 hours a day, 7 days a week, depending on the scale and scope of an emergency or a disaster.

The City of Vernon's EOC provides jurisdictional and policy direction, supports the coordination and allocation of resources for site responders based on established priorities, and provides leadership and information to the community.

The City has pre-identified the following locations and facilities for EOC operations in order of priority and accessibility:

Redacted for public version.
These facilities vary depending on situational requirements.

3.3.1 Emergency Operations Centre Structure

The City of Vernon's EOC is structured by function, consistent with BCEMS. Figure 2 shows the function-based organization chart of a fully expanded EOC, with all sections, branches and units.

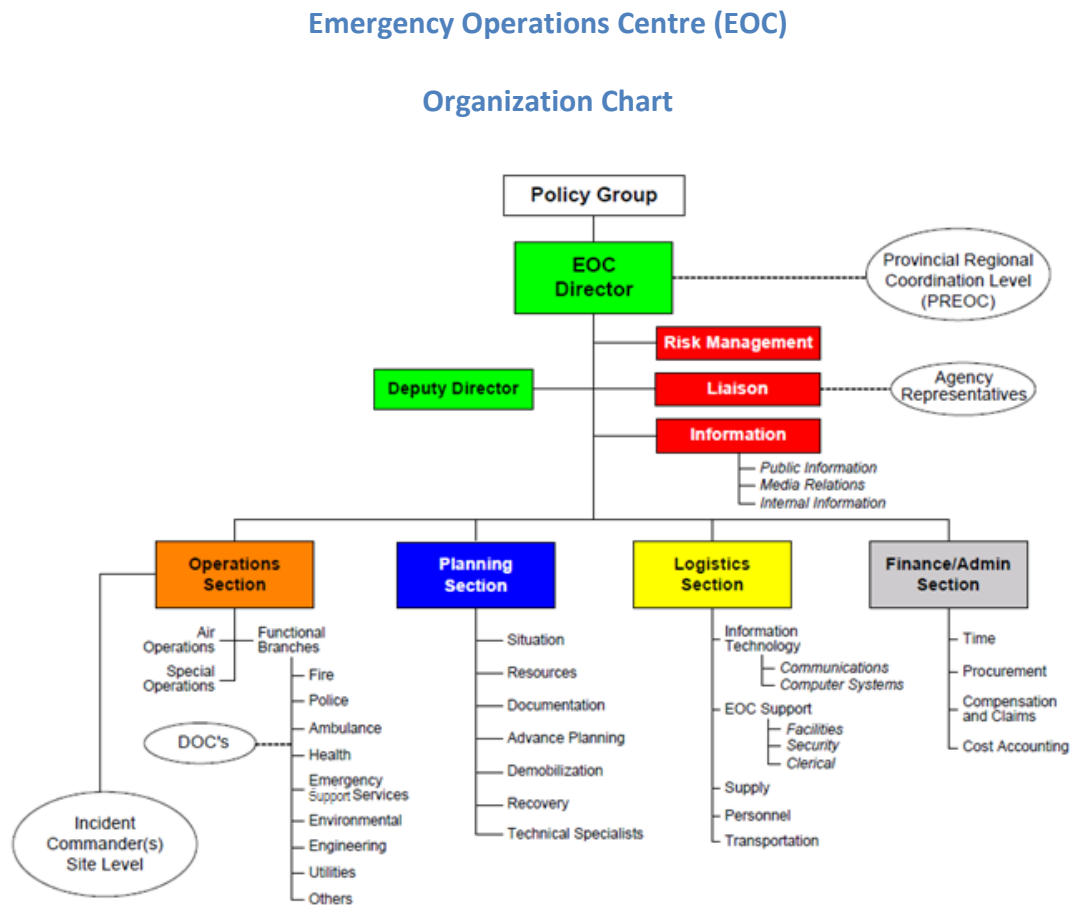


Figure 2. City of Vernon Fully Expanded EOC Functional Organization Chart

3.3.2 EOC Management Team

Within the EOC structure, the Management Team members are the key decision makers and include the Director, Risk Management, Liaison, Information and Section Chief functions. When operational, the EOC Management Team meets periodically to share information and updates, to establish EOC priorities and in general, and to determine how the EOC will function to provide site support to responders.

The Emergency Program pre-assigns EOC roles/functions to people best qualified, based on training and experience (not necessarily the highest rank), and will have multiple backups for each of the key functions to ensure activated elements of the EOC will be staffed. Each EOC assignment establishes responsibilities at the level of authority required to complete the work.

The following table identifies City positions and assignments to the EOC Management Team.

EOC Management Team	Assigned City Positions in Order of Priority
EOC Director	Chief Administrative Officer (CAO) Director Community Safety, Lands and Administration Director, Human Resources
Information Officer	Manager Communications & Grants, Corporate Services Executive Assistant, Vernon Fire Rescue Services
Liaison Officer	Emergency Program Coordinator Manager, Community Recreation
Risk Management Officer	Manager, Occupational Health & Safety Advisor, Occupational Health and Safety Manager, Aquatics
Operations Section Chief	Director, Operation Services Director, Vernon Fire Rescue Services Superintendent, North Okanagan RCMP Deputy Chief, Vernon Fire Rescue Services Inspector, North Okanagan RCMP Staff Sergeant, North Okanagan RCMP Airport Services Supervisor Airport Assistant General Manager, Public Works Manager, Utilities
Planning Section Chief	Manager, Current Planning / Approving Officer Director, Community Infrastructure & Development Manager, Long Range Planning & Sustainability Manager, Economic Development & Tourism
Logistics Section Chief	Manager, Information Services Administrator, Information Systems Coordinator, Information Systems Manager, Human Resources Manager, Procurement Services
Finance Section Chief	Director, Financial Services Manager, Financial Planning & Reporting Manager, Financial Operations Manager, Human Resources

3.3.3 EOC Activation Levels

Not all sections, branches and units in the EOC organization chart (see Figure 2) need to be activated and staffed for every emergency or disaster situation. The EOC Director will assess the situation and determine what level the EOC should be activated. The EOC can expand and contract the functional elements as needed.

The following table represents typical EOC Activation Levels, subject to change depending on the scale and scope of the emergency or disaster.

EOC Activation Level	Possible Events	EOC Functions to be Staffed
1	Small scale, localized event where site responders need support, or for potential or planned events	Liaison Officer ¹ Information Officer Operations Section Chief Planning Section Chief
2	Medium size event, impacting part(s) of the City	EOC Management Team Members and some branches and units, as required
3	Large scale event, major impacts in the City	All EOC functions activated and staffed

3.4 Business Continuity and Resumption Planning

The City of Vernon will do its best to continue to provide essential services throughout an emergency or disaster. However, in the event the City is significantly impacted and resources are stretched, it is possible that some non-essential City operations and services may be disrupted, and temporary modifications or even stoppage may occur.

The City is committed to continue its government business, and will resume or restore its operations and services as quickly and efficiently as possible.

Essential services are identified in order to primarily sustain the health and safety of the community. They include, but are not limited to, the following in order of priority:

- Governance;
- Emergency Services (e.g. fire and rescue, policing);
- Municipal Utilities (e.g. water, sewer, garbage collection);
- Municipal Infrastructures (e.g. roads and bridges, airport, City owned facilities);
- Inspections;
- Permits;
- Revenues (e.g. tax collection).

Some resources are essential to continue City services and operations. They include, but are not limited to, the following:

- Vital records and documents (especially legal in nature, engineering drawings, plans, maps, personnel information, contact lists, etc.);
- Telecommunications equipment and accessories (hardware, and software, chargers, cords, etc.);
- Emergency supplies and provisions for workers for prolonged emergency response and recovery activities;
- Human Resources to carry out the work.

Each Division and Department determines the minimum staffing and resource requirements to continue its essential operation and services. Their business continuity and resumption planning help the City make decisions related to staff reassignments, resource redirections and prioritizing service changes.

¹ EOC Director may or may not be present in the EOC, if not present, they are kept informed and updated.

4.0 EMERGENCY MANAGEMENT ROLES AND RESPONSIBILITIES

City Divisions and Departments have specific emergency management roles and responsibilities, as do external stakeholder organizations. The scale, magnitude and impacts of an event will determine which Divisions and Departments will have more or less involvement and priorities as discussed in section 3.4

In the context of emergency management, this section of the Plan describes the high-level roles and responsibilities for Prevention/Mitigation and Preparedness (before an event), Response (during an event) and Recovery (after an event) phases. They are not intended to be in-depth operational guidelines.

The Prevention and Mitigation Phase is the pre-event time to eliminate or reduce the risks of disasters to protect lives, property, the environment, and reduce economic disruption. Prevention/mitigation includes structural and non-structural mitigation measures applied holistically across the community, including building community resilience to cope with and recover from an emergency situation.

The Preparedness Phase is the pre-event time to be ready to respond to a disaster and manage its consequences through measures taken prior to an event, such as emergency response planning, mutual assistance agreements, resource inventories, equipment, decision-support processes, training and exercising.

The Response Phase is a critical time to act immediately before, during or after a disaster to manage its consequences through actions of emergency response, emergency communication, evacuation, search and rescue, emergency medical assistance and emergency support services to minimize suffering and loss. During this phase, significant resources are typically deployed to reduce the damage and manage the negative impacts to the City and its population.

The Recovery Phase is the time to repair or restore conditions to an acceptable level through measures taken after a disaster, to recover from environmental, social and economic damages or losses. The transition from the response phase to recovery phase does not happen at the same time for everyone, similarly for City Divisions and Departments. This phase may include stabilizing conditions for return of evacuees, trauma counselling, service restoration, reconstruction, economic impact studies and financial assistance. Recovery considers continuous improvement of prevention and mitigation measures to further reduce disaster risk.

4.1 Expectations for All City Personnel

The common responsibilities for City employees in regards to emergency management.

Preparedness
<ul style="list-style-type: none"> • Be personally and family prepared for a disaster. • Be familiar with the emergency documents pertaining to roles and areas of responsibilities. • Fully participate in applicable and available training and exercises. • Provide input, contributions and feedback for the relevant emergency documents that reflect areas of responsibilities. • Participate in continuing education, preparedness and improvements.

Response
<ul style="list-style-type: none"> • Maintain a calm, caring and collaborative presence. • Fulfill roles and responsibilities in assigned capacities, including business continuity, in the office, at site level or in the EOC. Be familiar with and, as needed, review appropriate documents. • Be familiar with media and public messaging policies and guidelines. Know who is to speak with the media and the public, and what to say if queried. • Ensure regular reporting and effective communications. Ask questions to ensure shared understanding. • Keep clear and proper records of key decisions and actions pertaining to responsibility areas • Take self-care and worker-care seriously.
Recovery
<ul style="list-style-type: none"> • Collect and submit all emergency related documents to the appropriate personnel for archival and claims purposes. • Return or replace borrowed resources. • Return to normal business as quickly as possible. • Participate in After Action Reviews and provide feedback to improve future actions. • Contribute to After Action Reports and emergency plan updates where appropriate.

4.2 External Agencies Roles and Responsibilities

Large scale or widespread emergencies or disasters are not handled by a single agency. Many external agencies have emergency management roles. In addition to site response, agencies may have responsibilities as a cooperating (provides physical, financial or people resources) and/or supporting (provides information and knowledge) agency. The agencies referenced in this Plan is not an exclusive list as involvement will depend on the event. The agencies listed are most likely to be involved.

4.2.1 Federal Agencies

To request federal assistance of any kind, local governments are expected to contact the PREOC as a first contact.

4.2.1.1 Public Safety Canada (PSC)

Public Safety Canada is the Federal Department responsible for Canada's national security, emergency management, countering crime via law enforcement and policing, and border strategies. The emergency management portfolio includes funding the Disaster Financial Assistance Program.

4.2.1.2 Public Health Agency of Canada, Health Canada and Canadian Food Inspection Agency

The Public Health Agency of Canada (PHAC), Health Canada (HC) and the Canadian Food Inspection Agency (CFIA) all belong to the same Federal ministry.

PHAC is primarily responsible for protecting the health and safety of Canadians through monitoring and preventing chronic diseases, preventing infectious disease outbreaks and managing public health emergencies. HC helps Canadians maintain good health and respect individuals' choices. CFIA, in collaboration and partnership with industry, consumers, and federal, provincial and municipal organizations, work towards protecting Canadians from preventable health risks related to food and zoonotic diseases.

4.2.1.3 Indigenous Services Canada (ISC)

ISC is responsible for emergency management in First Nation communities (ISC). ISC has an agreement with the BC Government to ensure BC First Nation communities receive the same emergency management supports as other communities in BC. The Province manages programs like Emergency Support Services and Disaster Financial Assistance and ISC covers eligible costs for First Nation communities.

ISC works closely with First Nation communities, the Province, First Nations Emergency Services Society (FNESS) and other partners to ensure the First Nation communities are supported and know where to seek assistance during emergencies.

