



EMERGENCY management plan



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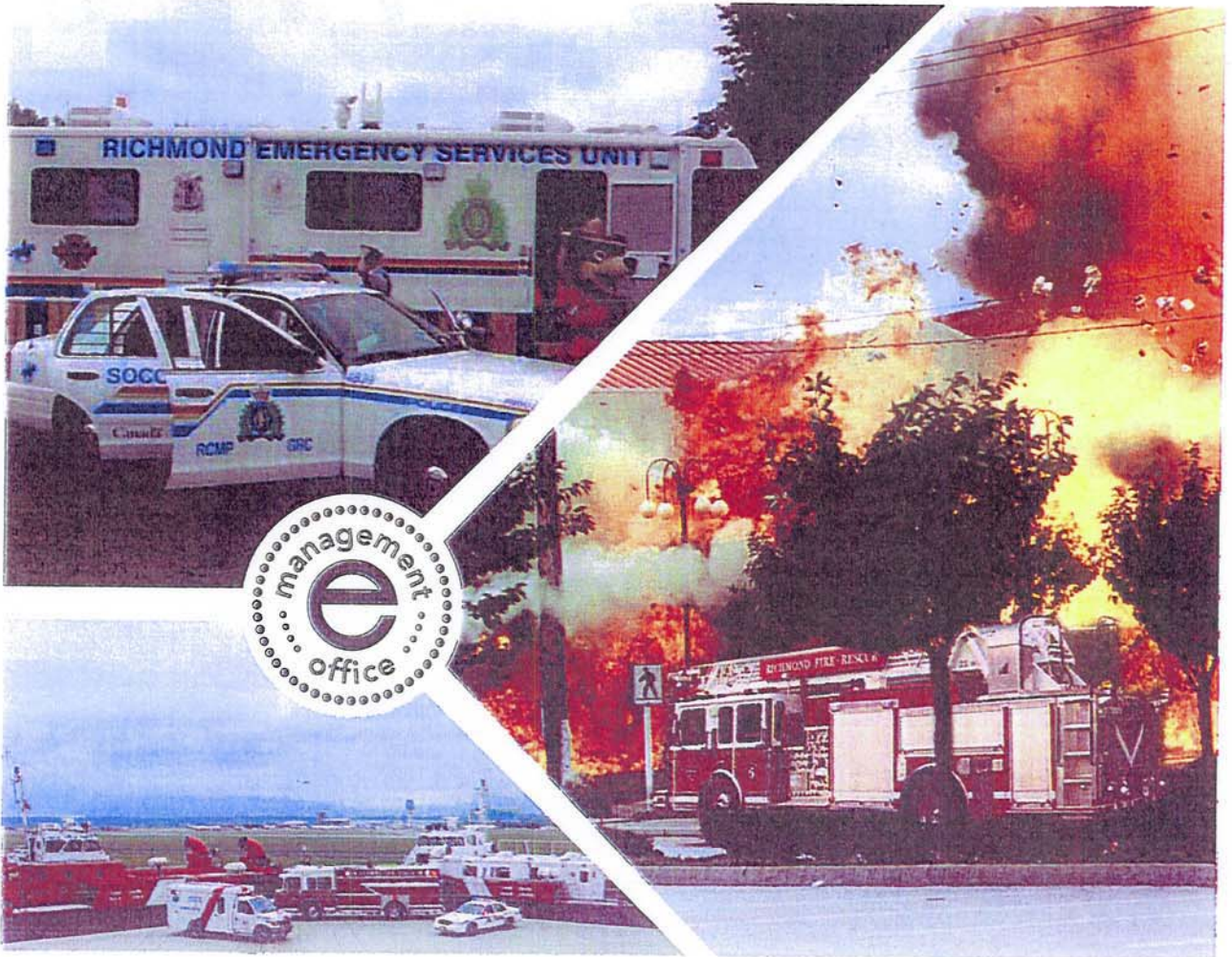


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Acknowledgements

The Emergency Management Plan demonstrates Richmond City Council's commitment to ensure the health, safety and economic well-being of the community by providing guidance and direction in a major emergency or disaster.

City Council's leadership in this area has included spearheading a number of Emergency Management Planning initiatives to ensure a well-planned and managed approach to emergencies. Council has assigned responsibility for emergency management plans and procedures to the Emergency Management Planning Committee.

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1.0 Plan Authority

Provincial Legislation

BC Emergency Program Act

Pursuant to the B.C. Emergency Program Act, 1996, Appendix 1, “a local authority is at all times responsible for the direction and control of the local authority's emergency response.” Furthermore, “a local authority must:

- “Prepare or cause to be prepared local Emergency Management Plans respecting preparation for, response to and recovery from emergencies and disasters.
- ...establish and maintain an emergency management organization...”

Local Authority Emergency Management Regulation

The Local Authority Emergency Management Regulation, 1995, Appendix 4, specifies the local authority's Emergency Management Plan must reflect the potential emergencies and disasters that could affect the jurisdiction. According to the regulation, a local authority must:

- Provide policy guidance and direction to the emergency management organization and procedures by which that guidance and direction is to be provided.
- Require a periodic review and updating of the Emergency Management Plans.

Additional provincial legislation relevant to emergency management include:

- Emergency Program Management Regulation, 1994, Appendix 2
- Compensation and Disaster Financial Assistance Regulation, 1995, Appendix 3

Full copies of this legislation is provided in the Appendices.

The Emergency Management Plan was prepared in accordance with the legislative requirements outlined in the British Columbia Emergency Program Act and Local Authority Emergency Management Regulation. Further, this plan is based on the B.C. Emergency Response Management System (BCERMS) standards and has adopted the response objectives, structure and functions prescribed in Section 4: Concept of Operations.

State of Local Emergency

The Emergency Program Act provides municipalities with the authority to declare a state of local emergency when extraordinary powers are required to effectively respond to an emergency. Following the declaration, the local authority may authorize selected persons or agencies to use the extraordinary powers. The most common powers used include ordering a mandatory evacuation and obtaining access to private property where public safety is the issue. A complete list of powers and procedures for Declaring a State of Local Emergency are available in Appendix 6.

A declaration is not needed to implement the Emergency Management Plan, activate the Emergency Operations Centre, gain liability protection or qualify for disaster financial assistance under the Emergency Program Act.

Disaster Financial Assistance

Under the Emergency Program Act and the Compensation and Disaster Financial Assistance Regulation, local authorities can receive financial assistance for eligible emergency response costs incurred during a disaster, and assistance for some post-disaster recovery costs expended to repair or restore public works and facilities that are essential to their operation.

The Provincial Emergency Program is permitted under the Act and Regulation to assist a local authority with 100 percent of eligible response costs. Local authorities may qualify for up to 80 percent of recovery costs incurred repairing public works infrastructure, city facilities, and materials essential to the functions and operations of the local authority.

In addition to repairing the local authority's facilities, recovery also includes helping key elements of the community's return to normal operations. Eligible costs can include the hiring of engineers or other experts to conduct damage assessments, costs incurred by establishing a recovery centre or related activities, and compensation for private land or property acquired in the course of response.

Eligible Response and Recovery Costs

Expense Type	% of Eligible Costs
Local Authority Response	100%
Local Authority Recovery (accepted claim that exceeds \$1,000)	80%
Community Recovery (accepted claim that exceeds \$1,000)	80%
Recovery Administration	10%
Business Interruption	No eligible Costs

Financial Assistance for Emergency Response and Recovery Costs: A Guide for BC Local Authorities and First Nations, PEP, September 2005.

Local Legislation

Local Legislation and Agreements

Richmond City Council has approved the bylaws and agreements relevant to corporate and departmental emergency management as outlined in the following table:

Document Number	Name	Date approved by council
Bylaw 7898	Emergency Management Organization Establishment	March 14, 2005
REDMS 135090	Public Works Mutual Aid Agreement	February 14, 2000
Bylaw 6553	Agreements - Mutual Aid Fire Fighting Services	November 14, 1995
	Municipal Police Unit Agreement	April 28, 1992
Bylaw 8475	Pollution Prevention & Clean-up Regulation Bylaw	October 13, 2009

City of Richmond, Emergency Management Organization Establishment Bylaw

The Emergency Management Organization Establishment Bylaw, No. 7898, Appendix 5, establishes the structure under which the City will operate in an emergency as well as designates the emergency planning responsibilities. The bylaw identifies staff that comprise the Emergency Operations Centre Management Group. This group is responsible for the direction and coordination of the City's response and recovery efforts during a disaster, and advising Council of the declaration of a state of local emergency and the delegation of the powers required.

