To:	Community Safety Committee	**Date:**	November 22, 2005
From:	Suzanne Bycraft Manager, Emergency & Environmental Programs	**File:**	09-5125-01/Vol 01
Re:	**Emergency Planning - Program Priorities**		

Staff Recommendation

That the report regarding Emergency Planning – Program Status, from the Manager, Emergency & Environmental Programs, dated November 22, 2005, be received for information.

Suzanne Bycraft
Manager, Emergency & Environmental Programs
(3338)

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ROUTED TO:	**CONCURRENCE**	**CONCURRENCE OF GENERAL MANAGER**	
Budgets	Y ☑ N ☐		
REVIEWED BY TAG YES ☑ NO ☐		**REVIEWED BY CAO** YES ☑ NO ☐	

Staff Report

Origin

At their October 12, 2005 meeting, Community Safety Committee referred a report regarding "Emergency Planning – Program Status" to staff for preparation of a detailed report related to equipment needs, funding, future projects and planning. This report responds to that request.

Analysis

The diagram in Attachment 1 lists the elements which are required in order to meet the City's planning obligations under the Emergency Program Act and regulations. This overview has served to guide our planning efforts since 1999.

The priority projects for 2006 are listed in the following section. The associated additional level funding requirements are also shown where required. Funding is not shown for projects which can be accommodated within existing budgets.

2006 Priority Initiatives	Additional Level - Capital	Additional Level - Operating
1. Administrative Support Position Support is required for community outreach, communications/plan updates, maintenance of EOC supplies, etc.		$47,734
2. Chemical, Biological, Radiological, Nuclear and Explosives Response Plan A response plan to address the immediate needs and requirements associated with potential acts of terrorism.		
3. Public Information Plan Consulting support to finalize response plan and test	$16,500	
4. Emergency Communications a) Emergency Notification System – rapid notification to residents in designated areas concerning evacuation alerts or other emergency bulletins as well as callout of EOC staff. b) Portable Radios and Satellite Phones - Build inventory for distribution to key City facilities, i.e. community centres c) Installation of Amateur Radio Equipment at City facilities d) Emergency communications enhancements – consulting	$300,000 $24,000 $20,000 $20,000	$85,000 $11,000
5. Emergency Exercises Consulting services to assist with planning and delivery	$25,000	
6. Emergency Plan Overall, high level document which outlines roles and responsibilities		
7. Evacuation Plan A plan to identify how portions of the City would be evacuated	$30,000	
8. Resource Tracking Purchase resource/supplier/equipment inventory database software or upgrade existing City system.	$50,000	$7,500
9. Emergency Social Services Development of supporting procedures, training and exercising of City staff and volunteers on an on-going basis.		

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The 2006 priority initiatives are part of the City's on-going commitment to enhancing emergency preparedness. Some items, particularly in the Emergency Communications area (Item 4), represent further development/new equipment (i.e. accumulating inventory of radios, etc.) which build on previous financial commitments.

In the report presented to Community Safety Committee on October 12, 2005, potential development areas for the City's emergency management program were discussed. These are further explored in the following table. We are unable to provide cost information on these items as they are at the conceptual stage only at this time. This does, however, give some sense of what is on the horizon for emergency planning.
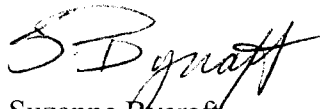
Item/Issue	Comments	Future Plans
Emergency Operations Centre	• Current facility located at City Works Yard, i.e. inspectors offices will be converted to EOC • New planning approaches (BCERMS) indicate more space is required for work stations/break out rooms • Equipment/technology is lacking, such as projection screens, mapping capability, status boards, etc. • There is currently no back up EOC	A new EOC has been included in the scope of the new Community Safety building. Issues of space, equipment, technological needs, etc. will be addressed in the planning process.
Hazard, Risk and Vulnerability Assessment	• Emergency Program Act requires communities to identify hazards and assess the risk of those hazards on people and property • 8 hazards have been identified by the City's planning committee for planning purposes • Key studies are undertaken as required, i.e. dyke studies, water study, flood management strategy, tsunami study, etc.	The current approach is considered sufficient at this time. However, a more comprehensive assessment may be further explored as we continue to advance our planning efforts.
Disaster Debris Management	• This plan would outline an approach to manage debris resulting from an emergency or disaster • A template has been produced by the Joint Emergency Liaison Committee, however, it lacks an overall regional approach	If time permits, undertake to complete the planning template in 2006. Alternatively, undertake this project in 2007.
Business Continuity Planning	• The IT Department has commenced continuity planning for information technology based priority areas. They will continue to bring forward initiatives to provide backup for these systems. • The scope of this project does not extend to all key City business functions, i.e. those that are not information-technology based, such as infrastructure repair, issuance of permits, etc. • Rapid recovery of City functions, i.e. infrastructure, permitting processes, etc. is key to community economic recovery.	Work on the IT Business Continuity Plan and associated initiatives to provide back up will continue. A business continuity plan for all aspects of the City's services should be highlighted as a future project, as time and budgets permit.
Departmental Emergency Plans	• Each key operating department in the City should develop plans to provide specific information on priority areas of response and recovery as it relates to the overall Emergency Plan.	This issue will be further explored once the Emergency Plan is completed.

Financial Impact

The total funding requirement for 2006 priority initiatives is $636,734. Of this, $485,500 is one time capital or consulting costs. The balance is on-going operating costs. Funding for future projects will be identified as the program scope is more clearly defined.

Conclusion

This report highlights the key priority projects for 2006, and the associated funding requirements. It also provides some insights into future planning issues or potential priority areas. Emergency planning requires continual review, updating, training and exercising to ensure readiness.

Suzanne Bycraft
Manager, Emergency & Environmental Programs
(3338)

SJB:

Emergency Plan

provides overall guidance for City's preparation for, response to and recovery from major emergencies. The scope of the emergency plan includes:

- Training & Exercise
- Response Priorities
- Emergency Declaration
- Communications
- Roles & Responsibilities

- Disaster Debris Management
- Hazard, Risk, Vulnerability Assessement
- Emergency Operations Centre
- Evacuation Procedures
- Business Recovery
- Resources

Supporting Plans

The supporting plans provide detailed policy and procedures for specific response and recovery components identified in the emergency plan.

Emergency Social Services Plan provides for the physical & emotional well-being of people in Richmond during an emergency.
Operational

Emergency Information Plan ensures that in the event of an emergency prompt, effective and coordinated public information in provided.
Completion 2006

Threat/Issue Specific Plans
Flood Management
Not Started
Air Disaster
Not Started
Spill Response
Completed
Pandemic
Completion 2006
CBRN
Completion 2006

Business Continuity identifies the risk assessment, recovery strategy, business continuity and implementation procedures for ensuring that key city services are maintained after an emergency
Initiated 2002

Departmental Plans assists City departments to carrying out their emergency response roles and recovery of normal operations.
Not Started

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