4.3 Other Agencies Roles and Responsibilities

4.3.1 Provincial Agencies

4.3.1.1 Emergency Management BC (EMBC) and Ministries

Emergency Management BC (EMBC) is part of the Ministry of Public Safety and Solicitor General. It plays a significant, lead role in facilitating effective preparedness and planning of Provincial ministries, assisting and enhancing the capacity of local authorities and First Nation communities in emergency management through legislated guidelines, strategies, agreements, sponsored training and awareness events such as Emergency Preparedness Week and Shakeout BC.

Through Provincial Regional Emergency Operation Centres (PREOCs), EMBC provides direct support for local governments during response and recovery. EMBC also administers the Disaster Financial Assistance Program on behalf of the Federal government and provides direct support for First Nation communities.

Certain provincial ministries have been identified as the Key Ministry for specific hazards (refer to Schedule 1 of the Emergency Program Management Regulation). The following are some of the more commonly known or occurring hazards and the corresponding Key Ministries (in no particular order, extracted from the above-mentioned Regulation, note some ministry names have been changed):

Hazards	Key Ministry
Crashes - Air, Marine and Motor Vehicle	EMBC ² - Ministry of Public Safety and Solicitor General
Dam Failures	Ministry of Environment and Climate Change Strategy
Explosions and Emissions	Ministry of Environment and Climate Change Strategy
Geological Hazards (e.g. landslides and avalanches)	Ministry of Transportation and Infrastructure
Hazardous Materials	Ministry of Environment and Climate Change Strategy
Earthquakes	EMBC - Ministry of Public Safety and Solicitor General
Severe Weather Storms	EMBC - Ministry of Public Safety and Solicitor General, Ministry of Environment and Climate Change Strategy, Ministry of Transportation and Infrastructure

² The Regulation, originally dated 1994, refers to Attorney General, to which EMBC previously belonged. EMBC currently belongs to the Ministry of Public Safety and Solicitor General

Hazards	Key Ministry
Wildfires	Ministry of Forests, Lands, and Natural Resources Operations
Human Disease and Epidemics	Ministry of Health
Animal or Plant Disease and Epidemics	Ministry of Agriculture

4.3.1.2 BC Coroner Service

The BC Coroner Service is responsible for inquiries and investigation of all unnatural, sudden, unexpected, unexplained or unattended deaths, and child deaths (under 19 years of age) in the Province. The BC Coroner Service will determine the identity of the deceased, classification of death, the circumstances in which a death occurs and provides recommendations to improve public safety and prevent deaths in similar circumstances.

In emergency and disaster situations, the BC Coroner Service will work with local governments and local health authorities (Interior Health Authority (IHA)) to determine how best to deal with mass deaths, and with the RCMP to notify next of kin as expediently as possible.

4.3.1.3 Provincial Health Services Authority (PHSA)

In collaboration with other health agencies, the Provincial Health Services Authority provides province-wide special programs and services, such as the following:

- BC Cancer Agency (BCCA);
- BC Centre for Disease Control (BCCDC);
- BC Children's Hospital and Sunnyhill Health Centre for Children;
- BC Emergency Health Services (BCEHS);
- BC Mental Health and Substance Use Services;
- BC Renal Agency;
- BC Transplant;
- BC Women's Hospital and Health Centre;
- Cardiac Services BC;
- Health Emergency Management BC;
- Perinatal Services BC;
- Trauma Services BC;

4.3.1.4 Health Emergency Management BC (HEMBC)

HEMBC provides expertise, tools and support for BC Health Authorities for all four phases of emergencies and operates the *Disaster Psychosocial Services Program (DPS)*.

4.3.1.5 BC Emergency Health Services (BCEHS)

BCEHS includes BC Ambulance Service, Patient Transfer Services, and First Responders. The paramedics and emergency medical technicians provide out-of-hospital and inter-hospital care, by ground or air ambulance.

4.3.1.6 BC Housing (BCH)

BC Housing assists local authorities to seek facilities and group lodging for displaced residents and disaster support workers, in its role as a provincially recognized ESS support organization. It also provides and coordinates emergency lodging supplies such as blankets, cots, etc. throughout the Province. In addition to assisting local governments to manage group lodging

needs, BCH can provide guidance for post-earthquake or post-flooding Rapid Damage Assessment (RDA) of buildings.

4.3.1.7 School Districts and Schools

School districts and schools operate under the Ministry of Education. School districts are expected to have their own emergency plans. School districts may provide guidance to individual schools on how to prepare and plan for emergencies

4.3.2 Non-Government Organizations (NGO)

There are many local NGOs that may provide resources and support for emergencies and disasters, including local service clubs and churches.

NGOs recognized Provincially as ESS support organizations, include:

- Canadian Red Cross (CRC) - may be available to provide registration services, group lodging facility management, pre-positioned supplies (e.g. cots, clean up kits) and family reunification support through their Central Registry Information Bureau (CRIB). They may also support donation management.
- The Salvation Army (TSA) – may be available to provide meet and greet services at Reception Centers, mass feeding, emotional support and donation management
- St. John Ambulance (SJA) – may be able to provide first aid support, usually in Reception Centers.

4.4 Other Agencies

4.4.1 Public Utilities

BC Hydro, FortisBC, Telus, Bell, Shaw and other larger mobile telephone service providers are the biggest utilities companies serving the City of Vernon and surrounding areas. BC Hydro, FortisBC, Bell and Telus have emergency plans of their own. They may activate these emergency plans and establish their own EOCs during emergencies or disasters which affect their services.

4.4.2 Canadian Transport Emergency Centre (CANUTEC)

CANUTEC operates under the auspices of Transport Canada with the mandate to regulate the handling and transporting of dangerous goods in all modes of transportation and to ensure public safety. CANUTEC provides assistance over the phone or website for information to emergency responders dealing with dangerous goods and hazardous materials.

4.4.3 Railways

Rail service to and through Vernon is provided by Canadian National Railway (CN).

5.0 COMMUNICATIONS

(Detailed Plan Under Development)

5.1 Internal Communications

The City has established call out protocols for City employees to support emergency situations. Site responders, such as Fire, RCMP and Operation Services, will apply existing standard

operating procedures for call outs. If additional support is needed from the City's Emergency Operation Centre, the City will use its emergency call outs for extra staff support. During response to emergency events employees may be utilized to provide atypical services.

5.1.1 Employees and EOC Call Outs

Each Division is responsible for calling out their own Divisional employees based on priorities and needs. For emergencies and disasters, the Emergency Program Coordinator should be one of the first people to be notified so that determination can be made as to who else needs to be contacted.

The EOC will activate its call out protocols depending on the circumstances, the level of EOC activation and the required EOC functions.

5.1.2 Documentation

When the EOC is activated and operational and/or when a State of Local Emergency (SOLE) has been declared, all employees are expected to document, from their own positions and perspectives, key and relevant information for the purposes of demonstration of due diligence, protection of the City's reputation and image and to serve as the City's formal records. Documents may be used for cost recovery and claims or legal purposes, as well to help with information recall, during a prolonged event.

5.2 Public Communications

For official and formal public communications, it is the responsibility of the Information Officer to prepare public and media information releases, prepare key messages for the City's spokespersons use, coordinate and facilitate media interviews and public meetings, and to coordinate responses to media and public inquiries.

As needed, emergency instructions will be prepared and released in a written (media and public information releases) and a web-based format. As applicable, maps, photos and/or videos may be used to support the communications requirements.

The Information Officer position will work and coordinate information with the Emergency Program Coordinator, the CAO, Mayor and Council, and the EOC Management Team. Depending on the scope of the disaster, the RCMP may appoint a trained media relations officer (MRO) to work with the EOC Public Information Officer to answer inquiries from the media.

5.3 External Agencies Public Communications

The Emergency Program Coordinator is responsible for communicating with external agencies for emergency and disaster situations. If the EOC is activated, the Emergency Program Coordinator will assume the role of the Liaison Officer, who will establish and maintain communications with the relevant external agencies, and facilitate the sharing of approved information in a timely manner.

The Emergency Program Coordinator is responsible for maintaining the contact information of applicable external agencies.

6.0 TRAINING AND PLAN VALIDATION

6.1 Training

Employees assigned to emergency roles will be offered regular training and exercise opportunities so that they become familiar and comfortable with their emergency roles and responsibilities.

Training may be provided in the form of courses, orientations or seminars. All employees will be oriented to the City's emergency plans on a regular basis.

6.2 Validation Exercises

After team members are familiarized with their emergency plans and roles, exercises should be conducted to validate the content of emergency plans, expectations and protocols.

Exercises may be conducted in any of the following forms:

- Drills
- Table top exercises
- Functional exercises
- Full scale exercises

It is crucial for team members to learn and practice their emergency roles and responsibilities, particularly if outside and beyond their routine roles and expectations, such as in the EOC. While full scale exercises typically garner a lot of positive public and media attention, it is the smaller and functional exercises that will help team members to become familiar and comfortable with their assigned emergency roles and expectations in a safe environment.

7.0 EVACUATION PLAN

7.1 General

The Evacuation Plan provides an organized framework for the City of Vernon to coordinate and conduct an evacuation.

Evacuation is the process of moving people and/or animals away from an area of risk to an area of safety. Every evacuation is, of necessity, a unique event. Depending on the nature and scope of the event, evacuations may be a single or group of buildings or a large area. The nature of the emergency may also dictate the evacuation strategy. At the site of an emergency event the Incident Commander (IC), which in some cases may be any authorized first responder (e.g. firefighter or police), may decide to order people to shelter-in-place or evacuate an area immediately. This type of tactical evacuation, under the authority of the responding agency, is executed quickly to address immediate life safety concerns. The EOC may activate to support this type of evacuation.

In other emergency situations or in support of the on-going requirements of a tactical evacuation, the City of Vernon may exercise the authority to order an evacuation as provided through Section 12(1) of the *Emergency Program Act* (EPA) (1996) and the City of Vernon's Emergency Program Bylaw No. 5645, 2017.

Under the EPA, the head of a local authority is permitted to declare a state of local emergency

and access a number of extraordinary powers including the emergency power to “cause evacuation of persons and the removal of livestock, animals and personal property that is or may be affected by an emergency or disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property”. The Emergency Program Bylaw, enables a comprehensive program of emergency management and enables the use of a state of local emergency to access the extraordinary powers including the emergency power to cause an evacuation.

7.2 Effects on People

Evacuations displace people from their homes and their businesses, may impose hardship and may be experienced as inconvenience, stress, anxiety or fear. The amount of time to prepare to evacuate is dictated by the emergency event. The City of Vernon will alert people about potential evacuations as early as possible given the situation and advise on preparations, including information on what essential priority items residents should have ready to take with them to assist with evacuation at a time when many people find decision making to be difficult.

Emergency management relies on the premise that everyone in BC shares responsibility to be prepared for emergencies. There may be times or circumstances when people do not have access to personal vehicles and will need to access shared transportation at designated pick-up points. The City of Vernon has pre-identified assembly points for evacuees requiring shared transportation to be picked up by transit services. Regularly scheduled transit services may be suspended during an evacuation while transit resources are diverted. The City of Vernon will provide the detailed locations of activated assembly points in Evacuation Alerts and Orders and through public messaging.

Evacuees who cannot make their way to the assembly points will be directed to call an Emergency Call Centre where they may request alternative support. The caller will be asked a series of questions to determine the transportation need and transportation solutions.

Within evacuation planning the City of Vernon will permit evacuees to return to their homes and businesses as soon as possible, considering all of the hazards. Arrangements will be considered for early return of those needed to operate essential services or vital businesses.

7.3 Evacuation Information and Emergency Notifications

The City of Vernon uses multiple communication channels to disseminate information to various internal and external stakeholders. If an emergency is in progress, notification to the public will be through the City of Vernon’s website and the media. To notify households in an area affected by an Evacuation Alert or Evacuation Order, the City of Vernon will prepare door-to-door notifications for distribution. Emergency responders such as the RCMP, Search and Rescue, or government staff will undertake the door-to-door notification under the direction of the EOC. A coloured tape flagging system will be used to mark the progress of the door-to-door notifications.

When an Evacuation Order is in place, in person contact with evacuees may not be possible given the variety of temporary location options available to evacuees. Information for evacuees, including the notice of Evacuation Rescind will be available on the City of Vernon’s website, through the media, and posted in activated Reception Centres.

7.4 Reception Centres

The City of Vernon has pre-identified a number of facilities for potential Reception Centres and/or Group Lodging locations. When the City of Vernon issues an Evacuation Order, evacuees

Last Updated 2022-09-16

will be provided direction to the location of the applicable Reception Centre and City of Vernon Emergency Support Services responders will be activated to provide Emergency Support Services (ESS) to evacuees. The nature or severity of the emergency may determine the level of support that people require.

7.5 Evacuation Stages

When the City of Vernon determines an evacuation is required it will, where possible, follow the three-stage evacuation process, which involves (1) an evacuation alert, (2) an evacuation order and (3) the evacuation rescind.

7.5.1 Stage 1 – Evacuation Alert

The Evacuation Alert is made as the first stage of the evacuation process to provide warning to the population at risk of the potential requirement to evacuate.