The bylaw provides the Emergency Operations Centre Management Group with the authority to expend City funds which are not included in the City's financial plan in order to effectively respond, preserve life, health and the protection of property during an emergency or disaster.

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2.0 Introduction

2.1 Purpose & Scope

The Emergency Management Plan provides the authority and guidance to the City of Richmond's staff to ensure a well-managed response to major emergencies within the jurisdiction. It is based on the standards established for the "British Columbia Emergency Response Management System".

The plan:

- Provides an overview of the City's emergency management and reporting structure.
- Outlines the roles and responsibilities of City staff and departments and other agencies involved in the response effort.
- Provides overall strategy for the City's emergency mitigation preparedness, response and recovery measures.
- Identifies key priorities and actions to be undertaken in preparing for and responding to a major emergency or disaster.
- Outlines the procedures for Declaring a State of Local Emergency and delegating the required powers.
- Encompasses Richmond's jurisdictional boundaries for response operations and the type of emergencies that are beyond routine events.

The Emergency Management Plan is supported by threat specific and departmental plans which outline detailed strategies and procedures for carrying out emergency response efforts. These plans are described in Section 3.3.3: Emergency Management Organization – Emergency Plans.

2.2 Assumptions

This plan is based on the following assumptions:

- City staff are familiar with the Emergency Management Plan, will attend the required training, and will carry out their assigned responsibilities.
- That staff have taken efforts to become personally prepared. In the event of a major emergency, staff will ensure the safety and security of their loved ones before reporting to work.
- That during a major disaster, municipal resources may be overwhelmed, and that the general public should be prepared to survive on their own for a minimum of 72 hours to seven days following an event.
- That assisting and cooperating agencies and departments will develop necessary plans or procedures for the delivery of their assigned emergency response and recovery responsibilities.
- That this plan is a living document. It will be reviewed and updated regularly to reflect changes in threats and our level of risk based on lessons learned from past incidents and exercises.

3.0 Emergency Management Organization

3.1 Emergency Management Structure

As required under the Emergency Program Act, Richmond City Council, through the Emergency Management Organization Establishment Bylaw No. 7898, has established an Emergency Management Organization. As illustrated in Figure 1, this organization addresses Emergency Management Planning obligations and the City's response structure in the event of a major emergency or disaster. Responsibilities of the Emergency Management Organization are as follows:

Council

Under the Emergency Program Act, Council is at all times responsible for the direction and control of the local authority's emergency response and must prepare local emergency plans respecting preparation for, response to and recovery from emergencies and disasters. Prior to an emergency, a Council standing committee of the whole, will direct the development of key aspects of the City's Emergency Management Program.

During a response, Council will act as the Policy Group to set emergency policy, legislation and provide overall direction to the Emergency Operations Centre. As the Policy Group, Council responsibilities also includes authorizing a Declaration of a State of Local Emergency to delegate the powers available under the Emergency Program Act. Council must monitor the use of those powers by appointed individuals.

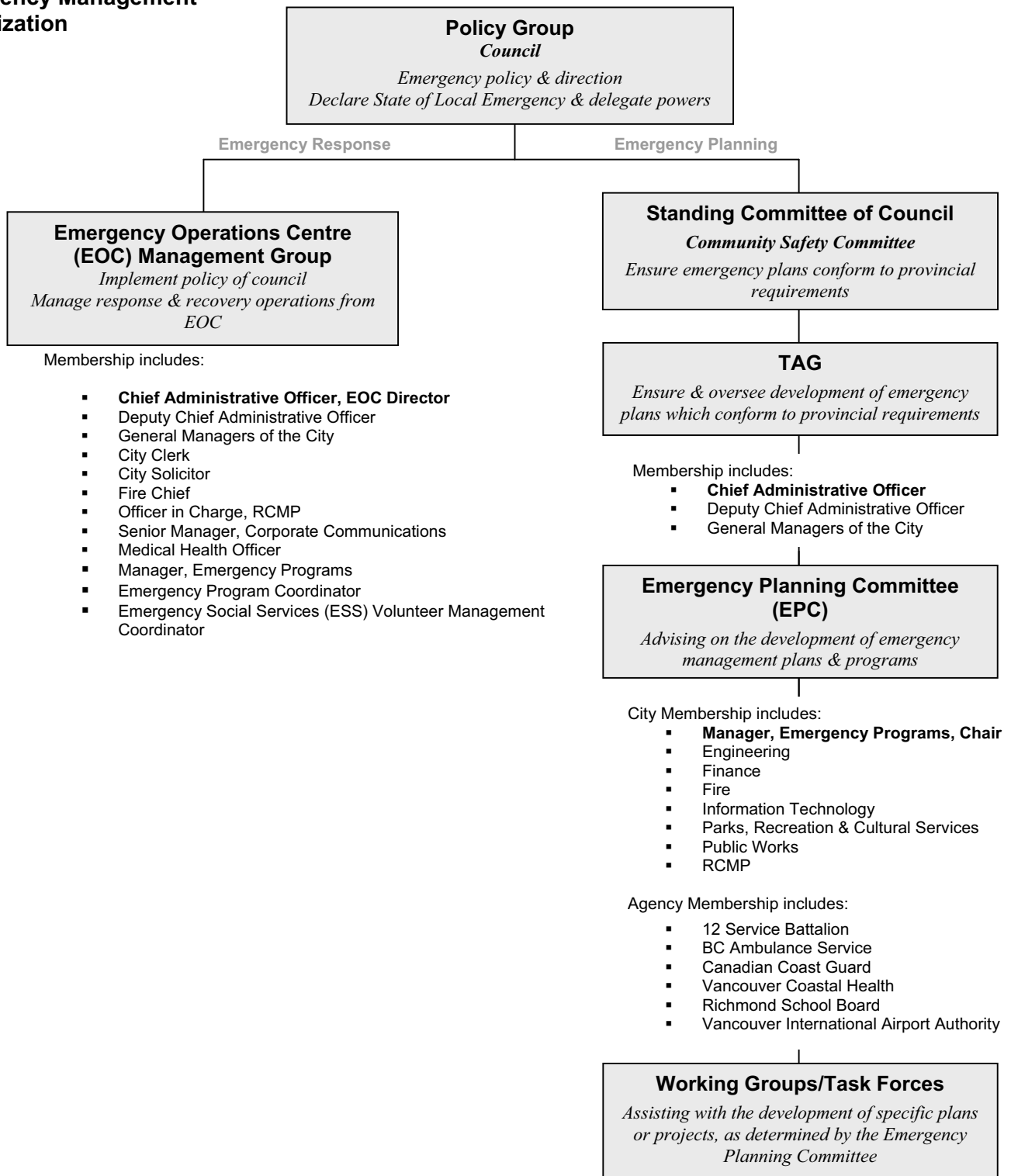
Emergency Operations Centre Management Group

The Emergency Operations Centre Management Group is chaired by the Chief Administrative Officer or alternate, and includes senior City staff and key emergency services personnel responsible for directing and coordinating emergency response efforts. This group forms the management team at the City's Emergency Operations Centre during an activation and is responsible for the direction and control of the City's response and recovery operations during a disaster.

Emergency Planning Committee

The Emergency Planning Committee is responsible for guiding the development of City emergency plans and providing overall direction and support for the Emergency Management Program. The membership of this committee is illustrated on the following page.

Figure 1
Emergency Management Organization



3.2 Regional Emergency Planning

The Emergency Management Office works closely with our neighbouring municipalities, the Greater Vancouver Regional District (GVRD) and the Provincial Emergency Program to collaborate on common issues in emergency management, consult on response and cross-jurisdictional protocols and to build a solid working relationship prior to disaster. This approach is facilitated and enhanced by the City's participation on two key committees:

Regional Emergency Planning Committee (REPC)

The Regional Emergency Planning Committee, a subcommittee of the Regional Administrative Advisory Committee (RAAC), is composed of municipal emergency planners throughout the Lower Mainland, utilities, regional health authorities, post secondary institutions, transportation stakeholders, and provincial and federal departments.

