

**STAFF REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE
MEETING OF JANUARY 3, 2007**

**SUBJECT: Planning & Protective Services Department – Emergency Planning
2007 Work Plan Overview**

PURPOSE:

To receive the 2007 Emergency Planning Work Plan Overview.

BACKGROUND:

A. CRD EMERGENCY PLANNING SERVICES AND SERVICE LEVELS

Service 1 Emergency Planning Commission Administration

Provide administrative and emergency planning support for the JDF, Southern Gulf Islands, and Saltspring Island Emergency Planning Commissions, and various other CRD Commissions or contracted Societies that provide emergency support services such as the Emergency Planning Commission, Search and Rescue, and Emergency Social Services.

Service 2: Corporate and Regional Emergency Planning

Coordinate and administer the Corporate Emergency Plan and three Electoral Area Emergency Plans.

Service 3: Emergency Response

Provide 24 hour – 7 day a week Local Authority emergency response (Manager of Protective Services, General Manager of Planning and Protective Services and CAO call-out coverage) to administer Declaration of Local Emergencies, support EA emergency program coordinators, coordinate Emergency Operation Centres and liaise with the Provincial Emergency Program.

Service 4: Hazmat Response Service

Provide a system of response to Hazardous Material emergency incidents in the Capital Regional District.

Service 5: Emergency Response (911) Telephone Dispatch, Radio Dispatch, and Municipal Dispatch Systems

Administers operating contracts and reviews service requirements for Emergency Response (911) Telephone Dispatch, Radio Dispatch, and Municipal Dispatch Systems.

B. ACCOMPLISHMENTS--2006

Service 1—EP Commission Administration

- **Southern Gulf Islands Emergency Program** – The Committee meets monthly to review priorities and discuss operational and training needs. A State of Local Emergency was declared for Galiano Island as a result of a Wildfire and the Emergency Operations Centre was activated to coordinate local emergency response activities. A debriefing workshop was held with elected officials to discuss lessons learned.

- **Juan de Fuca Emergency Program** – The Committee meets monthly to review priorities and discuss operational and training needs. 2006 initiatives included planning and implementing the Tsunami Warning Sign project, identifying EP representatives within each community and deploying emergency supplies throughout the JDF Electoral Area. Provided sustained EOC and ESS support to JdF communities during a series of winter storms between early November and late December.
- **Salt Spring Island Emergency Program** – The Committee meets monthly to review priorities and discuss operational and training needs.
- **Tsunami Information Sign Pilot Project** – Signs are being erected as joint project between the CRD, Provincial Emergency Program, and MoT along the Highway 16 corridor in the communities of Port Renfrew and Jordan River. Both communities are considered to have a high-risk for tsunamis.

Service 2—Corporate and Regional Emergency Planning

- **Emergency Preparedness Operational Improvements** – the General Manager of Planning and Protective Services and Manager of Protective Services staffing positions were filled in 2006 improving the emergency coordination capability of the CRD. An assessment of current bylaws, procedures and operational guidelines is underway.
- **Regional Disaster Response Operational Review** – Submitted an application to UBCM to complete a CRD review of possible approaches and options for enhancing the regional disaster response coordination in the CRD. The study and report will evaluate models and approaches that might improve coordination within the region. A grant for \$20,000 was awarded to complete the study. Developed and issued RFP for the project and, as of December, have engaged a consultant to complete the project. Final report from the consultant is due on March 15, 2007.
- **Regional Emergency Coordinators Commission** – Explored strategies to improve linkages between the Provincial Emergency Program and the Commission to obtain a greater commitment from PEP to support the activities of the RECC. Working with the Commission to implement the regional disaster response coordination model. A subcommittee has been established to evaluate the current commission establishment bylaw and recommend changes through staff, to the Board.
- **Strategic Plan** -- Participated in the development of the Corporate Strategic Plan. Protective Services Manager chaired the “Emergency and Disaster Response” logic model development team.
- **Information Requests** – Addressed an increasing number of information requests from the public and media related to emergency response.

Service 3—Emergency Response

- **Availability and Support for EA Emergency Programs**--Assisted Southern Gulf Islands Emergency Program responders with EOC operations during a wildland fire on Galiano Island. Continue to receive numerous calls during evening and weekend hours from all three EAs and the Provincial Emergency Program, regarding potential or ongoing incidents.
- **JEPP Grant Applications** – Completed the submission of seven JEPP applications, two of which were from CRD Corporate, to offset program and equipment costs. The success of grant funding allocations will be dependent on projects matching funding criteria and is payable on completion of the projects. JEPP grants of \$10,000 were received for generators in JDF.

Service 4—Hazardous Materials Response

- **Hazmat Service Establishment Bylaw and Operational Agreements** – a new Hazardous Materials Incident Response Service was established with the consent of all of the member municipalities and

electoral areas. The service is being welcomed by all of the emergency services functions within the CRD as cooperative regional initiative to fund and coordinate training, support and an emergency response capability for serious hazardous materials incidents. Staff has been involved in the creation of administrative agreements and the development of operational guidelines for the service.