When the City of Vernon issues an Evacuation Alert, people are advised of the nature of the danger and directed to prepare to evacuate their homes and the area and to be ready to leave immediately or with little to no notice.

During the evacuation alert stage, the movement of vulnerable populations and special needs groups may be recommended. This would provide additional time for persons with special needs, transient populations (including tourists) and clients of residential health care facilities, and in some cases school populations, to leave the area early. Farmers are also recommended to evacuate livestock from the area during the evacuation alert stage.

During an Evacuation Alert, households may have an opportunity to review their household emergency plans, including designating a meeting place for the household outside of the evacuation area. Household emergency kits and preplanned lists are best prepared well in advance when there is time to choose, source or gather important items, documents and keepsakes. During the evacuation alert stage there may not be time to refresh the kit and list contents. Preplanning will help evacuees be ready to evacuate with seasonally appropriate clothing and protective footwear, and to have their pets available to take with them including their collar and ID, leash, water and pet food.

Depending on the event, the situation may require evacuation with very little or no notice and may require an immediate Evacuation Order with no Evacuation Alert stage.

See 7.7.1 for an Evacuation Alert template. Details in the template may change to address event specifics.

7.5.2 Stage 2 – Evacuation Order

An Evacuation Order is made after consideration of all factors with the main concern being for preservation of life. Once ordered, it requires people in a designated area to take immediate action to evacuate. During the evacuation order stage, it is in the interest of all persons in the affected area and the safety of emergency response personnel that people follow the order to leave the area immediately.

The City of Vernon must declare a state of local emergency to issue and maintain an Evacuation Order. Declarations of states of emergency expire after seven days, but may be renewed. When the City of Vernon issues an Evacuation Order it is in writing and with effect immediately. The Evacuation Order provides a description of the hazard, the area of the Evacuation Order, the designated evacuation routes and directions to the Reception Centre where evacuees are to

register.

When evacuated, people need to leave the area immediately and follow the travel route provided. If immediately available, evacuees may benefit from taking critical items with them including their emergency kits, wallets/purses, mobile phones and chargers, glasses, and medications. If time permits, electrical appliances other than refrigerators and freezers can be turned off, all windows and doors shut and gates closed, but not locked.

See 7.7.2 for an Evacuation Order template. Details in the template may change to address event specifics.

7.5.3 Stage 3 – Evacuation Rescind

An Evacuation Rescind is issued when the factors that necessitated the Evacuation Order are considered to be under control and the hazard/emergency zone is declared safe. All Evacuations Orders require a formal Evacuation Rescind.

When the City of Vernon issues an Evacuation Rescind it will be in writing advising the condition of the emergency no longer requires people to be evacuated from the area.

In some situations, the Evacuation Rescind may further advise the affected population that although permitted to return to their homes, the risk may reoccur and there is potential for a reinstatement of an Evacuation Order. If a second evacuation of the same area is required, the process of Stage 1 or Stage 2 would recommence depending on the situation.

In other situations, it may be determined that only a portion of the evacuation area is appropriate for an Evacuation Rescind. If this is the case, the City of Vernon will rescind the entire original Evacuation Order and issue a new Evacuation Order with the new boundaries.

See 7.7.3 for an Evacuation Rescind template. Details in the template may change to address event specifics.

7.5.4 Alternate: Shelter-in-Place

A direction to shelter-in-place advises people to take immediate action to get indoors and prevent exposure to the external risk.

When the City of Vernon issues an Order to Shelter-in-Place, people will be advised of the nature of the danger and directions on additional steps that can be taken to make the building safer until the external risk has cleared. Often these actions start with closing all doors, windows, vents or other openings and sealing openings with duct tape, foil, plastic wrap and placing a wet towel along the base of the doorways. To further reduce external gases from entering the building, turn off all heating, ventilation and air conditioning systems and close vents. Gather people and pets in a well-sealed interior above ground level room with an emergency exit route planned should that be necessary and monitor the City of Vernon's website and the media for further information on the risk and possible evacuations.

7.6 Event Specific Evacuation Planning and Implementation

When evacuations are anticipated, the EOC completes planning, coordination and communication activities using procedural and reference guides, including the Province's evacuation guidelines for local authorities available on the EMBC website.

Evacuations are disruptive to daily life and the local economy. Evacuation planning considers moving as few people as possible, the shortest distance possible while providing for their safety. When safely feasible shelter-in-place may be the best option, it lessens the resource

requirements, negates adverse impacts of evacuations, reduces costs and promotes quicker community recovery. In general, the EOC may consider a Shelter-in-Place Order when:

- going outside would expose people to greater harm or dangerous conditions; or
- there is no time to undertake an evacuation before the hazard arrives; or
- the immediate risk is unclear.

Examples of hazards where Shelter-in-Place Orders are generally considered include police incidents, chemical spills or severe windstorms.

Decisions to evacuate are made with an assessment of threat to life, safety and the potential impact of the event, and when the risk to life of remaining in place is assessed to be greater than the risk of evacuation. Additional considerations may include:

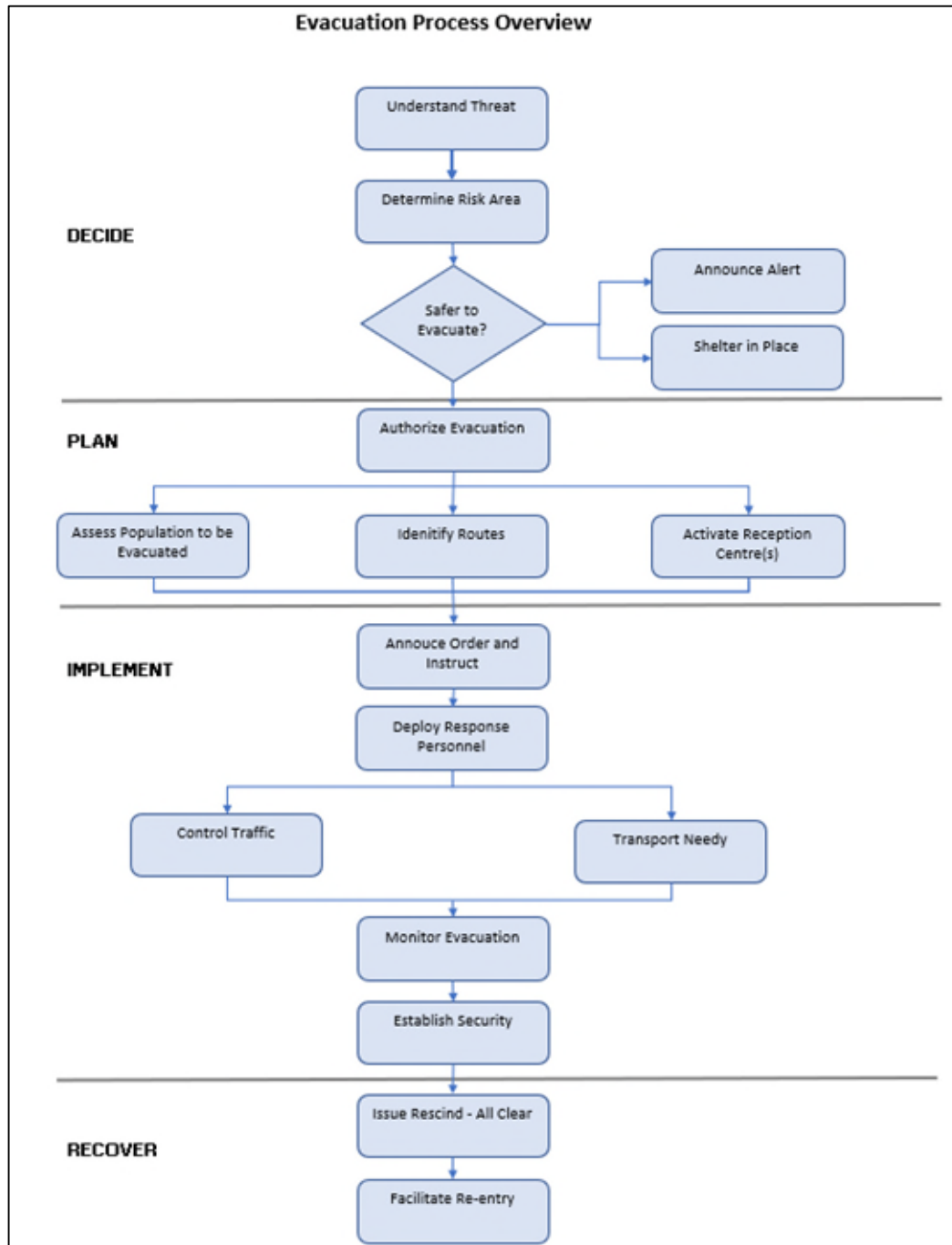
- advice from the Incident Commander and available hazard-specific subject matter experts;
- area that is at risk;
- current and forecasted weather;
- shelter for impacted population;
- evacuation route availability and capacity; and,
- availability of transportation resources.

With some emergency events, clear and obvious indications for the need to evacuate may be present. With other events the need to evacuate may be less apparent. Evacuations may be necessary when

- road access may be cut off preventing the safe response of emergency services or individuals from accessing or escaping from a specific location;
- essential utilities can no longer be delivered;
- flood waters may inundate a residential area causing public health concerns; or
- an area requiring emergency work needs to be evacuated to more safely rectify the situation and/or protect critical infrastructure. Some examples of emergency works include diverting floodwaters, fighting a fire, or clearing a landslide from a route of transport.

Considerations when planning for an evacuation include the hazard, situation, urgency, population density, possible evacuation routes and terrain. The City of Vernon has preplanned six evacuation areas consisting of eighteen evacuation zones for evacuation planning. The evacuation zones, designed around geographic and neighbourhood considerations, pre-identify assembly points, evacuation routes and traffic control points. In the event an evacuation is anticipated, detailed information specific to the zone(s) is used to plan and coordinate for the timely evacuation away from the hazard.

Transportation requirements and the road network capacity form part of the consideration when planning for an evacuation. There are a number of areas in the City of Vernon that present additional challenges for evacuation planning. Some areas have single no through road routes, such as Tronson Road and Eastside Road, and others have both access and egress via a single intersecting road, as with the neighbourhoods of Foothills and Predator Ridge. To permit an organized and timely evacuation of these areas if an interface fire event was in progress, an Evacuation Order will be issued when circumstances would otherwise normally warrant an Evacuation Alert.



The above chart demonstrates the logical flow for evacuation information and decisions however, the situation will dictate the activities and order of implementation.

Timing the Evacuation Order is important, as evacuating people too early may expose the evacuees to unnecessary risk. Waiting too long may present higher risk conditions for the evacuation.

The City of Vernon follows emergency management protocols in determining the responsibility for an evacuation effort and how resources will be requested and coordinated. The evacuation of a community is multi-jurisdictional. No single agency or authority has the mandate for all

components of an evacuation, nor is there one agency with all the necessary resources to execute a mass evacuation. The City of Vernon's emergency management approach is to collaborate with appropriate emergency response agencies to successfully implement an Evacuation Plan.

When an Evacuation Order is in effect, the area evacuated will have controlled access. The EOC will coordinate with the RCMP and other agencies (SAR, MOT, etc.) to maintain emergency response routes. Security will be located at each access control point. Other streets will be blocked with standard barriers appropriately signed.

The nature and severity of the emergency may determine the level of coordination and support people require for re-entry.

7.7 Evacuation Plan Templates

7.7.1 Evacuation Alert Template

7.7.2 Evacuation Order Template

7.7.3 Evacuation Rescind Template

7.7.1 Evacuation Alert Template

THE CORPORATION OF THE CITY OF VERNON
3400 – 30 Street
Vernon, BC
V1T 5E6**EVACUATION ALERT**
[DESCRIPTOR OF AREA][DATE (mm/dd/yyyy) AND TIME (24-hr clock)]

An Evacuation Alert has been issued by City of Vernon Emergency Operations Centre (EOC).

[Briefly describe event and potential risk]

Because of the potential danger to life and health, the City of Vernon has issued an **Evacuation Alert** for the following areas:

[Geographic description including boundaries and properties potentially impacted]

An Evacuation Alert has been issued to prepare you to evacuate your premises or property should it be found necessary. Proactive measures to prepare for an Evacuation Order are strongly advised.

[Provide map or description of evacuation alert area and potential evacuation route]**WHAT YOU SHOULD DO:**

- Register online ess.gov.bc.ca
- Locate all family members and designate a meeting area outside the evacuation area, should an Evacuation Order be called while separated.
- Pack essential items such as government-issued ID, medications, eyeglasses, valuable papers (e.g. insurance, credit, and mortgage information), immediate care needs for dependents and, if time and space permits, keepsakes for quick departure.
- Prepare to move disabled persons, children and/or neighbours, if assistance is needed.
- Prepare to remove pets from the home and transport them in pet kennels or on leash.
- Arrange transportation and accommodation for all your household members, if possible.
- Ensure all personal vehicles are fully fueled.
- Move livestock to a safe area, if possible.
- Monitor [news/radio/online source] for information on Evacuation Orders and location of activated Reception Centres [and Assembly Points].

