



To: Community Safety Committee
From: Phyllis L. Carlyle
General Manager, Law & Community Safety
Re: Update to Emergency Management Plan

Date: June 21, 2010
File: 09-5125-03-02/Vol 01

Staff Recommendation

1. That the Emergency Management Plan dated July 13, 2010 be approved, as required under the British Columbia Emergency Programs Act.
2. That the General Manager, Law and Community Safety be directed to undertake a complete review of the Emergency Management Plan every three years and present this updated review to Council through the appropriate Standing Committee.

Phyllis L. Carlyle
General Manager, Law & Community Safety
(604-276-4104)

Att. 1

FOR ORIGINATING DEPARTMENT USE ONLY		
CONCURRENCE OF GENERAL MANAGER 		
REVIEWED BY TAG	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
REVIEWED BY CAO DEPUTY	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Staff Report

Origin

At the March 26, 2007 regular Council meeting, Council approved a new Emergency Management Plan and at the same time, adopted the following referral on consent:

That (2) the General Manager, Law and Community Safety:

(a) update the Emergency Management Plan annually; and

(b) undertake a complete review of the Emergency Management Plan every three years and present the review to Council through the appropriate Standing Committee.

This report responds to part (b) of the referral. A comprehensive review of the plan was conducted to incorporate lessons learned through emergency exercises and incidents that have taken place in Richmond since the Plan was brought forward in 2007.

Analysis

The British Columbia Emergency Program Act requires a local authority to “prepare or cause to be prepared local Emergency Management Plans respecting preparation for, response to and recovery from emergencies and disasters.” This Plan addresses Council’s obligations under the Act and sets out the framework for response to emergencies and disasters in the City.

Since the Emergency Management Plan was approved in 2007, it was used in the following exercises:

August 23, 2007	CBRNE tabletop exercise
November 12 – 14, 2008	Exercise Bronze tabletop exercises
February 9 – 12, 2009	Exercise Silver, a functional Emergency Operations Centre (EOC) exercise
September 22, 2009	Exercise Constant Vigil, YVR & Health Canada tabletop exercise
October 2, 2009	Exercise Gold tabletop exercise
October 9, 2009	Richmond Olympic Operations Centre tabletop exercise
November 2 – 6, 2009	Exercise Gold full scale field exercise
December 15, 2009	Water Services emergency response tabletop exercise

After each exercise, the plan was reviewed, based on the lessons learned. The Emergency Management Plan was also functionally used during the Olympics as a guide to inter-agency cooperation and at a major airplane incident. These tests determined that the Plan authorities, organization, concept of operations, and emergency response roles and responsibilities remain accurate and current.

However, this Council mandated comprehensive review of the Plan recommends that the Plan be streamlined. A complete review of the Plan was undertaken to ensure that it is current and has the flexibility to be used to guide the City in its response to emergencies through to a large disaster. Minor changes have been made to the original plan to address updates to the legislation,

contact information and resources. Additionally, information on both the primary and alternate Emergency Operations Centre locations was added, as well as updates to the Emergency Social Services program and communications.

Finally, minor updates were made throughout the Plan to keep the information current, available, and more intuitively laid out so that it would be a better resource to responding individuals who have a need for immediate access to required information in the Plan.

This Emergency Management Plan provides the authority and guidance to City staff to ensure a well-managed response to emergencies and disasters within the jurisdiction. It is anticipated that it will now be an even more efficient resource during any future emergency response.

Financial Impact

None

Conclusion

In response to this referral from the March 26, 2007 Council meeting, the Emergency Management Plan was completely reviewed and re-written to guide the City through small and large scale disasters, giving direction to decision makers in a clear, comprehensive, easy to use resource.



Deborah Procter
Manager, Emergency Programs
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DP:dp