The purpose of the REPC is to enhance emergency management through the provision of hazard, risk and vulnerability assessment, mitigation, preparedness, response and recovery information through a collaborative planning process. A common approach to integrated threat and risk management, including communication among first responders, emergency personnel and infrastructure management is critical and a key focus for the REPC.

Integrated Partnership for Regional Emergency Management (IPREM)

The Integrated Partnership for Regional Emergency Management (IPREM) is a governance model that: integrates a layered approach bringing together local, sub-regional, regional and provincial involvement to emergency management; includes legislation that encourages and facilitates integrated regional emergency planning; enables the GVRD to manage their assets in emergencies; coordinates regional emergency planning and supports post disaster recovery; and recognizes and formalizes the province's role in emergency management and ensures there is an approach that uses local resources to facilitate community, regional and provincial communication, collaboration and decision making.

It provides for services of regional emergency management, planning and coordination, including:

1. Developing or assisting in the development of strategies, plans and programs for the prevention of, the preparation for, the response to and recovery from regional emergencies;

2. Assisting in or supporting and coordinating the management and implementation of the plans, strategies and programs and the preparation for, response to and recovery from regional emergencies; and
3. Assisting in or establishing, operating and maintaining regional emergency facilities.

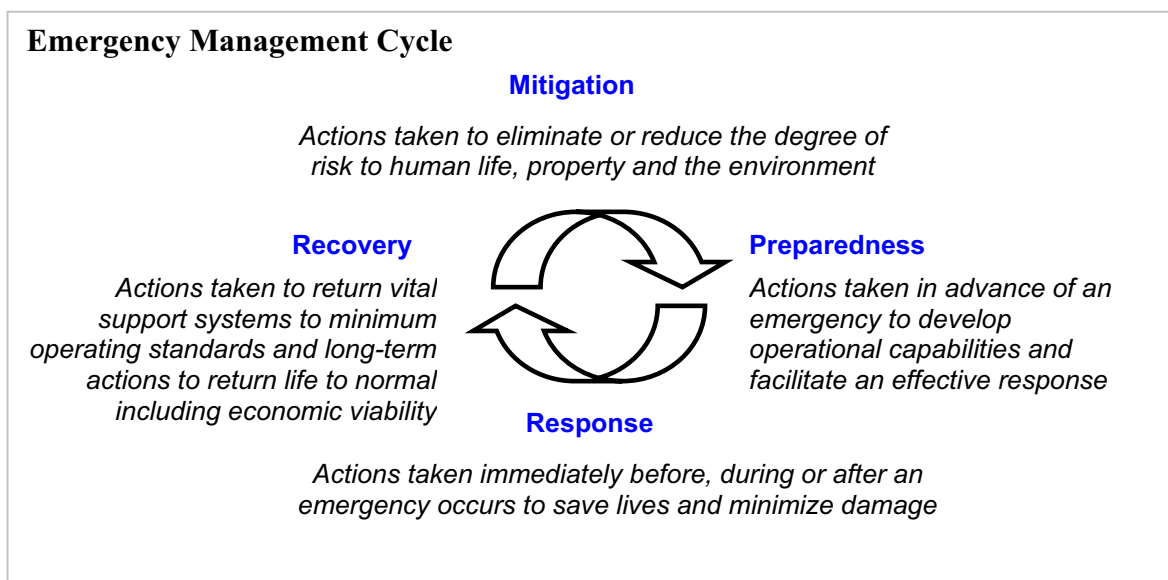
3.3 Emergency Management Program

Emergency Management Office

As part of the Law & Community Safety Department, the Emergency Management Office (EMO) consist of a Manager, Emergency Programs, an Emergency Programs Coordinator, an Emergency Social Services and Volunteer Management Coordinator and an Emergency Programs Assistant.

The role of the EMO is to facilitate the development of emergency plans and systems to maximize the protection of life, public infrastructure, private property and the environment in the event of an emergency or disaster situation. This is accomplished by working closely with first responders, agencies and City departments to develop plans and programs which address each stage of the emergency management cycle.

Figure 2



3.3.1 Mitigation

Hazard Risk & Vulnerability Analysis

To date, Richmond's approach to threat analysis has included identification of the major threats affecting our community and conducting detailed studies on a project-specific basis for key aspects of the City's infrastructure or other areas of interest as directed by Council or otherwise determined necessary by the department responsible.

As stated in the Local Authority Emergency Management Regulation, the City is responsible for determining "the potential emergencies and disasters that could affect all or any part of the jurisdictional area for which the local authority has responsibility, and the local authority's assessment of the relative risk of occurrence and the potential impact on people and property". A comprehensive Hazard, Risk and Vulnerability Analysis was completed in 2008.

Public Education

The goal of the program is to build a disaster resilient community, by assisting individuals, families and businesses with their emergency preparations. Key messages are delivered through a variety of mediums to help residents understand the risks, develop personal and business emergency plans, and take action to prepare. Components of the community awareness program include:

- *Emergency preparedness workshops* focus on the key hazards threatening our community and outline the preparations families should undertake to be prepared to be on their own for a minimum of 72 hours and up to 7 days following a major emergency.
- *Business Preparedness* is designed to assist businesses, typically health and safety committees, with their emergency and business continuity planning strategies. Presentations are offered as an orientation on the City's Emergency Program, best practices in business planning and to address specific issues. Our comprehensive Business Disaster Response and Recovery Guide (<http://www.richmond.ca/safety/prepare/howto/business.htm>) offers detailed checklists, lists of suggested emergency supplies, sample response team procedures and an exercise for businesses.
- *Specialized Publications* such as Richmond's Earthquake and Flood brochures answer frequently asked questions about level of risk, mitigation programs, response planning and general preparedness, are available in the Emergency Management Office or online at <http://www.richmond.ca/safety/prepare/city/hazards.htm>.

- City website (www.richmond.ca/emergency) provides detailed emergency preparedness information to conveniently help residents and businesses prepare.

3.3.2 Preparedness & Response

Emergency Operations Centre (EOC)

The primary EOC is located at City Hall, the alternate EOC is at the City's Public Works Yard. The EOC is a facility where the EOC Management Group, key City personnel and other response agencies gather to provide policy direction to the on-site incident commander, co-ordinate resource requests from the site and manage all media relations, public information and non-site activities. To ensure the EOC is in a constant state of readiness, staff regularly test communications equipment and maintain an inventory of essential supplies.

Emergency Social Services (ESS)

Emergency Social Services are services provided on a short-term basis to preserve the emotional and physical well being of evacuees and response workers in an emergency. ESS is managed by the Emergency Social Services/Volunteer Management Coordinator in the Emergency Management Office. The provincial government, through the Provincial Emergency Program, funds and supports the program; the Emergency Management Office facilitates the development of response procedures, the recruitment, training, coordination and activation of volunteers who provide support to those affected by the emergency.

A major component of an ESS response is the activation of reception centres. Reception Centre(s) will be activated to provide for the immediate needs of evacuees, to provide temporary shelter, and to reunite families that have been separated.