Further information will be issued at [date/time/meeting location], or visit www.Vernon.ca for more information.

[Signature of Mayor or Designate]
City of Vernon

7.7.2 Evacuation Order Template

THE CORPORATION OF THE CITY OF VERNON
3400 – 30 Street
Vernon, BC
V1T 5E6**EVACUATION ORDER**
[DESCRIPTOR OF AREA][DATE (mm/dd/yyyy) AND TIME (24-hr clock)]

Pursuant to Section 6.1 of the City of Vernon *Emergency Program Bylaw #5645*, an **Evacuation Order** has been issued for the City of Vernon by [Mayor ____] due to immediate danger to life safety caused by: [briefly describe event].

Members of the RCMP and other applicable agencies will be expediting this action.

The Evacuation Order is in effect for the following areas:

[Geographic description including boundaries and properties impacted.
Include map of evacuation area and evacuation route]

YOU MUST LEAVE THE AREA IMMEDIATELY**WHAT YOU SHOULD DO:**

- Leave the area immediately
- Follow directions of emergency responders and travel the designated or safest route available
- Register online at ess.gov.bc.ca
- [Due to a shortage of hotel accommodations, consider making arrangements to stay with family or friends, if possible.]
- [If you require immediate assistance,] visit the ESS Reception Centre at: [ESS Reception Centre address and name of facility].
- [If activated insert location of activated Assembly Point(s) and bus schedule]
- If you need transportation assistance from the area, advise the person providing this notice or call 250-550-####.
- Shut off all gas and electrical appliances, other than refrigerators and freezers.
- Close all windows and doors.
- Close gates (latch) but do not lock.
- Gather your family and, if you have room, take a neighbour or someone needing transportation. Do not use more vehicles than you have to.
- Take critical items (medicine, purse, wallet, and keys) only if they are immediately available.
- Remove pets from home and transport them in pet kennels or on leash.

Further information will be issued at [date/time/meeting location], or visit www.Vernon.ca for more information.

[Signature of Mayor or Designate]
City of Vernon

7.7.3 Evacuation Rescind Template



THE CORPORATION OF THE CITY OF VERNON
3400 – 30 Street
Vernon, BC
V1T 5E6

EVACUATION RESCIND [DESCRIPTOR OF AREA]

[DATE (mm/dd/yyyy) AND TIME (24-hr clock)]

The Evacuation Order, pursuant to Section 6.1 of the City of Vernon *Emergency Program Bylaw #5645*, issued at [date/time] to the area(s) [Geographic location] has been rescinded.

[Indicate if an Evacuation Alert remains in effect]

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

WHAT YOU SHOULD DO:

- Fill the gas tank of personal vehicles
- Bring a minimum of three days of food and essential supplies (e.g. medications, pet supplies) with you as local grocery stores may not yet have adequate stock
- If your animals or livestock have been relocated, call [contact number] to coordinate their safe return

For more information contact: City of Vernon 250-550-####

[Signature of Mayor or Designate]
City of Vernon

8.0 PLAN ADMINISTRATION

This Plan will be reviewed and updated once a year. It is the responsibility of the Emergency Program Coordinator to initiate and administer the review and revision process, to solicit updates, and to maintain the relevancy of the emergency management plan and content.

Plan review and revision is targeted for completion by March 31st each year. The annual approval process will require the Director of Vernon Fire Rescue Services' review and approval. If substantial changes are made, then the CAO, Mayor and Council's approval is required.

Once all the revisions are completed, the updated version of the Plan will be shared electronically. (Refer to Appendix F, for distribution list of electronic copies of this Plan.)

8.1 Record of Amendment

Date	Amendment	Authorized by	Comments
210329	1	David Lind, Director Vernon Fire Rescue	Non-substantive changes alignment of language and terminology
210412	2	Resolution of Council	Section 7 – Evacuation Plan
210511	3	David Lind, Director Vernon Fire Rescue	Update of SOLE Example Forms
211022	4	David Lind, Director Vernon Fire Rescue	Update of Emergency Program Regulatory Bylaw Number 5862, 2021
220216	5	David Lind, Director Vernon Fire Rescue	Update Evacuation Order Example
220916	6	David Lind, Director Vernon Fire Rescue	Add Heat Risk Hazard Specific Guide Update Evacuation Order and Alert Examples

APPENDIX A - List of Reference Documents

Titles	Source
Emergency Program Act 1996	Province of British Columbia
Emergency Program Management Regulation 1994	Province of British Columbia
Compensation and Disaster Financial Assistance Regulation 1995	Province of British Columbia
Local Authority Emergency Management Regulation 1995	Province of British Columbia
Environmental Management Act 2003	Province of British Columbia
Fire Services Act 1996	Province of British Columbia
Public Health Act 2008	Province of British Columbia
Water Sustainability Act 2014	Province of British Columbia
Wildfire Act 2004	Province of British Columbia
Transportation Act 2004	Province of British Columbia
Transportation Regulations	Federal Government
CSA Z1600, Emergency and Continuity Management Program	Canadian Standards Association
City of Vernon Emergency Program (Bylaw #5645)	City of Vernon, see Appendix E

APPENDIX B - Glossary and Acronyms

Acronyms	Definitions
BCCA	BC Cancer Agency
BCCDC	BC Centre for Disease Control
BCEHS	BC Emergency Health Services
BCEMS	British Columbia (BC) Emergency Management System
BCH	BC Housing
CANUTEC	Canadian Transport Emergency Centre
CAO	Chief Administrative Officer
CEIC	Canadian Employment and Immigration Centres
CFIA	Canadian Food Inspection Agency
CRC	Canadian Red Cross
DABC	Disability Alliance BC
DFA	Disaster Financial Assistance
DOC	Departmental Operations Centre
DPS	Disaster Psychosocial Services
ECCC	Environment and Climate Change Canada
EOC	Emergency Operations Centre
EPC	Emergency Program Coordinator
ESS	Emergency Support Services
FNESS	First Nations Emergency Services Society
HC	Health Canada
HRVA	Hazards, Risks and Vulnerability Assessment
IC	Incident Commander
ICS	Incident Command System
ISC	Indigenous Services Canada
MFLNRO	Ministry of Forests, Lands, and Natural Resources Operations
MOAg	Ministry of Agriculture
MOE	Ministry of Environment
MOH	Ministry of Health
MOTI	Ministry of Transportation and Infrastructure
MROC	Municipal / Regional Operations Centre
NGOs	Non-Government Organizations
OIC	Officer in Charge
PSSG	Ministry of Public Safety and Solicitor General
SAR	Search and Rescue
SPU	Structure Protection Units

Acronyms	Definitions
PECC	Provincial Emergency Coordination Centre
PHAC	Public Health Agency of Canada
PHSA	Provincial Health Services Authority
PREOC	Provincial Regional Emergency Operations Centre
PSC	Public Safety Canada
SJA	St. John Ambulance
TSA	The Salvation Army
VEPS	Vernon Emergency Program Sub-committee

APPENDIX C - Hazard Specific Emergency Guidelines

The following pages provide EOC staff with general EOC response guidelines for various hazards and incident types they may be tasked to support.

The intent is for these guidelines to be used by The City of Vernon.

ATMOSPHERIC HAZARDS

POLICIES	When and where possible, the EOC will endeavor to warn citizens of impending severe weather, working with meteorological services and news media.
	First priority is snow/debris removal for emergency services and transportation of essential employees
	RCMP should consider waiving enforcement of on-road use of snowmobiles, quads, and ATV's
HAZARD SPECIFIC CONSIDERATIONS	
EOC DIRECTOR	
	Ensure snow/debris removal activities are coordinated
	Staff Liaison, Information, and Risk Management positions
INFORMATION	
	Advise public of status and what self-help measures they can take
	Establish news release system
	Establish public inquiry system
OPERATIONS	
	Coordinate working area, and establish control perimeter
RCMP Branch	Coordinate routes for emergency vehicles
	Coordinate the protection of property
	Coordinate SAR and checks for stranded motorists
	Coordinate search for trapped persons
RCMP, Coroner Unit	Establish temporary morgue, if required
Transportation Unit	Assist emergency agencies with special transport problems
Engineering Branch	Coordinate the elimination of hazards from damaged utilities
	Coordinate provision of auxiliary power
	Coordinate clearing and disposal of debris
Ambulance Branch	Notify hospitals of casualties, including number and type
ESS Branch	Coordinate transport of food, fuel, pharmaceutical supplies,
	Supervise ESS accommodation and feeding of stranded persons
PLANNING	
	Provide Operations Section with updated meteorological data
	Provide Operations Section with updated transportation route
	Track and relay highway condition reports and closures
Advance Planning Unit	<i>Consider possible major effects</i>
	Injuries and fatalities
	Disruption of community
	Disruption of utilities
	Closure of traffic routes
	Damage to property, e.g., roof collapse from weight of snow, ice
	Disruption of communications

LOGISTICS		
	Contact all snow/debris clearing apparatus available	
	Contact all over-snow and ATV vehicle owners and clubs	
	Contact food suppliers and determine on-hand supplies	
Supply Unit	<i>Consider equipment needs and sources</i>	
	Rescue equipment	Police / EMBC
	Fire equipment	Fire
	Ambulances	BCAS / Industry / St. John
	Road clearing equipment	Engineering / MOTI
	Auxiliary generators	Various sources
	Barricades	Engineering
	Mobile public address system	RCMP / Fire / Radio
FINANCE AND ADMIN		
	Prepare equipment contracts for snow/debris removal	

AVALANCHES

POLICIES	Avalanches involving provincial roads are the responsibility of the Ministry of Transportation and Infrastructure (MOTI)
	Avalanches in the backcountry are the responsibility of the RCMP Department having jurisdiction.
	It is our policy to work cooperatively with these and other avalanche safety organizations, as needed and requested
	We will keep the public informed by releasing all confirmed avalanche warning information through local media sources
HAZARD SPECIFIC CONSIDERATIONS	
EOC DIRECTOR	
	Select RCMP Operations Chief
	Staff Liaison, Information, and Risk Management positions
INFORMATION	
	Establish adequate communications and news release systems
	Establish public inquiry system
	Establish proper jurisdiction, especially for avalanches
OPERATIONS	
ESS Branch	Staff ESS positions for possible Reception Centers
RCMP Branch	Coordinate traffic control
	Coordinate property protection and relocate resources where
Engineering Branch	Coordinate the elimination of hazards from utilities damaged by avalanche
Health Branch	Establish emergency public health facilities
PLANNING	
	Obtain and disseminate current meteorological data and avalanche
Situation Unit	Deploy field observers to gather intelligence as soon as possible
Advance Planning Unit	<i>Consider possible major effects</i>
	Disruption of community
	Damage to property
	Contamination of normal water supplies
	Casualties
	Evacuation of population
	Dangers to public health
	Losses to local economy

LOGISTICS		
	Anticipate long term feeding / accommodation support of field workers	
Supply Unit	<i>Consider equipment needs and sources</i>	
	Transportation	Road / Rail / Air Carriers
	Communication equipment	EMBC / RCMP / Amateur Radio
	Heavy equipment (bulldozers)	Engineering / Industry
	Auxiliary lighting	Engineering / Utilities
	Auxiliary power facilities	
	Mobile public address system	RCMP / Fire / Radio
FINANCE AND ADMIN		
	Establish Section	

DAMS FAILURES

POLICIES	The dam owner is responsible under provincial legislation to provide warning and notification of potential and actual dam failure to downstream persons at risk
	The Dam Safety Branch of the Ministry of Environment is the regulatory agency
	It is our policy to provide support to Dam Safety Branch and Local Authorities, as needed and requested
HAZARD SPECIFIC CONSIDERATIONS	
EOC DIRECTOR	
	Upon notification of a potential or real dam failure, activate full EOC call-out (Level 3)
	Ensure safety of all responders
	Select RCMP or alternate as Operations Section Chief
	Notify EMBC that EOC is activated
	Make contact with BC Hydro or other dam operator and request
	Staff Liaison, Information, and Risk Management positions
INFORMATION	
	Establish news release system
	Establish public inquiry system
OPERATIONS	
	Ensure warnings to evacuate as needed are provided to all downstream persons
ESS Branch	Establish a Reception Centre
RCMP Branch	Support Incident Commander in defining working area, establishing control perimeter, and securing the scene for subsequent investigation
	Coordinate traffic control
RCMP & Planning Section	Coordinate routes for emergency vehicles
RCMP, Coroner Unit	Establish temporary morgue
Ambulance Branch	Notify hospitals of casualties, including number and type
Utilities Branch	Coordinate the elimination of hazards from damaged utilities
PLANNING	
	Prepare and provide inundation area information to EOC and Incident Commanders in the field
Advance Planning Unit	<i>Consider Possible Major Effects</i>
	Injuries and fatalities
	Damage to property
	Involvement of dangerous goods e.g. propane tanks
	Disruption of traffic and communications
	Disruption of utilities
	Convergence of media, photographers, politicians

