

OVERVIEW OF CRD EMERGENCY MANAGEMENT STRUCTURE

ORGANIZATIONAL STRUCTURE

The Capital Regional District's (CRD) emergency management structure is divided into two phases: planning and response. An organizational chart for each phase is included (Attachments 2 and 3). Primary roles and responsibilities are listed below.

PRIMARY ROLES AND RESPONSIBILITIES - PLANNING

CRD Board

- Responsible for adoption of emergency plans
- Appointment of CRD Emergency Manager (EM)
- Overall policy and budget decisions

Emergency Management Committee

- Chief Administrative Officer (CAO) or designate
- CRD EM
- General Managers (GM)
- Electoral Area (EA) directors
- prepare and present to the Board, for review and approval, plans respecting the preparation for, response to and recovery from emergency and disaster

Emergency Coordinating Committee

- CRD EM
- CRD deputy EM
- local EA Emergency Program coordinators (EPC) (3)
- departmental emergency management representatives
- review and provide advice regarding the content of emergency plans and to provide those recommendations and advice to the Emergency Management committee

CRD Emergency Manager

- overall program development and administration
- appointed by the Board and during planning works with the other members of the Emergency Coordinating committee to develop strategic goals for emergency management both at a departmental level and to the three electoral area programs
- works to ensure all CRD departmental plans are consistent with the CRD Emergency Plan, and the response procedures for all departments are consistent with the CRD Emergency Operation Centre (EOC) Concept of Operations

CRD Deputy Emergency Manager

- electoral area emergency management program integrated development
- reports to the CRD EM, responsibility focused on the three electoral areas including:
- integration of three electoral area programs with CRD Emergency Plan
- volunteer training coordination
- shared response coverage with CRD EM

Local Emergency Program Coordinator

- focused on their individual electoral area including:
- local aspects of emergency management program
- community stakeholder and response agency engagement
- local implementation of training and program development

- response coverage for events in their area, focused on local event information gathering and communication with CRD EOC

PRIMARY ROLES AND RESPONSIBILITIES – RESPONSE

Policy Group

- Board of the CRD
- overall policy direction
- declaring a local State of Emergency where required

GM Advisory Group

- CRD CAO
- CRD department heads
- recommendations to the policy group based on departmental requirements or EOC requests
- communicate Policy Group direction to the CRD EOC

CRD Emergency Operations Centre

- overall support to local electoral areas and departmental operations centres
- media and public information
- gathering of information for situational awareness
- liaising with external agencies, such as the province or other local governments

CRD Departmental Operations Centre (DOC)

- departmental emergency response
- liaising with CRD EOC for policy direction and situational awareness

Local Electoral Area EOC

- local information gathering for situational awareness
- communication with local response agencies and community representatives
- identification of community needs and requests to the CRD EOC for assistance

CRD Emergency Manager

- enacting the CRD Emergency Plan and opening the CRD EOC
- on call for all emergency events within the CRD electoral areas or departments
- during response, manages the CRD EOC until the event requires a higher authority such as a GM or CAO to assume the role of EOC director (includes communication with the province, Board members and senior staff as appropriate)

The CRD Deputy Emergency Manager

- supports the Electoral Areas where required
- operates where required, either at a local level, or at the CRD EOC to support local areas

Local Emergency Program Coordinator

- local aspects of CRD Emergency Plan and opening of local EOC
- response coverage for events in their area, focused on local event information gathering and communication with CRD EOC
- community stakeholder and response agency engagement

PRIORITIES IN PROGRAM DEVELOPMENT

1. Community Input

The programs need to continue to develop based on the individual needs of each community. This will continue to be done effectively, through ongoing community meetings similar to those already in place, as described here:

1.1. Salt Spring

The commission is comprised of a group that had previously met to discuss emergency management. This group includes representation of emergency response agencies and other stakeholders, such as neighbourhood programs, schools, emergency social services (ESS) and communication. The local EPC will continue to meet with the same group that became the commission, with the focus on agency interaction, community needs and emergency planning, rather than program administration.

1.2. Juan de Fuca (JdF)

The local EPC has developed a large core of members, representing communities, response agencies and stakeholders from the Juan de Fuca, and invited members from Sooke and neighbouring First Nations. This group will continue to meet, and provide an opportunity for community engagement.

1.3. Southern Gulf Islands

Each island's volunteer group meets, to determine and forward local needs. This will continue, with the local EPC tasked with collating and bringing those issues forward for inclusion in program development. As well, there is good communication with response agencies, as proven in both planning and response.

1.4. Annual Strategic Review – All Areas

Additionally, to the ongoing community engagement, the local coordinator will be responsible for the organizing of an annual meeting of local stakeholders to review the emergency plan and strategic goals of the local aspects of the emergency program.

2. Levels of Service

The CRD's EA Emergency programs will continue to focus on providing a high level of support to local residents during a disaster or emergency, based on each local community's needs. Each area will continue to have a local EPC, focused on integrating the CRD Emergency Plan with the requirements of their EA.

2.1. Corporate Support

The CRD, in response to its legislated responsibility, has developed a strong capacity, both through internal staff resources across the organization, as well as increased technology. This allows a much higher level of support to local residents than was previously available.

Over the past few years, CRD staff from Information Technologies, Finance, Protective Services, Parks, Water, Environmental Sustainability and Building Inspection has participated in training and exercises, both at the CRD and in the EAs. This has both allowed staff to become more familiar with what is required of them during an emergency, as well as to build confidence among local volunteers that the CRD will be able and available to assist during an emergency.