Volunteer Management

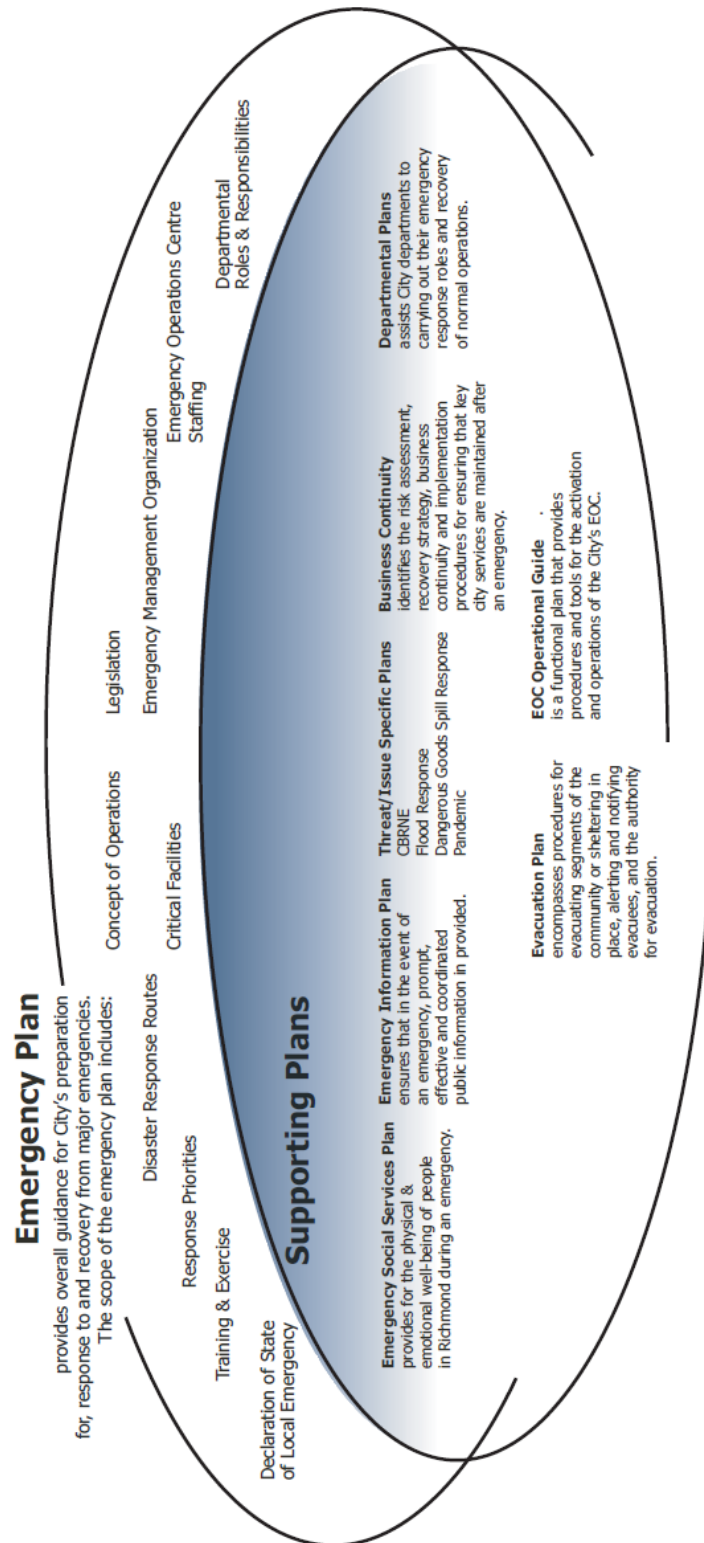
Volunteers are the heart of emergency response. Emergency volunteers typically work with families to get them the assistance they need and work with community groups and staff to prepare for emergencies. To support Emergency Social Services and other Emergency Programs initiatives, volunteers become part of a comprehensive volunteer management program which includes: recruitment, screening, training, exercises, coordination and recognition. The management of convergent volunteers during an emergency is also a key component of the Emergency Social Services Program.

Training & Exercises

As identified in the Local Authority Emergency Management Regulation, training is an essential element of Emergency Management. The goal is to provide appropriate training to staff and volunteers identified with roles and responsibilities in the City's Emergency Management Plans, which will enable them to respond effectively in an emergency.

The Emergency Management Office prepares an annual training and exercise schedule to regularly exercise plans to ensure that staff are familiar with their roles and the responsibilities and the responsibilities of departments and key response agencies and test the validity of emergency procedures, equipment and facilities.

3.3.3 Emergency Plans



Emergency Management Plan

An administrative document that provides overall direction for the City's preparedness, response and recovery to major emergencies and disasters. Assigns roles and responsibilities to staff that play a critical role in the Emergency Operations Centre and outlines divisional responsibilities.

The Emergency Management Plan is supported by several key documents, which will also be used in guiding our response efforts. Not an exhaustive list, the following supporting plans are annexes to the Emergency Management Plan:

Functional Plans

Functional plans address specific emergency functions, such as evacuation procedures, emergency social services, and the delivery of emergency information.

The Emergency Operations Centre Operations Guide is a key functional plan for the City. It represents the response component of the Emergency Management Plan, providing activation procedures, an organizational chart, detailed checklists for each staff position and forms to be used in the Emergency Operations Centre during a response.

Threat Specific Plans

Threat specific plans focus on specific hazards such as flooding, dangerous goods and CBRNE (Chemical, Biological, Radiological, Nuclear and Explosives) threat. These plans outline the hazard and risk assessment, the response strategy for that specific hazard, response priorities and procedures and roles and responsibilities for multiple agencies, and internal and community resources.

Divisional Plans

Divisional Plans are the responsibility of each division. These plans outline the division's role during an emergency, response priorities and procedures, available resources and staff callout lists, mitigation and recovery strategies.

Examples of current divisional, functional & threat specific plans are:

Plan	Responsible Department	Status
Archives Disaster Recovery Plan	Archives	Operational
Dangerous Goods Spill Response Plan	Environmental Programs	Operational
Emergency Social Services Plan	Emergency Programs	Operational
Evacuation Plan	Emergency Programs	Operational
Flood Response Plan	Public Works – Roads & Construction	Operational
RCMP Emergency Operations Plan	RCMP	Operational
CBRNE Response Plan	Emergency Programs	Operational
Emergency Information Plan	Corporate Communications	Operational
IT Business Continuity Plan	Information Technology	Operational
Water Services Emergency Response Plan	Public Works – Water Services	Operational
EOC Operations Guide	Emergency Programs	In progress
Richmond Fire Rescue Plan	Richmond Fire Rescue	In progress
Disaster Debris Plan	Environmental Programs	In progress

4.0 Concept of Operations

4.1 BCERMS

The City of Richmond has adopted the British Columbia Emergency Response Management System (BCERMS) as a comprehensive management system that ensures a coordinated and organized response to emergencies. Endorsed and utilized by the Provincial Government, BCERMS provides the framework for a standardized emergency response for all levels of government in British Columbia.

4.1.1 BCERMS Response Goals

At the foundation of BCERMS are standard response goals, listed in order of priority:

1. Provide for the safety and health of all responders.
2. Save lives.
3. Reduce suffering.
4. Protect public health.
5. Protect government infrastructure.
6. Protect property.
7. Protect the environment.
8. Reduce economic and social losses.

4.1.2 BCERMS Components

Operation & Control

Provides a common organizational structure and control method for the management of personnel, equipment facilities and resources. Enhances communications between agencies in the preparation and implementation of response operations. Details a site response structure based on Incident Command System (ICS), plus three levels of coordinated support and direction.

Qualification

Establishes a standard for the management of each functional area and level with the emergency response management system.

Technology

Establishes the use of common technology in support of emergency operations.

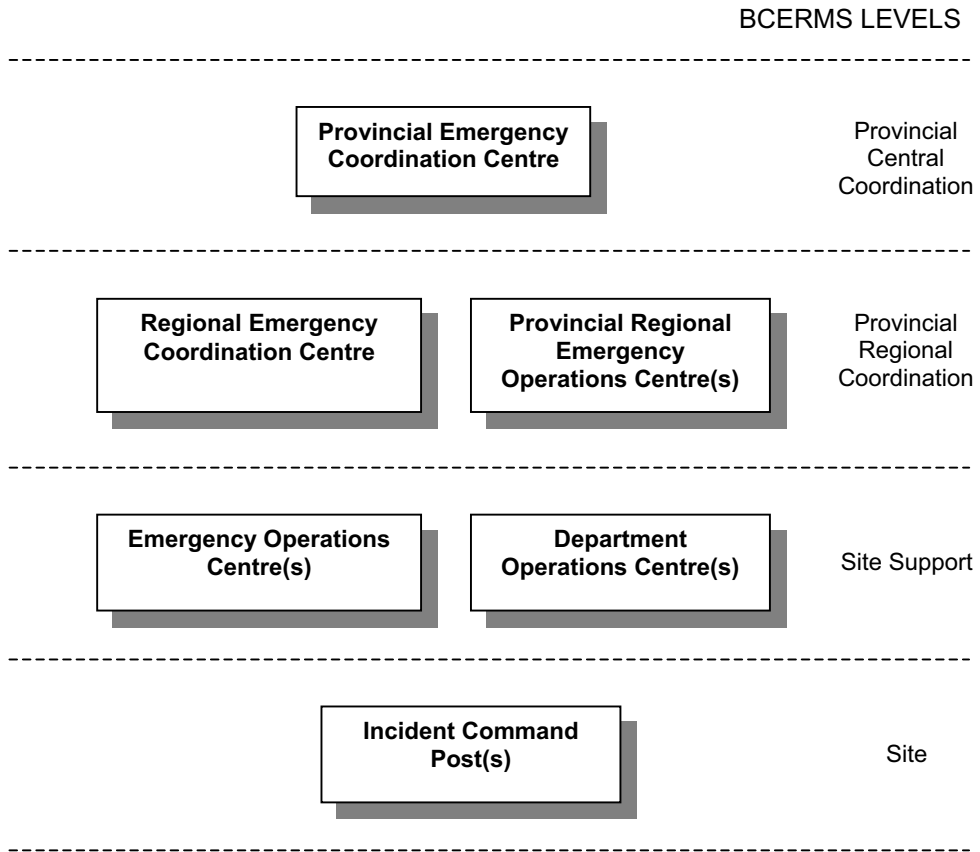
Training

Mandates the training of designated personnel to meet the established standards.