LOGISTICS	
	Anticipate need for heavy equipment and sandbags
	Prepare to support long-term recovery and investigation operations
Facilities Unit	Identify potential temporary morgue facilities
Supply Unit	<i>Consider possible major effects</i>
	Communication equipment EMBC / RCMP / Amateur Radio
	Equipment for constructing dikes Engineering / Industry
	Heavy equipment (bulldozer, etc.) Engineering / Industry
	Auxiliary lighting Engineering / Utilities
	Auxiliary power facilities Engineering / Utilities
	Medical and health supplies Health
	Food and lodging Emergency Support Services
	Pumps Engineering
	Storage facilities for equipment, furnishings and livestock Province
	Mobile public address system RCMP / Fire / Radio
	Chemical response team EMBC / Fire / Industry
FINANCE AND ADMIN	
	Establish Compensation, and Claims Unit and Cost Accounting Units

DISEASE AND EPIDEMICS - ANIMAL

POLICIES	In the event of a major outbreak of animal disease, Ministry of Agriculture (MOAg) is the primary response agency	
	The EOC will liaise with MOAg and other appropriate agencies when required and able to do so with given resources. The EOC will also liaise with MOAg in regards to proper disposal of animals.	
HAZARD SPECIFIC CONSIDERATIONS		
EOC DIRECTOR		
	Notify PREOC when EOC is activated	
	Request Ministry of Agriculture representative in Operations	
	Ensure all agency representatives contacted and requested to attend	
	Staff Liaison, Information, and Risk Management positions	
INFORMATION		
	Establish adequate communication and news release systems	
	Establish public inquiry system	
OPERATIONS		
Health Branch	Ministry of Agriculture representative in Operations	
	Support investigation and mitigation of disease source	
PLANNING		
	Obtain and disseminate current epidemiological data	
Situation Unit	Deploy field observers to gather intelligence as soon as possible	
Advance Planning Unit	Consider possible major effects	
	Illness, injuries and death – mass disposal of carcasses	
	Damage to property	
	Economic impact	
	Panic	
	Quarantine of livestock	
LOGISTICS		
	Anticipate long-term support of field workers	
Supply Unit	Consider equipment needs and sources	
	Transportation	
	Food and lodging	
	Face masks, gloves, PPE	
FINANCE AND ADMIN		
	Establish Section	

DISEASE AND EPIDEMICS - HUMAN

POLICIES	In the event of a wide spread outbreak of disease, regardless of cause, the EOC should consider an automatic Level 3 response.
	Should the operational area of this EOC not be affected, it is our policy to provide support and assistance to other areas affected as needed and requested. This may include providing resources or receiving evacuees.
HAZARD SPECIFIC CONSIDERATIONS	
EOC DIRECTOR	
	Notify PREOC when EOC is activated
	Select Medical Health Officer or alternate as Operations Chief
	Ensure all agency representatives contacted and requested to attend the EOC
	Staff Liaison, Information, and Risk Management positions
INFORMATION	
	Establish adequate communication and news release systems
	Establish public inquiry system
OPERATIONS	
ESS Branch	Staff ESS positions for possible Reception Centres
RCMP Branch	Coordinate the evacuation of personnel
	Coordinate traffic control
Engineering Branch	Coordinate the provision of potable water supplies
Health Branch	Coordinate water quality monitoring
	Coordinate emergency public health measures
	Liaise with BC Centre for Disease Control
Health, Environment & Engineering Branches	Coordinate investigation and mitigation of disease source
PLANNING	
	Obtain and disseminate current epidemiological data
Situation Unit	Deploy field observers to gather intelligence as soon as possible
Advance Planning Unit	<i>Consider Possible Major Effects</i>
	Overloading of health care facilities
	Medical personnel affected
	Morgue facilities overwhelmed
	Contamination of normal water supplies
	Dangers to public health
	Adjacent communities may be affected as well, slowing assistance
	Losses to local economy

LOGISTICS		
	Anticipate long-term support of field workers	
Supply Unit	<i>Consider equipment needs and sources</i>	
	Transportation	Road / Air Carriers/ Rail Carriers
	Face masks/gloves	Safety / Medical supply
	Isolation equipment	RCMP / Fire
	Communication equipment	EMBC / Amateur Radio
	Medical and health supplies	Health
	Food and lodging	Emergency Support Services
	Tankers for potable	Utilities
	Mobile public address system	
FINANCE AND ADMIN		
	Establish Section	

DROUGHT

POLICIES	The EOC will ensure water supplies are identified for potable water, firefighting, and agricultural use, in that order.	
	We will keep the public informed by releasing all confirmed drought information through local media sources.	
HAZARD SPECIFIC CONSIDERATIONS		
EOC DIRECTOR		
	Ensure representatives from MOE, and ECCC (as appropriate) are contacted and requested to attend the EOC	
	Staff Liaison, Information, and Risk Management positions	
	Consider Engineering Branch Coordinator as Operations Section Chief	
INFORMATION		
	Establish adequate communication and news release systems	
	Establish public inquiry system	
	Ensure various Water Management Districts are involved	
OPERATIONS		
Health Branch	Establish emergency public health facilities	
PLANNING		
	Obtain and disseminate current meteorological forecasts by working	
Situation Unit	Deploy field observers to gather drought impact intelligence	
Advance Planning Unit	Consider possible major effects	
	Disruption of agricultural operations	
	Need for water rationing	
	Contamination of normal water supplies	
	Possible business closures due to lack of water	
	Dangers to public health	
	Losses to local economy	
LOGISTICS		
	Identify and locate alternative water supplies in anticipation of	
Supply Unit	Consider equipment needs and sources	
	Water storage tanks	Local businesses, Rail carriers
	Pumps	Engineering
	Transportation for moving	EMBC / Agriculture Associations
FINANCE AND ADMIN		
	Establish Compensation, and Claims Unit and Cost Accounting Units	

EXPLOSIONS

POLICIES	In the event of a major explosion, regardless of the cause, life safety of both responders and impacted people will be the first priority.
	The EOC will support the Incident Commander, regardless of agency filling that role.
	It is our policy to assist in securing the site of the explosion to preserve evidence, ensure safety, and enhance privacy.
	Consider act of terrorism.
HAZARD SPECIFIC CONSIDERATIONS	
EOC DIRECTOR	
	Notify office of the Fire Commissioner and EMBC that EOC is activated
	Select RCMP or alternate as Operations Section Chief
	Staff Liaison, Information, and Risk Management positions
INFORMATION	
	Establish news release system
	Establish public inquiry system
OPERATIONS	
ESS Branch	Establish a Reception Centre
RCMP Branch	Support Incident Commander in defining working area, establishing control perimeter, and securing the scene for subsequent investigation
	Coordinate traffic and crowd control
RCMP & Planning Section	Coordinate routes for emergency vehicles
RCMP, Coroner Unit	Establish temporary morgue
Ambulance Branch	Notify hospitals of casualties, including number and type
Engineering / Utilities Branches	Coordinate the elimination of hazards from damaged utilities
PLANNING	
Advance Planning Unit	<i>Consider possible major effects</i>
	Injuries and fatalities
	Panic and need for stress debriefing
	Fire
	Chance of secondary explosions
	Damage to property
	Release of toxic smoke, fumes
	Disruption of traffic and communications
	Disruption of utilities
	Convergence of media, photographers

LOGISTICS		
		Prepare to support long-term recovery and investigation operation
Facilities Unit		Identify potential temporary morgue facilities
Supply Unit	<i>Consider equipment needs and sources</i>	
	Firefighting and rescue	Fire / Engineering / SAR
	Ambulances	Medical / Transportation / RCMP
	Communication Equipment	Ambulance / RCMP / Amateur
	Auxiliary lighting	Engineering / Utilities
	Barricades	Engineering
	Equipment to repair	Engineering / Utilities
	Special equipment	Chemical supplier
	Mobile public address system	RCMP / Fire / Radio
	Chemical response team	EMBC / Fire / Industry
	Emergency feeding facilities	Emergency Support Services
FINANCE AND ADMIN		
		Establish Section

FIRES – URBAN AND RURAL

POLICIES	Urban and rural fires should be managed using ICS with the senior officer on scene from the fire department having jurisdiction being appointed by the Incident Commander.
	Assist the BC Wildfire Service, if requested, in monitoring local authority firefighting on rural fires to prevent the spread of fire to vegetation.
HAZARD SPECIFIC CONSIDERATIONS	
EOC DIRECTOR	
	Establish link with local authority EOC, if established
	Notify PREOC that EOC is established
	Staff Liaison, Information, and Risk Management positions
INFORMATION	
	Establish news release system
	Establish public inquiry system
OPERATIONS	
Fire Branch	Determine need for evacuation through Fire Commissioner or declaration, Fire Services Bylaw
	Notify Fire Commissioner
	Ensure that all utilities are advised
	Warn of potential spread of fire and need for fire breaks
	Evacuate for fire or explosion
RCMP Branch	Coordinate the evacuation of personnel
	Coordinate defining the working area and establish control perimeter
	Secure disaster scene for subsequent investigation
	Coordinate traffic control and routes for emergency vehicles
	Coordinate the protection of property and relocate resources where necessary
	Establish temporary morgue, if needed
ESS Branch	Establish ESS
	Staff ESS positions for possible reception centre
	Establish pet care response under ESS in the EOC and Ops at the site
Min of Agriculture	Coordinate the evacuation of livestock and/or domestic animals
Utilities Branch	Coordinate the elimination of hazards from damaged utilities
Ambulance Branch	Notify hospitals of casualties
Health Branch	Establish emergency public health facilities

PLANNING		
	Supervise damage assessment	
Advance Planning Unit	<i>Consider possible major effects</i>	
	Injuries and fatalities	
	Fire	
	Explosions and other hazards	
	Damage to property	
	Collapse of buildings and other structures	
	Sudden hospital requirements	
	Release of toxic smoke, fumes	
	Disruption of traffic and communications	
	Disruption of utilities	
	Convergence of media, photographers	
LOGISTICS		
	Anticipate requests for additional supplies	
	Anticipate requests for food, porta-potties	
Supply Unit	<i>Consider equipment needs and sources</i>	
	Firefighting and rescue	Fire / Engineering / SAR
	Ambulances	BCAS / Industry / SJA
	Water tankers	Engineering
	Relay pumps	Engineering
	Communication equipment	Ambulance / RCMP / Amateur
	Auxiliary lighting	Engineering / Utilities
	Blankets and food	Emergency Support Services
	Mobile public address system	RCMP / Fire / Radio stations
	Chemical response team	EMBC / Fire / Industry
FINANCE AND ADMIN		
	Anticipate compensation/claims	

FLOODING

POLICIES	FLNRORD, MOE, MOTI and EMBC are the key provincial agencies.
	Private property owners are responsible for protective works on their property.
	We will keep the public informed by releasing all confirmed flood warning information through local media sources.
	A state of local or provincial emergency <u>must</u> be declared to cause an evacuation due to flooding.
HAZARD SPECIFIC CONSIDERATIONS	
EOC DIRECTOR	
	Ensure proper jurisdiction and Incident Command
	Select MOTI or alternate as Operations Chief
	Staff Liaison, Information, and Risk Management positions
	Ensure representatives from DFO are contacted and requested to attend the EOC, if needed
INFORMATION	
	Establish adequate communications and news release systems
	Establish public inquiry system
OPERATIONS	
ESS Branch	Staff ESS positions for possible reception centre
RCMP Branch	Coordinate the evacuation of personnel
	Coordinate traffic control
Min of Agriculture	Coordinate the evacuation of livestock
Engineering Branch	Coordinate the establishment of dikes, as required
	Identify the priority areas for sand bag deployment
Utilities Branch	Coordinate the elimination of hazards from damaged utilities
Health Branch	Establish emergency public health facilities
PLANNING	
	Obtain and disseminate current meteorological data and flood forecasts by working with MOTI and ECCC.
Situation Unit	Deploy field observers to gather flood intelligence as soon as possible.
Advance Planning Unit	<i>Consider possible major effects</i>
	Disruption of community
	Damage to property
	Contamination of normal water supplies
	Casualties
	Evacuation of population
	Dangers to public health
	Losses to local economy

LOGISTICS		
	Contact EMBC, CEIC for personnel	
	Identify and locate additional sandbags / heavy equipment resources in anticipation of field requests	
	Anticipate long term feeding / accommodation support of field workers	
Supply Unit	<i>Consider equipment needs and sources</i>	
	Transportation	Road / Rail / Air Carriers
	Communication equipment	EMBC / RCMP / Amateur Radio
	Equipment for constructing dikes	Engineering / Industry
	Heavy equipment (bulldozers,	Engineering / Industry
	Auxiliary lighting	Engineering / Utilities
	Auxiliary power facilities	Engineering / Utilities
	Medical and health supplies	Health
	Food and lodging	Emergency Support Services
	Pumps	Engineering
	Storage facilities for equipment	Province
	Mobile public address system	RCMP / Fire / Radio
FINANCE AND ADMIN		
	Establish Compensation, and Claims Unit and Cost Accounting Units	
	Establish Disaster Financial Assistance Unit	