Service 5—E9-1-1

- **Equipment Replacement** – Identified the need to replace critical 9-1-1 Key Set Interface (KSI) equipment and obtained Board approval to implement project. Project to be completed
- **Outreach** – Regularly meet with PSAP managers in the core area as well as represent the CRD on various 9-1-1 committees including the BC 9-1-1 Service Providers Committee.
- **System Review**—obtained Board recognition that a comprehensive 911 system review should be completed in the near future.

C. KEY OBJECTIVES--2007

- Establish Emergency Management Bylaw, Emergency Management Organization and Emergency Plans that provide an effective coordinated emergency response to local and regional emergencies.
- Ensure that the Corporate Emergency Plan and the Electoral Area Emergency Plans are consistent with the Emergency Program Act and compliant with BCERMS.
- Review the Electoral Area Emergency Plans and Bylaws to ensure that an appropriate delegation of responsibilities, definitions of roles and inter-relationship with the CRD and other jurisdictions is established.
- Ensure that there is a high level of public awareness of Emergency Plans and procedures (evacuation, stay in place preparedness) in the case of an emergency.
- Increase awareness of Provincial and local authority agencies and their representatives of CRD issues and contacts to better coordinate an emergency response.
- Implement the Hazardous Materials Response Service
- Increase CRD interdepartmental awareness and cooperation.

D. WORK PLAN--2007

Service 1

- Complete strategic plans for each emergency service committee; participate in committee meetings; assist with efforts to recruit and retain volunteers.
- Revise existing emergency program bylaws to establish a consistent administrative structure between each of the EA emergency programs.

Service 2

- Draft for Board adoption, an emergency management bylaw which establishes an Emergency Management Organization, adopts the emergency plan and delegates specific emergency program authorities and responsibilities.
- Develop consolidated training plans for related CRD service types (e.g. emergency programs, ESS and SAR); conduct HRVAs for each electoral area; develop regional disaster communications plan; complete review and final adoption of EA emergency plans by the Board.

- Assist with the development of emergency response operational agreements between CRD departments and area responders.
- Complete a corporate HRVA and emergency plan.
- Coordinate emergency response training for staff.
- Finalize recommended regional disaster response model for Board consideration and support.

Service 3

- Identify staff available to support corporate emergency response activities.
- Develop operational guidelines for the activation of the emergency coordination centre, recall of staff, and the provision of standby coverage.
- Provision the Fisgard Street Emergency Coordination Centre.
- Synchronize the corporate emergency response plan, the EA emergency plans, and department emergency plans to clearly define roles and responsibilities within the CRD emergency response structure.

Service 4

- Provide administrative support for the new Hazardous Materials Response Service which would include: preparing a master mutual aid agreement between participating jurisdictions; preparing a master operational agreement between fire departments that are contributing staff and equipment in support of the service; negotiating memoranda of understanding between the PEP and the MoE; contracting with a coordinator to coordinate team training, schedule members for call-out, manage equipment and prepare service activity reports.
- Select and train Haz-Mat response team members.
- Purchase Haz-Mat response equipment.

Service 5

- Conduct comprehensive service review.
- Provide service administration to include: resurrecting the E9-1-1 Operations Committee and attending committee meetings; representing service at Provincial E9-1-1 Committee meetings; preparing budgets; liaise between the P9-1-1 service provider and PSAPs to resolve issues and problems related to the provision of the service.
- Prepare a migration strategy and business plan to provide service support for emerging technologies such as Wireless Phase 2 and VoIP.

FINANCIAL IMPLICATIONS

Major Impacts to the 2007 Emergency Program Budget:

Hazardous Materials Incident Response—a new regional service was established to respond to spills or releases of hazardous materials within all CRD municipalities and Electoral Areas. Proposed budget includes the training of responders, the acquisition of equipment, and administrative support. The maximum requisition for this service was approved at \$400,000.

Corporate Emergency—a new level of service is being established to provide a minimal level of corporate support for emergency responses in the Electoral Areas and CRD service areas. The corporate requisition for this service is \$89,730.

SSI Emergency Program – \$10,000 has been included to assist with the purchase of a generator.

SJI Emergency Program – the budget has an increase of \$42,500 due to reduction in prior year surplus carry forward and equipment purchases.

JDF Emergency Program – the same level of service is continuing.

SUMMARY

As part of the process of preparing the budgets, there was consideration given to increasing the scope of the program to achieve a higher level of emergency preparedness. While this is endorsed by staff, there is limited capacity and resource to accommodate this and increased resources will likely be required in future years.

RECOMMENDATION:

That the 2007 Work Plan Overview for Emergency Planning be received.

David Gibbs, Manager,
Protective Services

Robert Lapham, GM
Planning and Protective Services
Concurrence