



**CITY OF RICHMOND**

**REPORT TO COMMITTEE**

**TO:** General Purposes Committee

**DATE:** March 8, 2000

**FROM:** Jeff Day, P. Eng.  
Director, Engineering

**FILE:** 5125-03-01

**RE: Emergency Management Program Initiatives**

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**STAFF RECOMMENDATION**

That the concept for the Emergency Management Program outlined in the staff report dated March 8, 2000, from the Manager, Environmental Programs, be endorsed.

Jeff Day, P. Eng.  
Director, Engineering

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**CONCURRENCE OF GENERAL MANAGER**

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## STAFF REPORT

### ORIGIN

Responsibility for managing the City's emergency program function was transferred to the Engineering Department - Environmental Programs section in May, 1999. Since that time, staff have been involved in a number of emergency planning initiatives. In addition, a review of Richmond's existing plans and programs was undertaken to form the basis for future program development.

As part of the City's commitment to pro-active and long-term planning, a 3-year plan has been developed for the City's emergency program. This report presents those planned initiatives.

### ANALYSIS

A number of activities were undertaken during 1999 as a result of priority issues or other needs. These included a 1999 Flood Plan, Y2K planning-related activities, establishment of the City's Emergency Operations Centre, training & exercise activities and other related issues. A significant part of our work in 1999 also included a review of the City's existing emergency plans and programs.

Existing plans were evaluated to determine how well they align with the requirements outlined in the two key pieces of provincial legislation respecting emergency planning approaches, those being the Emergency Program Act (the "Act") and the Local Authority Emergency Management Regulation ("Regulation"). A summary of the Act and Regulation as well as the recommended approach to address their requirements follows.

#### **1. Emergency Program Act**

The Act requires that local authorities establish an Emergency Management Organization and an Emergency Plan. To address this requirement, a proposed City bylaw (Bylaw 7061 - Emergency Management Organization Establishment and Delegation of Authority Bylaw) has been prepared. This bylaw, which will be presented to Council for consideration, will:

- i) satisfy the requirement for the establishment of an Emergency Management Organization, and
- ii) outline responsibilities associated with the development of the City's emergency plan,

#### **2. Local Authority Emergency Management Regulation**

This Regulation outlines specific requirements which must be included in the City's emergency plan and programs. A summary of these requirements follows:

- a) A hazard and risk analysis for the jurisdictional area and the potential impact on people and property.
- b) The commitment of the local authority to provide policy guidance/direction and the procedures by which this will be done.

- c) A method for periodic review and updating of the plan.
- d) Emergency response staff, who are assigned responsibilities in the plan, must be established and maintained.
- e) A training and exercise program.
- f) Procedures which identify how resources may be obtained.
- g) Implementation procedures for the plan.
- h) Procedures to notify those who may be affected by an impending disaster.
- i) A program to coordinate the provision of food, shelter, clothing, transportation and medical services to victims.
- j) Priorities for restoring essential city services as well as recommended priorities for restoration of non-City services.

The above results in the requirement for a number of plans, procedures and programs.

In our evaluation of the city's existing plans, it became apparent that they are based on dated styles and approaches and, therefore, do not necessarily reflect all the requirements of the Regulation. In addition, there have been recent changes in the approach to emergency planning and response in the region. Specifically, the new Regional Emergency Coordination Centre and the new provincial response structure -- B.C. Emergency Response Management Structure (BCERMS) -- which adopts the incident command structure for management of emergencies or disasters.

In light of the above, staff recommend that new plans and programs be developed which:

- reflect current approaches and more closely align with provincial legislation,
- reflect the trend to a more regional response to emergencies or disasters, and
- align with the incident command structure, being adopted by the Province.

To do this, staff are recommending that the following initiatives be introduced over the next 3 years.

- City Bylaw 7061
- New Emergency Plan
- New Emergency Social Services Plan
- Resources Plan/Evaluation of Communication Methods
- Community Outreach Programs
- Training Program
- Exercise Program
- New Departmental Emergency Plans
- Business Continuity Plan

A description of each of these initiatives, the proposed method to undertake each and the anticipated timing is detailed in Attachment 1.