HAZARDOUS SPILLS

POLICIES	Responders should take defensive role until product and actions are identified.
	Spiller is responsible for clean-up and restoration.
	The community has a right to know both the hazard and risk.
HAZARD SPECIFIC CONSIDERATIONS	
EOC DIRECTOR	
	Select Fire Branch Coordinator or alternate as Operations Chief
	Staff Liaison, Information, and Risk Management positions
	Ensure Safety Officer appointed at scene
	Ensure PREOC, MOE and other appropriate agencies notified
INFORMATION	
	Establish adequate communications and news release systems
	Establish public inquiry system
	Request representative from carrier/owner attend the EOC
OPERATIONS	
	Ensure Environmental Health Officer and Fire Commissioner are notified
	Provide support to IC and/or local authorities
	Confirm Hot / Warm / Cold zones established and
RCMP Branch	Coordinate traffic control
	Coordinate evacuation routes
	Coordinate evacuation of high-hazard zones, considering responder safety
RCMP, Coroner Unit	Establish temporary morgue, if needed
ESS Branch	Activate ESS for possible evacuation
Ambulance Branch	Notify hospitals of casualties
PLANNING	
	Ensure appropriate technical specialists contacted and available
	Determine nature of substance spilled and possible effects and inform Operations Section Chief, EOC Director, and Incident Commander – Use Emergency Response Guidebook or contact CANUTEC at 1-613-996-6666 or *666
	Define area of risk
	Commence evacuation planning, if required, and warn adjacent areas
Recovery Unit	Establish identification of spiller for cost recovery purposes
Advance Planning Unit	<i>Consider possible major effects</i>
	Injuries and fatalities
	Tendency of people to disperse
	Damage to property
	Disruption of traffic
	Subsequent explosions and fire
	Need to decontaminate site responders, equipment, and vehicles

	Contamination of normal water supplies	
	Need to evacuate population	
	Dangers to public health and livestock	
	Disruption of business and industrial activities	
LOGISTICS		
	Check on availability of specialized hazardous material supplies and consultants	
	Consider support of long-term field operations	
Supply Unit	<i>Consider equipment needs and sources</i>	
	Ambulances	BCAS / Industry / St. John
	Fire and rescue equipment (respirators and resuscitators)	Adjacent Fire Depts. / Industry
	Communication	EMBC / RCMP / Amateur Radio
	Decontamination equipment	Industry
	Barricades	Engineering
	Mobile public address system	RCMP / Fire / Radio stations
	Chemical Response Team	EMBC / Fire / Industry / MOE
FINANCE AND ADMIN		
	Ensure cost accounting is taking place for charge back to spiller	

HEAT RISK

POLICIES	When and where possible, the EOC will endeavor to warn citizens of impending heat risk, working with the BC Heat Alerting Response System and news media.
	Environment Climate Change Canada (ECCC) Heat Warning forecast will trigger assessment of the public's access to drinking water and airconditioned spaces to determine if additional space/access or resources are to be provisioned and EOC may be activated; Extreme Heat Emergency will trigger a municipal Cooling Centre / Heat Risk Response and EOC activation.
HAZARD SPECIFIC CONSIDERATIONS	
EOC DIRECTOR	Staff Liaison, Information, and Risk Management positions
	Advise policy group on heat risk response
INFORMATION	Advise public of heat risk, self-help measures they can take including where to access air-conditioned public space, public access to potable water locations throughout the community and locations where people and pets can swim to cool off
	Advise staff on heat risk and safe work procedures through internal channels
LIAISON	Engage IHA, Social Planning Council, Library, Recreation Services, SPCA, BC Transit
OPERATIONS	Coordinate heat risk response
	Coordinate activation of Cooling Centre, should vulnerable populations lack access to air-conditioned facility to cool down
Fire Branch	Monitor emergency situation for increased heat related impacts and decision to increase first medical response staffing.
	Monitor for increased fire risk and decision to expand staffing model
Social Planning Council	Coordinate Cool Team extreme weather response and safety checks for unhoused and under-housed populations
Transportation Unit	Assist with special transport solutions
Engineering Branch	Coordinate provision of auxiliary power
Health Branch	Coordinate health measures
PLANNING	Facilitate assessment / gap analysis
	Obtain current meteorological data and forecasts
Advance Planning Unit	Consider possible major effects
	Anticipate escalation of heat risk for extended period and/or extreme heat emergency
	Overloading of health care facilities
	Disruption of community (services, events, etc.)
	Disruption of utilities (air conditioning reliance on power)
LOGISTICS	Contact bottled water suppliers to determine capacity/access of

Supply Unit	<i>Consider equipment needs and sources</i>	
	Fire Rescue Services - Staffing	
	Auxiliary generators	Various Sources
	Auxiliary cooling equipment	Various Sources
FINANCE AND ADMIN		
	Establish Section	

LANDSLIDES

POLICIES	Regardless of where the incident occurs, responder safety will be
	Many landslides / slips involve multiple agencies and
HAZARD SPECIFIC CONSIDERATIONS	
EOC DIRECTOR	
	Ensure representatives from MOTI, MOE, EMBC (as appropriate) are
	Staff Liaison, Information and Risk Management positions
INFORMATION	
	Establish adequate communications and news release systems
	Establish public inquiry system
	Establish proper jurisdiction
OPERATIONS	
Fire & RCMP Branches	Coordinate search and rescue of victims
RCMP Branch	Coordinate the evacuation of personnel
	Coordinate traffic control
	Coordinate the protection of property and relocate resources where
ESS Branch	Staff ESS positions for possible reception centers
Min of Agriculture	Coordinate the evacuation of livestock
Engineering Branch	Coordinate removal and disposal of slide material as required
	Coordinate the elimination of hazards from damaged utilities
PLANNING	
Situation Unit	Deploy field observers to gather damage intelligence as soon as possible.
	To consider further slide potential, obtain current meteorological data.
Advance Planning Unit	<i>Consider possible major effects</i>
	Casualties
	Damage to property
	Closure of roads and highways
	Damage to utilities and communication systems
	Contamination of normal water supplies
	Involvement of Dangerous Goods, (e.g. fuels)
	Evacuation of population from danger areas
	Dangers to public health
	Possible convergence of families and friends to help with search
	Disruption of community
	Losses to local economy

LOGISTICS		
Supply Unit	Identify additional heavy equipment in anticipation of field	
	Anticipate long term feeding / accommodation support of field workers	
	<i>Consider equipment needs and sources</i>	
	Transportation	Road / Air Carriers
	Communication Equipment	EMBC / RCMP / Amateur Radio
	Heavy equipment (bulldozers)	Engineering / Industry
	Auxiliary lighting	Engineering / Utilities
	Auxiliary power facilities	Engineering / Utilities
	Medical and health supplies	Health
Food and lodging	ESS	
FINANCE AND ADMIN		
		Establish Compensation and Claims Unit and Cost Accounting Units
		Establish Disaster Financial Assistance Unit

LOST PERSON(S)

POLICIES	The responsibility for lost persons on the ground and inland waters belongs to the RCMP department having jurisdiction that will act as Incident Commander. Local SAR volunteers aid them on the ground; the SAR manager will act as Operations Section Chief.	
	Responsibility for lost persons from air or marine emergencies belongs to federal government coordinated through Joint Rescue Coordination Centre.	
	The vast majority of SAR missions will be managed from an Incident Command Post, or in rare circumstances an expanded ICP. Implementation of an EOC should be considered only when the incident involves large numbers of missing persons, large numbers of SAR resources, or intense media interest.	
	The EOC will provide support and assistance as needed or requested.	
HAZARD SPECIFIC CONSIDERATIONS		
EOC DIRECTOR		
	Select RCMP or alternate as Operations Chief for ground search.	
	Staff Liaison, Information, and Risk Management positions.	
INFORMATION		
	Establish adequate communications and news release systems.	
OPERATIONS		
RCMP Branch	Coordinate search teams, as requested	
	Identify and stage backup SAR teams from adjacent communities	
PLANNING		
	Track and record search progress	
	Assess characteristics of lost persons to identify areas with high probability of success	
	Support SAR with GIS capabilities as requested	
Advance Planning Unit	Consider possible major effects	
	Injuries and fatalities	
	Possible high risk of involving many search aircraft	
	Convergence of families and friends of missing persons	
	Need to support remote search teams	
	Weather changes could affect SAR team safety	
LOGISTICS		
	Locate SAR resources in anticipation of field requests	
	Anticipate long term feeding / accommodation support of SAR teams	
Supply Unit	Consider equipment needs and sources	
	Communication Equipment	EMBC / RCMP / Amateur Radio
	Search and Rescue equipment	EMBC
	Consider use of snowmobile, four-wheel drive and other similar clubs	
FINANCE AND ADMIN		
	Establish Section	

POWER OUTAGES

POLICIES	The electrical utility provider is responsible for restoration of electrical power.
	The EOC may assist indirectly with such actions as coordinating the clearing of fallen trees from routes used by utility line crews, and providing priorities for energy restoration.
	Under no circumstances should non-utility responders handle power lines, as they may still be live.
HAZARD SPECIFIC CONSIDERATIONS	
EOC DIRECTOR	
	Select Engineering Branch Coordinator as Operations Chief
	Request utility representative attend at the EOC
	Staff Liaison, Information, and Risk Management positions
INFORMATION	
OPERATIONS	
	Assist utility crews where possible
Engineering Branch	Staff Engineering Branch Coordinator
	Coordinate the elimination of hazards from damaged utilities
	Coordinate provision of auxiliary power
Transportation Unit	Coordinate transport of food, fuel, pharmaceutical supplies,
ESS Branch	Supervise ESS accommodation and feeding of stranded persons
	Establish ESS Reception Centers for the aged/infirm
PLANNING	
	Identify critical power needs (i.e., vulnerable populations)
	Identify if alternate suppliers available
	Provide Operations Section with updated meteorological data
Advance Planning Unit	<i>Consider possible major effects</i>
	Injuries and fatalities, indirectly due to lack of power
	Panic, particularly in crowded areas
	Persons trapped in elevators and other powered devices
	Disruption of traffic
	Disruption of utilities and communications

LOGISTICS		
	Locate and stage any power generation equipment	
	Locate and stage any fuel for power generation equipment	
	Ensure EOC and public safety facilities have auxiliary power	
	Contact food suppliers and determine on-hand supplies	
Supply Unit	<i>Consider equipment needs and sources</i>	
	Auxiliary generators	Various sources
	Auxiliary heaters	Various sources
	Auxiliary lighting	Fire Departments from adjacent areas
	Mobile public address system	RCMP / Fire / Radio
	Welfare equipment	Emergency Support Services
FINANCE AND ADMIN		
	Establish manual timekeeping / payroll system	

SEISMIC HAZARDS

POLICIES	In the event of a major earthquake, the EOC should consider an automatic level 3 response.
	Should the operational area of this EOC not be affected, it is our policy to provide support and assistance to other areas affected as needed and requested. This may include providing resources or receiving evacuees.
HAZARD SPECIFIC CHECKLISTS	
EOC DIRECTOR	
	Notify PREOC when EOC is activated
	Select Fire Chief or alternate as Operations Chief
	Staff Liaison, Information, and Risk Management positions
	Ensure all agency representatives contacted and requested to attend the EOC
INFORMATION	
	Establish adequate communications and news release systems
	Establish public inquiry system
	Request outside assistance, including military from PREOC if required
OPERATIONS	
Fire Branch	Coordinate rescue of trapped, injured persons
	Coordinate salvage operations of essential items
ESS Branch	Staff ESS positions for possible reception centers
RCMP Branch	Coordinate the evacuation of personnel
	Coordinate traffic control
	Coordinate the protection of property and relocate resources where
RCMP, Coroner Unit	Coordinate temporary morgue
Engineering Branch	Coordinate the elimination of hazards from damaged utilities
Health Branch	Coordinate emergency public health facilities
PLANNING	
	Obtain and disseminate current seismic data
Situation Unit	Deploy field observers to gather damage intelligence as soon as possible
Advance Planning Unit	<i>Consider possible major effects</i>
	Injuries and fatalities
	Trapped persons
	Damage to property
	Damage to roads, bridges, utilities, buildings
	Fire hazards and explosions
	Involvement of Dangerous Goods (e.g. fuels)
	Flooding from broken water mains
	Hypothermia if event occurs in winter
	Landslides