Publications

Mandates distribution of a common set of forms, reports, instructional terminology and other written material in support of the standard.

4.1.3 BCERMS Operational Levels



Site: *Incident Command Post(s)*

The majority of incidents which occur in Richmond, will be managed at the site level by the City's key response agencies, such as Fire, Police, BC Ambulance and Public Works. Following the Incident Command System (ICS), an Incident Command Post (ICP), a location from which the Incident Commander directs the site response to an emergency, will be established. The command post may be a police or fire vehicle, an on-site shelter or the City's Incident Command Post vehicle. Incident objectives, strategies and tactics for the site are formulated and directed from the ICP.

Site Support: *Emergency Operations Centre (EOC)*

In the event that the incident cannot be adequately managed from the site, or there are multiple sites, support will be provided through activation of the Emergency Operations Centre. Members of Council and the Emergency Operations Centre Management Group, as identified in the Emergency Management Organization Establishment Bylaw No. 7898, have the authority to activate the EOC. By Declaration of a State of Provincial Emergency, the Director of the Provincial Emergency Program also has the authority to activate a municipal EOC.

The EOC is a central location where local government officials provide inter-agency coordination, communications, policy guidance, resource acquisition and executive decision-making for coordinating and supporting emergency response and recovery efforts.

The City's primary EOC is located at City Hall with a alternate facility at the Public Works Yard.

Site Support: *Departmental Operations Centre (DOC)*

Some agencies such as RCMP, Richmond Fire Rescue, Canadian Coast Guard or Public Works may require unique local support for their operations and can establish a Department Operations Centre (DOC). A DOC is primarily concerned with supporting the operations of one specific department or agency and ensuring regular activities continue. The DOC will focus on such issues as staff scheduling and obtaining, coordinating and directing highly specialized resources for the agency to fulfil its mission. The relationship between the EOC and the DOC is to provide policy direction and support or assistance in facilitating resources or actions at the request of the DOC Director.

Provincial Regional Coordination: Provincial Regional Emergency Operations Centre

In incidents of significant magnitude that the City is unable to respond to adequately through the measures outlined above, or, where the incident crosses jurisdictional boundaries, the Provincial Regional Emergency Operations Centre (PREOC) will also be activated. The PREOC coordinates, facilitates and manages information, policy direction, and provincial resources to support local authorities and provincial agencies responding to an emergency or disaster.

Operated by the South West PEP Regional Office, the PREOC is located at 14275 - 96th Avenue, Surrey and in conjunction with the provincial central coordination level, integrates overall provincial support to the community.

The PREOC communicates with the EOC to support operations and assist with coordination of resources and mutual aid requests. The organization and management of a PREOC follows the BCERMS standards.

Provincial Coordination: *Provincial Emergency Coordination Centre*

The Provincial Emergency Coordination Centre (PECC) provides inter-region policy direction and coordination for emergencies involving more than one PREOC. It acts as an overall provincial coordination centre in the event of simultaneous multi-region disasters, such as earthquakes, floods or interface fires. The PECC also serves as the coordination and communications link with the federal disaster support structure, working with both the Department of National Defence and Public Safety Canada.

4.1.4 BCERMS Functions

Based on the Incident Command System (ICS), the BCERMS framework is divided into five functions and is used at all operational levels:

Function	Role
Management	Responsible for overall emergency policy and coordination; public information and media relations; agency liaison; and proper risk management procedures, through the joint efforts of local government agencies and private organizations.
Operations	Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the jurisdiction's Action Plan.
Planning	Responsible for collecting, evaluating, and disseminating information; developing the jurisdiction's Action Plan and Situation Status in coordination with other functions; maintaining all EOC documentation.
Logistics	Responsible for providing facilities, services, personnel, equipment and materials
Finance/Administration	Responsible for financial activities and other administrative aspects.

5.0 Emergency Operations Centre Roles & Responsibilities

Richmond's EOC is located at City Hall with an alternate facility at the Public Works Yard.

5.1 Authorization

The following individuals may authorize activation of the EOC:

1. Mayor
2. Members of the Emergency Operations Centre Management Group (EOC Management Group), or their designate, as follows:
 - Chief Administrative Officer
 - Deputy Chief Administrative Officer
 - General Managers of the City
 - Director, City Clerk's Office
 - City Solicitor
 - Fire Chief
 - Police Chief
 - Manager, Emergency Programs
 - Senior Manager, Corporate Communications
 - Medical Health Officer
 - Emergency Programs Coordinator
 - Emergency Social Services and Volunteer Management Coordinator

5.2 Activation

The EOC may be activated if one or more of the following criteria apply:

- Significant number of people at risk.
- Response coordination required because of large or widespread event.
- Multiple emergency sites.
- Several responding agencies.
- Resource coordination required because of limited local resources and/or significant need for outside resources.
- Uncertain conditions or extent of damage.
- Possibility of escalation of the event.
- Potential threat to people, property and/or environment.
- Declaration of a State of Local Emergency is made.

Declaration Not Required

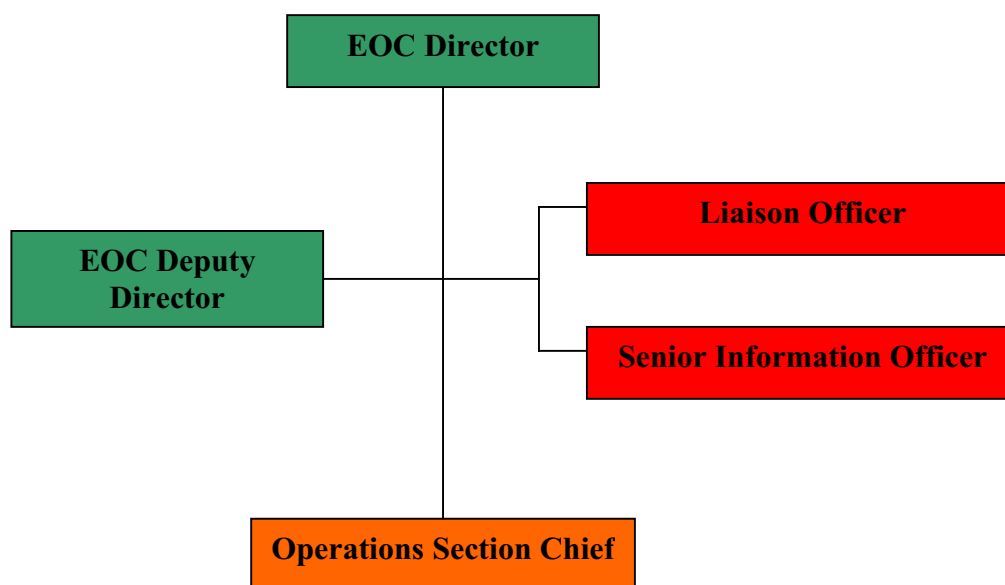
The EOC may be activated with or without a Declaration of a State of Local Emergency; however, it is recommended that it be activated in the event that a Declaration has been made.

5.2.1 EOC Activation Levels

The level of EOC activation is determined by the magnitude and scope of the event. Only those EOC functions and positions that are required to meet current response objectives are activated. If staff are not assigned to a function or role, the next available staff position in the EOC organization will assume responsibility and the tasks assigned. If an individual is unsure of which level to activate, the EOC is activated to the higher level since it is easier to scale back than to ramp up.