The proposed initiatives represent our best assessment of the City's needs as it relates to emergency planning at this time, particularly in light of legislative requirements. It is somewhat preliminary in nature and will be reviewed and revised by the Emergency Planning Committee as we progress with the development stage. As each plan/program is developed, a period of time will be spent making adjustments and fine-tuning items as required. This will be a major focus during the third year of the program.

The proposed approach places considerable energy and focus toward building the emergency plan and programs to the level recommended by staff. Once an updated emergency plan and program is developed, the process will shift toward maintenance and required updates. This will ensure our plans remain current and relevant to our specific needs.

After initial plan development is completed, our focus can then shift toward development of long term strategies, including mitigation initiatives or those initiatives we can undertake or plan for to reduce the potential risks to our community. This could also include an analysis of funding alternatives for recovery or re-building efforts. We also see opportunities to include greater education and involvement of the business community, particularly toward development of their own preparedness and business continuity plans.

#### FINANCIAL IMPACT

This report has no direct financial impact. Costs related to each plan/program will be reported to Council as they are brought forward for consideration and approval. The Emergency Program is funded as part of the Engineering & Public Works Division operational budget.

#### CONCLUSION

This report outlines several initiatives designed to formulate a comprehensive emergency plan and related programs which are current, aligned with legislative requirements and designed to complement the direction toward combined regional response efforts.

Suzanne Bycraft  
Manager, Environmental Programs

SJB:

## Emergency Management Program Initiatives – 2000 – 2002

Key Initiative	Description	Method	Anticipated Timing
<b>Bylaw 7061 (Emergency Management Organization)</b>	A bylaw which establishes the Emergency Management Organization, establishes emergency planning measures and assigns responsibilities for the emergency plan and programs.	Emergency Program staff	March, 2000
<b>Emergency Plan</b>	A plan which identifies the specific actions, roles and responsibilities to be carried out in the event of an emergency or disaster. It will also identify response priorities and recovery strategies.	Emergency Program staff with Planning Committee involvement, supplemented by regional support and added assistance as required.	March, 2000 – November, 2000
<b>Emergency Social Services Plan</b>	A plan to provide services to evacuees, including temporary food, shelter, clothing, counselling and other personal services -- after an emergency or disaster has occurred. Includes designation of reception centres, emergency shelters, etc.	Staff Secondment	April, 2000 – May, 2001
<b>Resources Plan/ Evaluation of Communication Methods</b>	Identification of the resources available throughout the community and associated costs/agreements. Also, includes a review of communication methods to be used in the event of an emergency or disaster and recommendations concerning back-up/alternatives available.	Staff Secondment	April, 2000 – August, 2000
<b>Community Awareness Program/s</b>	A two-part program – one which will provide on-going education with respect to overall emergency preparedness, and one which identifies how we will communicate with the community in the event of a disaster.	Emergency Program staff	February, 2000 – July, 2000
<b>Training Program</b>	A program to provide regular training of staff who have designated emergency response roles in the Emergency Plan.	Emergency Program staff	Ongoing
<b>Exercise Program</b>	A program designed to exercise, or practice key elements of the emergency plan, with those staff who have designated emergency response roles.	Emergency Program staff	Ongoing
<b>Departmental Emergency Plans</b>	Department plans will identify how priority services will be restored. In addition, they will identify the main services that will be provided and how – as part of business continuity planning.	Emergency Program staff and Department Directors/ Managers, with regional assistance.	January, 2001 – September, 2001
<b>Business Continuity Plan</b>	A plan which identifies the risk assessment, business impact, recovery strategy, business continuity and implementation procedures for ensuring that key city services are maintained after an emergency or disaster.	Emergency Program staff, Department Directors/Managers, supplemented by outside assistance, as required.	June, 2001 – May, 2002