	Panic	
	Contamination of normal water supplies	
	Dangers to public health	
	Adjacent communities may be affected as well, slowing assistance	
	Losses to local economy	
LOGISTICS		
	Anticipate long term feeding/accommodation support	
Supply Unit	<i>Consider equipment needs and sources</i>	
	Transportation	Road / Rail / Air carriers
	Rescue equipment of all kinds	All agencies
	Public service	Engineering / Utilities
	Communication Equipment	EMBC / RCMP / Amateur Radio
	Heavy equipment (bulldozers)	Engineering / Industry
	Auxiliary lighting	Engineering / Utilities
	Auxiliary power facilities	Engineering / Utilities
	Medical and health supplies	Health
	Food and lodging	Emergency Support Services
	Piping for water, sewer repairs	Engineering / Industry
	Tanks cars for potable water	Utilities / Railways
	Mobile public address system	RCMP / Fire / Radio
FINANCE AND ADMIN		
	Establish Compensation and Claims Unit and Cost Accounting Unit	

STRUCTURAL COLLAPSE

POLICIES	Regardless of the cause, safety of the responders will be considered first.
	The EOC will ensure technical advice is available and Heavy Urban Search and Rescue experts (if available) are provided to the Incident Commanders.
	Immediately secure the site to preserve evidence, ensure safety, and enhance privacy.
HAZARD SPECIFIC CONSIDERATIONS	
EOC DIRECTOR	
	Notify PREOC if EOC is activated
	Select Fire Chief or alternate as Operations Chief
	Contact building owner and request attendance at EOC if appropriate
	Staff Liaison, Information, and Risk Management positions
INFORMATION	
	Establish news release system
	Establish family inquiry system
OPERATIONS	
ESS Branch	Establish a Reception Centre
Fire Branch	Coordinate rescue
RCMP Branch	Support Incident Commander in defining working area, establishing control perimeter, and securing the scene for subsequent investigation
	Coordinate routes for emergency vehicles
	Coordinate traffic and crowd control
RCMP, Coroner Unit	Establish temporary morgue
Ambulance Branch	Notify hospitals of casualties, including number and type
Engineering & Utilities Branches	Coordinate the elimination of hazards from damaged utilities
	Obtain plans/blueprints of buildings involved
PLANNING	
Advance Planning Unit	<i>Consider possible major effects</i>
	Injuries and fatalities
	Fire
	Trapped people
	Involvement of dangerous goods, e.g., fuels
	Sudden hospital requirements
	Disruption of traffic and communications
	Convergence of media, photographers

LOGISTICS		
		Prepare to support long-term recovery and investigation operations
Facilities Unit		Identify potential temporary morgue facilities
Supply Unit	<i>Consider equipment needs and sources</i>	
	Firefighting and rescue equipment	Fire / Engineering / SAR
	Ambulances	BCAS / Industry / St. John
	Communication Equipment	Ambulance / RCMP / Amateur Radio
	Auxiliary lighting	Engineering / Utilities
	Barricades	Engineering
	Power cranes	Contractors
	Mobile public address system	RCMP / Fire / Radio stations
FINANCE AND ADMIN		
		Establish Section

TRANSPORTATION INCIDENTS - AIR

POLICIES	Primary responsibility for aircraft crashes rests with the RCMP, airport authority (if on airport property) and the Transportation Safety Board (TSB). The RCMP will provide security and assist the Coroner. The TSB conducts the investigation.
	An EOC is not commonly activated for an aircraft crash. However in the event of a catastrophic incident, an EOC may be activated to provide support as needed and requested.
HAZARD SPECIFIC CONSIDERATIONS	
EOC DIRECTOR	
	Consider RCMP or alternate as Operations Section Chief
	Make contact with air carrier and request representative to attend EOC
	Ensure Airport Manager/Operations Manager is notified if not on
	Ensure Transportation Safety Board and Rescue Coordination
	Staff Liaison, Information, and Risk Management positions
INFORMATION	
	Establish news release system
	Establish family inquiry system
OPERATIONS	
ESS Branch	Establish a Registration and Inquiry Centre
RCMP Branch	Support Incident Commander in defining working area,
	Coordinate traffic and crowd control
RCMP & Planning Section	Coordinate routes for emergency vehicles
RCMP, Coroner Unit	Establish temporary morgue
Health Branch	Notify hospitals of casualties, including number and type
Engineering & Utilities Branches	Coordinate elimination of hazards from damaged utilities
PLANNING	
Advance Planning Unit	<i>Consider possible major effects</i>
	Injuries and fatalities
	Fire
	Explosion
	Damage to property
	Involvement of dangerous goods (e.g., fuels)
	Special cargo problems
	Sudden hospital requirements
	Disruption of traffic and communications
	Disruption of utilities
	Convergence of media, photographers, politicians
	Convergence of friends and family members and need for grieving
	International considerations

LOGISTICS		
	Prepare to support long-term recovery and investigation operations	
	Facilities Unit should be identifying potential temporary morgue	
Supply Unit	<i>Consider equipment needs and sources</i>	
	Firefighting and	Fire / Engineering / SAR
	Ambulances	BCAS / Industry / St. John
	Communication Equipment	Ambulance / RCMP / Amateur
	Auxiliary lighting	Engineering / Utilities
	Barricades	Engineering
	Mobile public address system	RCMP / Fire / Radio stations
	Chemical response team	EMBC / Fire / Industry / MOE
FINANCE AND ADMIN		
	Establish Section	

TRANSPORTATION INCIDENTS - RAIL

POLICIES	The responsibility for rail crashes on railroad property rests with the carrier
	Incidents involving injuries / fatalities or impacting areas off the right of way should be managed by the appropriate agency, (RCMP / BCAS / FIRE / MOE) as a single command or unified command based on the situation
	It is our policy to provide support as needed and requested by the rail carrier
	Responders should take a defensive role until the train cargo is determined to be of a manageable risk to our responders
HAZARD SPECIFIC CONSIDERATIONS	
EOC DIRECTOR	
	Select RCMP, Fire or Environment Branch Coordinator as Operations Chief
	Make contact with rail carrier and request attendance at EOC
	Ensure Transportation Safety Board contacted
	Staff Liaison, Information, and Risk Management positions
INFORMATION	
	Establish news release system
	Establish family inquiry system
OPERATIONS	
ESS Branch	Establish a Registration and Inquiry Centre
RCMP Branch	Support Incident Commander in defining working area, establishing control perimeter, and securing the scene for subsequent investigation
	Coordinate routes for emergency vehicles
	Coordinate traffic and crowd control
RCMP, Coroner Unit	Establish temporary morgue
Ambulance Branch	Notify hospitals of casualties, including number and type
Engineering & Utilities Branches	Coordinate the elimination of hazards from damaged utilities
PLANNING	
Advance Planning Unit	<i>Consider possible major effects</i>
	Injuries and fatalities
	Fire
	Explosion
	Evacuation
	Damage to property
	Involvement of dangerous goods (e.g., fuels)
	Sudden hospital requirements
	Disruption of traffic and communications

	Disruption of utilities	
	Convergence of media, photographers, politicians	
	Convergence of friends and family members and need for grieving	
LOGISTICS		
	Prepare to support long-term recovery and investigation operations	
	Facilities Unit should be identifying potential temporary morgue facilities	
Supply Unit	<i>Consider equipment needs and sources</i>	
	Firefighting and rescue equipment	Fire / Engineering / SAR
	Ambulances	BCAS / Transportation / RCMP
	Communication equipment	Ambulance / RCMP / Amateur Radio
	Auxiliary lighting	Engineering / Utilities
	Barricades	Engineering
	Mobile public address system	RCMP / Fire / Radio
	Chemical response team	EMBC / Fire / Industry / MOE
	LPG response team	
FINANCE AND ADMIN		
	Establish Section	

TRANSPORTATION INCIDENTS - ROAD / HIGHWAY

POLICIES	Most major motor vehicle crashes should be managed at the scene. RCMP is the lead agency.
	The EOC will provide support and assistance as needed or requested.
HAZARD SPECIFIC CONSIDERATIONS	
EOC DIRECTOR	
	Select RCMP or alternate as Operations Chief
	Make contact with motor carrier and request attendance at EOC
	Staff Liaison, Information, and Risk Management positions
INFORMATION	
	Establish news release system
	Establish family inquiry system
OPERATIONS	
ESS Branch	Establish a Reception Centre
RCMP Branch	Support Incident Commander in defining working area, establishing control perimeter, and securing the scene for subsequent investigation
	Coordinate routes for emergency vehicles
	Coordinate traffic and crowd control
	Coordinate requests for ambulance, wreckers, fire trucks and heavy equipment, as needed
RCMP, Coroner Unit	Establish temporary morgue
Ambulance Branch	Notify hospitals of casualties, including number and type
Engineering & Utilities Branches	Coordinate the elimination of hazards from damaged utilities
PLANNING	
Advance Planning Unit	<i>Consider possible major effects</i>
	Injuries and fatalities
	Fire
	Explosion
	Trapped motorists
	Damage to property
	Involvement of dangerous goods, e.g., fuels
	Special cargo problems, e.g., hazardous materials
	Sudden hospital requirements
	Disruption of traffic and communications
	Convergence of media, photographers, politicians
	Convergence of friends and family members and need for grieving

LOGISTICS	
	Prepare to support long-term recovery and investigation operations
Facilities Unit	Identify potential temporary morgue facilities
Supply Unit	<i>Consider equipment needs and sources</i>
	Wrecker / tower with cutting torches
	RCMP / Garage
	Firefighting and rescue equipment
	Fire / Engineering / SAR
	Ambulances
	BCAS / Industry / St. John
	Communication equipment
	Ambulance / RCMP / Amateur Radio
	Auxiliary lighting
	Engineering / Utilities
	Traffic barricades
	Engineering
	Mobile public address system
	RCMP / Fire / Radio stations
	Chemical response team
	EMBC / Fire / Industry / MOE
FINANCE AND ADMIN	
	Establish Section

VOLCANIC ASH FALLOUT

POLICIES	In the event of a major eruption, the EOC should consider an automatic Level 3 response.
	Should the operational area of this EOC not be affected, it is our policy to provide support and assistance to other areas affected as needed and requested. This may include providing resources or receiving evacuees
HAZARD SPECIFIC CONSIDERATIONS	
EOC DIRECTOR	
	Notify PREOC when EOC is activated
	Select Fire Chief or alternate as Operations Chief
	Ensure all agency representatives contacted and requested to attend the EOC
	Staff Liaison, Information, and Risk Management positions
INFORMATION	
	Establish adequate communications and news release systems
	Establish public inquiry system
OPERATIONS	
Engineering Branch	Coordinate the elimination of Ash from roads
Health Branch	Coordinate emergency public health facilities
	Coordinate removal of ash from ventilation systems of critical
	Identify and assist people with respiratory difficulties
PLANNING	
	Obtain and disseminate current plume data
Situation Unit	Deploy field observers to gather intelligence as soon as possible
Advance Planning Unit	<i>Consider possible major effects</i>
	Respiratory difficulties
	Nonfunctioning combustion engines
	Panic
	Contamination of normal water supplies
	Dangers to public health
	Adjacent communities may be affected as well, slowing assistance
	Losses to local economy

LOGISTICS	
	Anticipate long-term air quality problems
Supply Unit	<i>Consider equipment needs and sources</i>
	Transportation Road / Air Carriers/ Rail
	Public service maintenance vehicles Engineering / Utilities
	Communication Equipment EMBC / RCMP / Amateur Radio
	Heavy equipment (bulldozers) Engineering / Industry
	Auxiliary lighting Engineering / Utilities
	Auxiliary power facilities Engineering / Utilities
	Medical and health supplies Health
	Food and lodging Emergency Support Services
	Tankers for potable water supplies Utilities
	Mobile public address system RCMP / Fire
FINANCE AND ADMIN	
	Establish Compensation and Claims Unit and Cost Accounting Unit

WILD FIRES

POLICIES	Interface fires will be managed using unified command with Incident Commanders supplied by the BC Wildfire Service and the Fire Department having jurisdiction. The EOC will provide support and assistance to the BC Wildfire Service and local authorities as and when requested
	In the event of a pure wildfire, the EOC will provide support and assistance to the BC Wildfire Service as and when requested.
HAZARD SPECIFIC CONSIDERATIONS	
EOC DIRECTOR	
	Select Fire or alternate as Operations Chief
	Establish link with any activated DOC/MROCs
	Notify PREOC that EOC is established
	Monitor that interface fire command is unified
	Staff Liaison, Information, and Risk Management positions
INFORMATION	
	Establish news release system
	Establish public inquiry system
OPERATIONS	
	Confirm communication link with Incident Commander, Fire Zone, or Fire Centre as appropriate
Fire Branch	Determine need for evacuation through Fire Commissioner, BC Wildfire, or declaration
	Establish communications with Fire Commissioner Office – Determine Structure Protection needs (SPU)
	Ensure Utilities are advised
	Monitor potential spread of fire and need for fire breaks
ESS Branch	Establish ESS for evacuations / Reception Centre
RCMP Branch	Coordinate the evacuation of personnel
	Coordinate in defining working area and establish control perimeter
	Secure disaster scene for subsequent investigation
	Coordinate traffic control and routes for emergency vehicles
	Coordinate the protection of property and relocate resources where
RCMP, Coroner Unit	Establish temporary morgue, if needed
Engineering Branch	Coordinate the elimination of hazards from damaged utilities
Ambulance Branch	Notify hospitals of casualties
Min of Agriculture / ESS Branch	Coordinate the evacuation of livestock and/or domestic animals - Establish pet care under ESS in the EOC and Ops at the site
Health Branch	Establish emergency public health facilities