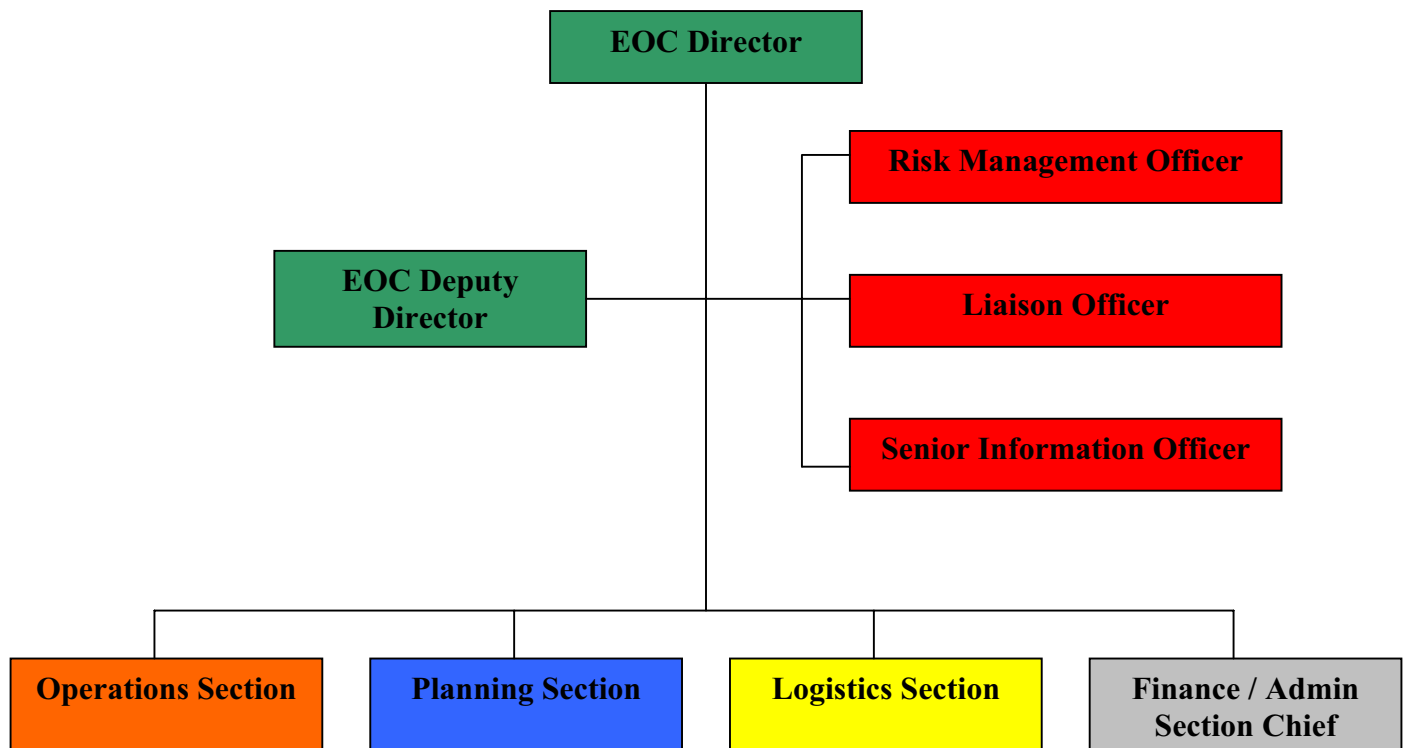
Level 1

- Small event
- One site
- Three or more agencies involved
- Potential threat (e.g. flood or severe storm impending)
- Some agency coordination and/or support required
- EOC set up optional
- IT On Call Manager notified
- PEP notified



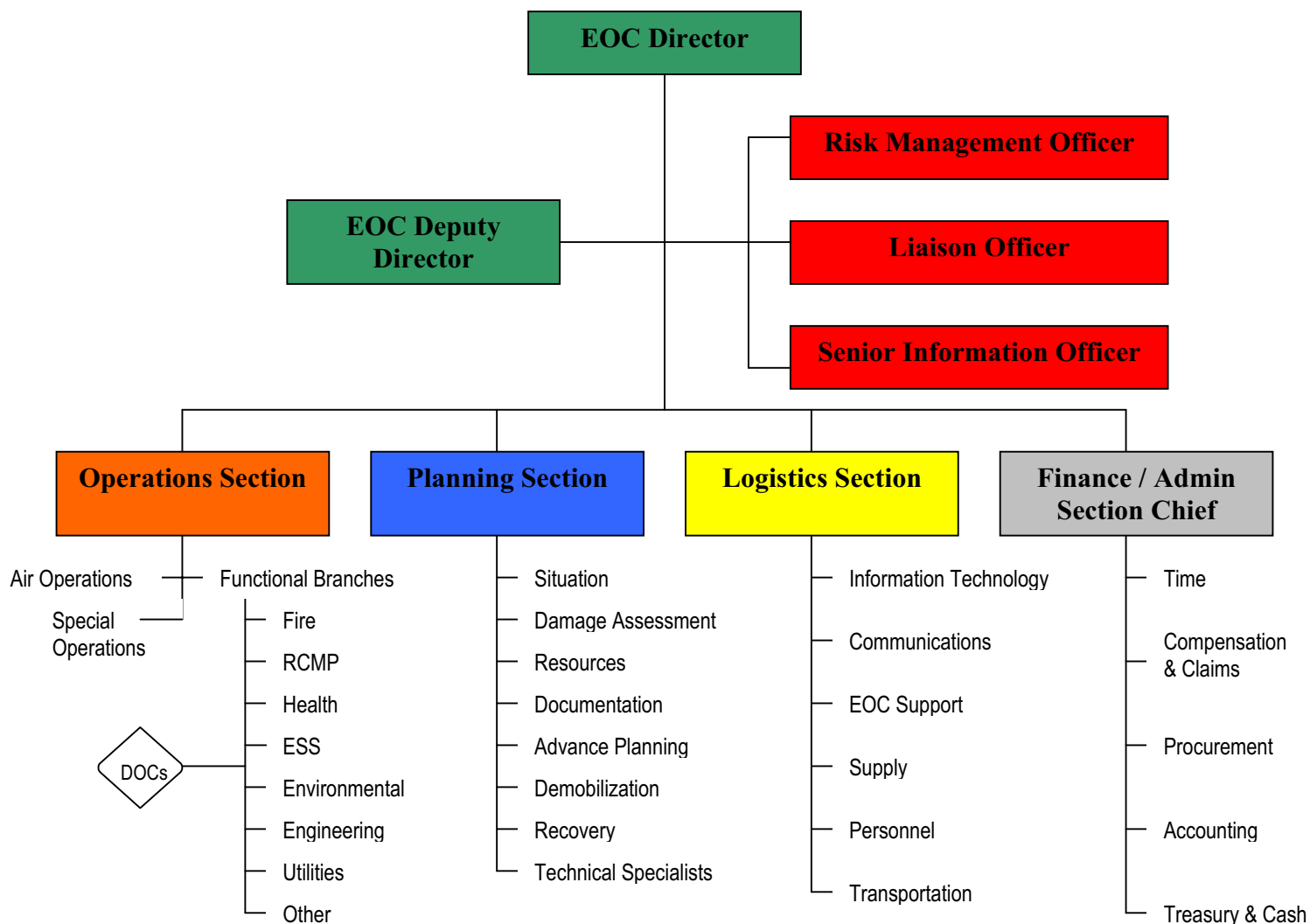
Level 2

- Moderate event
- Two or more sites
- Several agencies involved
- Major scheduled event (e.g. conference or sporting event)
- Limited evacuations
- Some resources/support required
- EOC set up
- IT On Call Manager notified
- PEP notified



Level 3

- Major event
- Multiple sites
- Regional disaster
- Multiple agencies involved
- Extensive evacuations
- Resources/support required
- EOC set up
- IT On Call Manager notified
- Policy group
- PEP notified



5.3 Notification

The Mayor or a member of the EOC Management Group will notify Public Works Dispatch by calling (604) 270-8721. If telephone lines are down, Dispatch can be notified in person or via radio. Dispatch will then notify the EOC set up team and EOC members. Detailed notification procedures are available in the EOC Operations Guide.

5.4 Deactivation

The EOC Director is responsible for EOC deactivation. The Director considers the requirements of termination from the outset. Criteria for terminating EOC operations may include:

- Individual EOC functions are no longer required.
- State of Local Emergency is lifted.
- Coordination of response activities and/or resources is no longer required.
- Event has been contained and emergency personnel have returned to regular duties.

The Planning Section's Demobilization Unit Coordinator in the EOC supervises and administers the termination process.

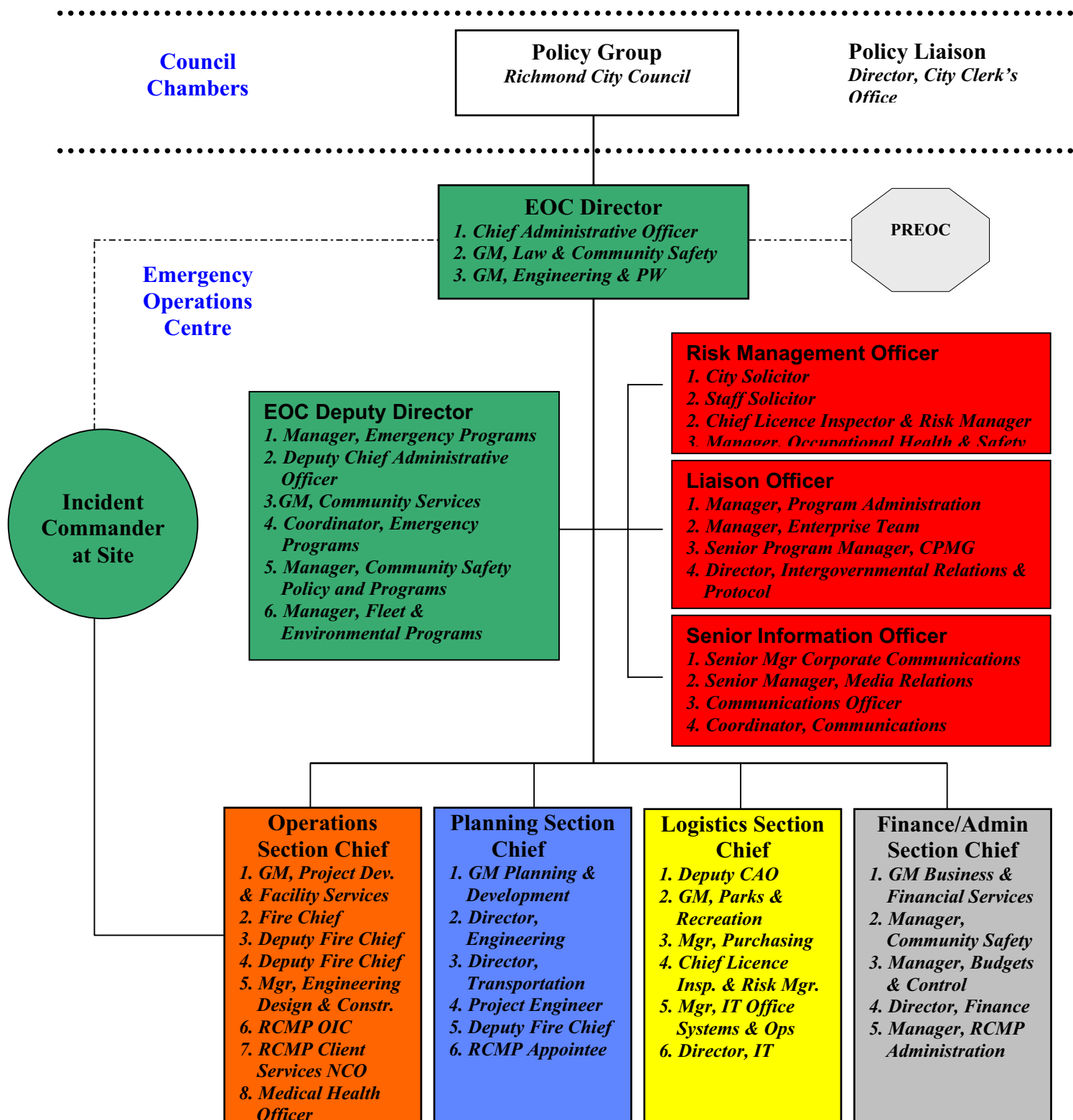
5.5 Emergency Operations Centre Staff

The following organizational chart outlines key roles within the EOC and their general roles and responsibilities. The EOC Management Group has the authority to activate the EOC and is responsible for assigning the appropriate staff to these positions based on the type and duration of emergency.

The EOC organizational structure is flexible and can expand and contract as needed. EOC staff may be required to take on more than one position (role), as determined by the nature of the emergency event, availability of resources and/or as assigned by a Section Chief. Administration staff are critical to the smooth and efficient operation of the EOC and will be called to respond as required.

Positions within the EOC may differ significantly from regular City work positions. Due to the unpredictable nature of emergencies, it is vitally important that EOC staff adopt an attitude of flexibility and teamwork to get the required job done.

5.5.1 EOC Organization Chart



Roles & Responsibilities: EOC Management Group

Emergency Position	Regular Position	Reporting to	Responsibilities
Policy Group	Mayor Council	City Hall, Anderson Room/Council Chambers	<ul style="list-style-type: none"> Provides overall emergency policy and direction to the EOC Director. Set expenditure limits. Establishes appropriate emergency legislation and policies, as required. Authorizes declaration and termination of a "State of Local Emergency", if required. Provides direction for emergency public information activities As designated in the Emergency Information Plan, acts as spokesperson for the jurisdiction.
Policy Liaison	Director, City Clerk's Office	City Hall, Anderson Room/Council Chambers	<ul style="list-style-type: none"> Provide guidance to Mayor and Council in declaring a state of local emergency and other required policies. Act as the policy liaison for the Policy Group and EOC Director.
EOC Director	CAO, or GM, Law & Community Safety GM, Engineering & Public Works	Emergency Operations Centre <i>Policy Group</i>	<ul style="list-style-type: none"> Exercise overall management responsibility for the coordination between emergency response and supporting agencies in the EOC. In conjunction with Incident Commander(s) and EOC Management Staff, set priorities for response efforts in the affected area. Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness to ensure that appropriate modifications occur as required. Direct, in consultation with the Information Officer, appropriate emergency public information actions using the best methods of dissemination. Approve the issuance of press releases, and other public information materials as required. Liaise with Policy Group and/or Elected Officials.
EOC Deputy Director	Manager, Emergency Programs Deputy CAO	Emergency Operations Centre <i>EOC Director</i>	<ul style="list-style-type: none"> Assume the role of an EOC Director in his/her absence. Undertake special assignments at the request of the EOC Director. Ensure the efficient and effective flow of information within the EOC.

Emergency Management Plan

Emergency Position	Regular Position	Reporting to	Responsibilities
	GM, Community Services Coordinator, Emergency Programs Manager, Community Safety Pol. & Programs Manager, Fleet & Environmental Programs		<ul style="list-style-type: none"> • Ensure resource requests are prioritized and tracked. • Support EOC management by communicating policy direction and action priorities to all staff. • Coordinate internal functions of EOC for effective operational capability. • Monitor the health and welfare of EOC staff. Mediate and resolve any personnel conflicts. • Facilitate shift change briefings and operational debriefings.
Risk Management Officer	City Solicitor Staff Solicitor Chief Licence Inspector & Risk Manager Manager, Occupational Health & Safety	Emergency Operations Centre <i>EOC Director</i>	<ul style="list-style-type: none"> • Ensure good risk management practices are applied throughout the response organization and that every function contributes to the management of risk. • Protect the interests of all EOC participants, agencies, and organizations by ensuring due diligence in information collection, decision-making, and implementation. • Monitor situation for risk exposures and ascertain probabilities and potential consequences of future events. • Provide advice on safety issues. Has the authority to halt or modify any and all unsafe operations within or outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken. <i>Note: while the Risk Management Officer has responsibility for safety, it is recommended that a safety specialist be appointed who is familiar with all aspects of safety and relevant legislation.</i> • Ensure that appropriate security measures have been established to allow for only authorized access to the EOC facility and documentation.
Liaison Officer	Manager, Program Administration Manager,	Emergency Operations Centre	<ul style="list-style-type: none"> • Point of contact for, and interaction with, representatives from other agencies arriving at the EOC. • Liaise with other local authorities' EOCs, Provincial and Federal organizations.