PLANNING		
	Supervise damage assessment	
	Ensure risk management activities are being conducted	
Advance Planning Unit	<i>Consider possible major effects</i>	
	Injuries and fatalities	
	Fire	
	Explosions of propane tanks and other hazards	
	Damage to property	
	Collapse of buildings and other structures	
	Sudden hospital requirements	
	Involvement of Hazardous Goods, e.g. fuels	
	Release of toxic smoke, fumes	
	Disruption of traffic and communications	
	Disruption of utilities	
	Convergence of media, photographers, politicians	
	Possible need to relocate primary EOC	
	LOGISTICS	
	Anticipate requests for additional supplies	
	Anticipate requests for food / porta-potties	
Supply Unit	<i>Consider equipment needs and sources</i>	
	Firefighting and rescue	Fire / Engineering / SAR / OFC
	Ambulances	BCAS/ Industry / St. John
	Water tankers (street cleaners)	Engineering
	Relay pumps	Engineering
	Communication equipment	Ambulance / RCMP / Amateur
	Auxiliary lighting	Engineering / Utilities
	Blankets and food	Emergency Support Services
	Mobile public address system	RCMP / Fire / Radio
	Chemical response team	EMBC / Fire / Industry / MOE
	FINANCE AND ADMIN	
	Anticipate compensation/claims	

APPENDIX D – Hazard, Risks and Vulnerability Assessment (HRVA)

2017

F r e q u e n c y ↑	6		(Risk Index: 12) SEVERE WEATHER	(Risk Index: 18) DANGEROUS GOODS SPILL	(Risk Index: 24) FIRE- INTERFACE & WILDFIRE	Frequent or very likely
	5	(Risk Index: 5) TRANSPORT ACCIDENT- ROAD	(Risk Index: 10) CRITICAL FACILITY FAILURE	(Risk Index: 15) DAM FAILURE, FIRE – URBAN/RURAL	(Risk Index: 20) FLOOD	Moderate or likely
	4		(Risk Index: 8) FIRE – INDUSTRIAL, INFRASTRUCTURE FAILURE, TRANSPORT ACCIDENT – AIR	(Risk Index: 12) LANDSLIDE, DEBRIS FLOW OR SUBSIDENCE	(Risk Index: 16) EPIDEMIC – HUMAN	Occasional, slight chance
	3		(Risk Index: 6) EXPLOSION OR EMISSIONS, TRANSPORT ACCIDENT - RAIL			Unlikely, Improbable
	2	(Risk Index: 2) TRANSPORT ACCIDENT- MARINE	(Risk Index: 4) AVALANCHE			Highly unlikely (rare event)
	1	OTHER HAZARDS?	(Risk Index: 2) VOLCANO ERUPTIONS		(Risk Index: 4) EARTHQUAKE	Very rare event
		1	2	3	4	

Severity



This page intentionally left blank.



City of Vernon

***EMERGENCY
PROGRAM
BYLAW***

#5862

THE CORPORATION OF THE CITY OF VERNON
BYLAW NUMBER 5862

A bylaw to develop and implement plans for emergencies and disasters in the City
pursuant to the *Emergency Program Act*, R.S.B.C. 1996, c. 111

WHEREAS the Council for the City of Vernon is required to prepare a local emergency plan respecting preparation for, response to, and recovery from emergencies and disaster,

AND WHEREAS the Corporation of the City of Vernon wishes to provide a comprehensive management program to prepare for, respond to and recover from emergencies and disasters,

NOW THEREFORE, the Council of the City of Vernon in open meeting assembled enacts as follows:

1. This bylaw shall be cited as the Emergency Program Regulatory Bylaw Number 5862, 2021.
2. City of Vernon Emergency Program Bylaw Number 5645, 2017 is hereby repealed and replaced for all purposes.

3. Interpretation

- 3.1. In this bylaw, "Act" means the Emergency Program Act.
- 3.2. Unless otherwise specifically stated, the words used in this bylaw shall have the same meaning as words have in the Act.
 - a) "Council" means the municipal council of the City of Vernon;
 - b) "Mayor" means that person elected by the City of Vernon, and includes the person designated as acting mayor at the relevant time when the "Mayor" is absent, or otherwise unable to act or when the office of the Mayor is vacant,
 - c) "declaration of a state of local emergency" means a declaration of the Council or the Mayor that an emergency exists or is imminent in the municipality;
 - d) "disaster" means a calamity that:

BYLAW NUMBER 5862

- i. is caused by accident, fire, explosion or technical failure or by the forces of nature, and
 - ii. has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property;
- e) "emergency" means a present or imminent event that:
 - i. is caused by accident, fire, explosion or technical failure or by the forces of nature, and
 - ii. requires prompt coordination of action or special regulation of persons or property, to protect the health, safety or welfare of people or to limit damage to property;
- f) "City of Vernon Emergency Management Organization" means the Emergency Program Executive Committee, Emergency Program Management Committee, Emergency Program Coordinator and such other persons appointed, and which are charged with emergency preparedness, response and recovery measures.

4. Emergency Program

- 4.1. In accordance with the provisions of the Act, an Emergency Program, comprising:
- a) the Council;
 - b) an Executive Committee;
 - c) an Emergency Program Coordinator; and
 - d) an Emergency Program Management Committee is hereby established.

5. The Council

- 5.1. The Council is at all times responsible for the general direction and control of the response of the City of Vernon to an emergency or disaster, and in particular to:
- a) declare a State of Local Emergency;
 - b) delegate powers available under the Emergency Program Act, as required, and to monitor the use of such powers;
 - c) establish any emergency policy and legislation necessary to facilitate the response to an emergency or disaster; and
 - d) prepare an emergency plan respecting preparation for, response to, and recovery from an emergency or disaster.

BYLAW NUMBER 5862

5.2. Notwithstanding the provisions of subsection 5.1, the Mayor may carry out the responsibilities specified in clauses (a) and (b) where, because of the circumstances of an emergency or disaster, it is not possible to assemble a quorum of the Council, and provided the Mayor has made every effort to obtain the consent of the other members of the Council.

5.3. The Council will ensure that sufficient budget and staff are provided to maintain an essential level of emergency program preparedness.

6. Emergency Program Executive Committee

6.1. The Executive Committee is accountable to the Council.

6.2. The Executive Committee must comprise, at minimum:

- a) the Mayor;
- b) the Chief Administrative Officer;
- c) the Emergency Program Coordinator;
- d) the Directors of selected functional divisions or their designates as determined by the Executive Committee, and
- e) such other members that the Executive Committee may determine.

6.3. The Executive Committee must

- a) Provide strategic direction and oversight to the Management Committee and Emergency Program Coordinator.
- b) Approve emergency plans developed by the Management Committee.

6.4. The Executive Committee may strike such sub-committees and work groups as deemed necessary.

6.5. Subject to the approval of the Council, the Executive Committee may:

- a) make and amend its terms of reference, policies and procedures,
- b) enter into agreements with other regional districts or municipalities for the purpose of emergency assistance or the formulation of coordinated emergency preparedness, response or recovery.

7. Emergency Program Coordinator

BYLAW NUMBER 5862

7.1. The City of Vernon will appoint an Emergency Program Coordinator to facilitate emergency preparedness, response and recovery measures.

7.2. The Emergency Program Coordinator is responsible for:

- a) providing leadership and administration for the emergency program;
- b) coordinating and/or supervising any sub-committees or work groups;
- c) developing, action plans and budgets;
- d) maintaining all emergency plans and documentation;
- e) providing an annual status report on the level of preparedness;
- f) coordinating a training and exercise program;
- g) coordinating with other governments, non-government agencies, First Nations and private sector;
- h) establishing and maintaining an Emergency Operations Centre; and
- i) establishing, coordinating and supporting volunteer programs.

7.3 In compliance with corporate policies and practices, the Emergency Program Coordinator may enter into agreements with individuals, bodies, corporations or other non-government agencies for the provision of goods or services.

8. Emergency Program Management Committee

8.1. The Emergency Program Management Committee is accountable to the Executive Committee.

8.2. The Management Committee must comprise, at minimum:

- a) the Emergency Program Coordinator;
- b) the Chief Administrative Officer; and,
- c) the Directors of selected functional divisions or their designates as determined by the Chief Administrative Officer.

8.3. The responsibilities of the Management Committee include:

- a) Developing and implementing the emergency program and plans as directed by the Executive Committee;
- b) On-going assessment of hazards, risks and vulnerability;

BYLAW NUMBER 5862

- c) Evaluating progress of the emergency program annually;
 - d) Developing the annual strategies for emergency program priorities;
 - e) Maintaining a staffing and support plan for the Emergency Operations Centre (EOC); and
 - f) Maintaining a training and exercise program.
- 8.4. The Management Committee may strike such sub-committees and work groups as deemed necessary.

9. Emergency Response

- 9.1. The Emergency Management Program will conform to the “B.C. Emergency Management System” (BCEMS).
- 9.2. The Chief Administrative Officer is designated as the Emergency Operations Centre (EOC) Director.

10. Liability

- 10.1. As enabled by the Act, no person, including, without limitation, the Council, the Mayor, members of the City of Vernon Emergency Management Organization, employees of the City of Vernon, a volunteer and any other persons appointed, authorized or requested to carry out measures relating to emergencies or disasters, is liable for any loss, cost, expense, damages or injury to persons or property that result from:
- a) the person in good faith doing or omitting to do any act that the person is appointed, authorized or required to do under this bylaw, unless, in doing or omitting to do the act, the person was grossly negligent; or
 - b) any acts done or omitted to be done by one or more of the persons who were, under this bylaw, appointed, authorized or required by the person to do the acts, unless in appointing, authorizing or requiring those persons to do the acts, the person was not acting in good faith.

ADOPTED the 7th day of September, 2021.

APPENDIX F – State of Local Emergency Example Forms

Declaration of State of Local Emergency

ORDER

WHEREAS there is flooding occurring within The Corporation of The City of Vernon;

AND WHEREAS the flooding poses danger and an imminent threat to people and property within the geographic area known as the Foothills neighbourhood;

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

NOW THEREFORE:

IT IS HEREBY ORDERED pursuant to Section 12(1) of the *Emergency Program Act* (RS, 1996, Chap 111) that a state of local emergency exists within the Foothills neighbourhood of the City of Vernon due to the 2011 BX Creek flooding and potentially resulting in wide-spread damage and severe impact on the well-being of people and the local economy;

IT IS FURTHER ORDERED THAT The Corporation of The City of Vernon, its employees, servants and agents are empowered pursuant to Section 13 (1) of the *Emergency Program Act* to do all acts and implement all procedures that are considered necessary to prevent or to alleviate the effects of the emergency.

ORDERED by the Mayor this date September 28, 20XX to remain in force for seven days until October 05, 20XX at midnight unless cancelled by order of The Corporation of The City of Vernon or the Minister responsible.

Signature

(Mayor or Designate)
City of Vernon

Extension Request For State Of Local Emergency

WHEREAS life and property remain at risk due to the 2011 BX Creek flooding within the Foothills neighbourhood in The Corporation of The City of Vernon;

AND WHEREAS response to the 2011 BX Creek flooding emergency continues to require use of the emergency powers to regulate persons or property to protect the health, safety or welfare of people or to limit damage to property;

The Mayor of The Corporation of The City of Vernon has requested to extend the duration of the declaration of a state of local emergency due to expire on October 05, 2011 at midnight.

Signature

(Mayor or designate)
City of Vernon

October 04, 2011

Date Signed

Minister Decision

IT IS HEREBY APPROVED / NOT APPROVED pursuant to Section 12(6) of the *Emergency Program Act (RS, 1996, Chap.111)* that The Corporation of The City of Vernon may extend the duration of a state of local emergency for a further seven days to October 12, 2011 at midnight.

Signature

(Minister responsible)

October 04, 2011

Date Signed

State of Local Emergency

CANCELLATION ORDER

Date: October 08, 2011

WHEREAS the 2011 BX Creek flooding emergency in The Corporation of The City of Vernon;

AND WHEREAS this flooding emergency no longer requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property;

IT IS HEREBY ORDERED pursuant to Section 14 (2) (ii) of the *Emergency Program Act* (RS, 1996, Chap 111) that a state of local emergency no longer exists in the Foothills neighbourhood of the City of Vernon and is therefore cancelled effective this date at 1800hrs.

Printed name of Mayor or designate

Signature

City of Vernon

APPENDIX G - City Emergency Plan Distribution List

Name / Position	Plan Version / Date	Electronic/Printed	Date Distributed
Vernon Emergency Program Coordinator		Electronic	
All Emergency Management Committee members		Electronic	
Placed on all EOC computers		Electronic	
Two printed copies in each EOC		Printed	