Emergency Position	Regular Position	Reporting to	Responsibilities
	Enterprise Team Senior Program Manager, CPMG Director, Intergovernmental Relations & Protocol	<i>EOC Director</i>	<p>Provincial and Federal organizations, communicating EOC guidelines, directives, Action Plans and situation information.</p> <ul style="list-style-type: none"> • Liaise with any DOCs (Department Operation Centres), PREOC, ECCs (Emergency Coordination Centres), and organizations not represented in the EOC. • Coordinate agency representatives for the EOC as required to ensure adequate EOC structure, and fill all necessary roles and responsibilities enabling the EOC to function effectively and efficiently. • Assist and serve as an advisor to the EOC Director and Management Team as needed, providing information and guidance related to the external functions of the EOC. • Assist the EOC Director in ensuring proper procedures are in place for directing agency representatives, communicating with elected officials, and conducting VIP/visitor tours of the EOC facility.
Senior Information Officer	Senior Manager, Corporate Communication Senior Manager, Media Relations Communication Officer Coordinator, Communications	Emergency Operations Centre <i>EOC Director</i>	<ul style="list-style-type: none"> • Coordination point for all public information, media relations, and internal information sources for the EOC. <p>Public Information</p> <ul style="list-style-type: none"> • Coordinate and supervise all staff assigned as Public Information Officers and their activities. • Call Centre: ensure that the public receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs, and other vital information. • Ensure that a Toll-Free Public Information Service (hot line or call centre) is established for the public to access helpful information and advice. Provide the call takers with timely and accurate messaging sheets so that they offer only confirmed and approved information. <p>Media Relations</p> <ul style="list-style-type: none"> • Serve as the coordination point for all media releases for the EOC. • Coordinate media releases with officials

Emergency Position	Regular Position	Reporting to	Responsibilities
			<p>representing other affected emergency response agencies.</p> <ul style="list-style-type: none"> • Develop the format for press conferences and briefings in conjunction with the EOC Director. • Maintain a positive relationship with the media representatives, monitoring all broadcasts and written articles for accuracy. <p>Internal Information</p> <ul style="list-style-type: none"> • In consultation with EOC Director and Liaison Officer, coordinate VIP and visitor tours of the EOC facility. • Develop helpful messaging sheets and/or FAQ sheets (frequently asked questions and answers) to ensure consistent and accurate information sharing amongst EOC staff. • Maintain a web site established for EOC information, as appropriate. • Liaise with the Information Officers at site, other EOCs, DOCs, PREOC, and other external agencies.
Operations Section Chief	GM, Project Development & Facility Services Fire Chief Deputy Fire Chief Deputy Fire Chief Manager, Engineering Design & Construction Officer in Charge, RCMP Client Services NCO, RCMP	Emergency Operations Centre <i>EOC Director</i>	<ul style="list-style-type: none"> • Supervise the Operations Section • Ensure that the Operations function is carried out including coordination of response for all operational functions assigned to the EOC. • Ensure that Operations objectives and assignments identified in the EOC Action Plan are carried out effectively. • Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly. • Coordinate any activated DOCs in the operational area. • In consultation with Planning Chief, clearly define areas of responsibility between the Operations and Planning Sections. • Maintain a communications link between Incident Commanders (sites), and the EOC for the purpose of coordinating the overall response, resource requests, and event status information. • Ensure that the Planning Section is provided with Branch Status Reports and Major Incident

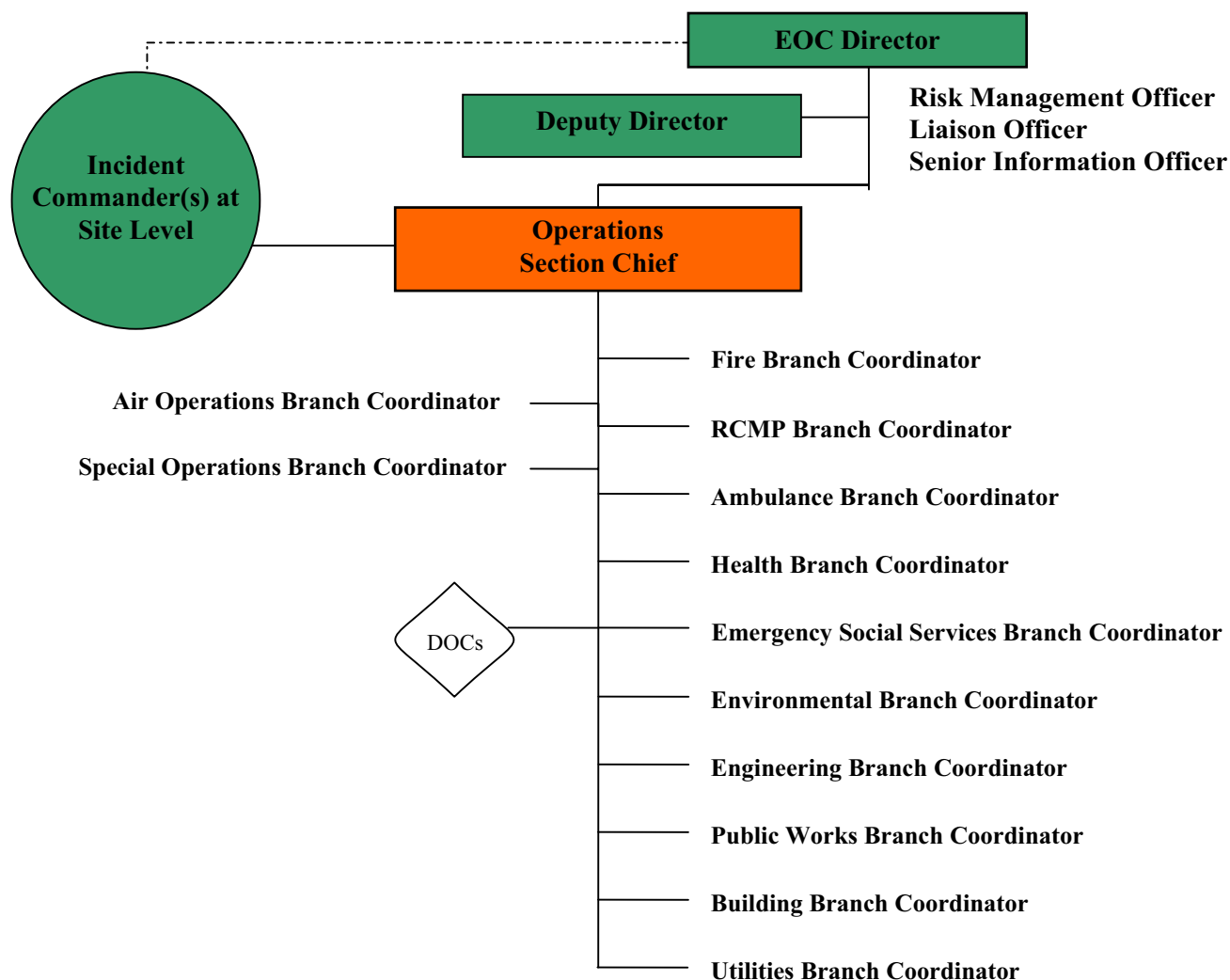
Emergency Management Plan

Emergency Position	Regular Position	Reporting to	Responsibilities
	Medical Health Officer		Reports. <ul style="list-style-type: none"> Conduct periodic Operations briefings for the EOC Director and Management team as required or requested.
Planning Section Chief	GM, Planning & Development Director, Engineering Director, Transportation Project Engineer Deputy Fire Chief RCMP Appointee	Emergency Operations Centre <i>EOC Director</i>	<ul style="list-style-type: none"> Establish the appropriate level of organization for the Planning Section. Coordinate document control. Collect, analyze, and display situation information. Prepare periodic Situation Reports. Prepare and distribute EOC Action Plan and facilitate Action Planning process. Track resources. Conduct Advance Planning activities and report. Document and maintain files on all EOC activities. Provide technical support services to the various EOC sections and branches. Exercise overall responsibility for the coordination of branch/unit activities within the section. Consult with the Operations Chief to clearly define areas of responsibility between the Operations and Planning Sections. In coordination with the other Section Chiefs, ensures that Status Reports are completed and utilized as a basis for EOC Situation Reports, and EOC Action Plans.
Logistics Section Chief	Deputy CAO GM, Parks & Recreation Manager, Purchasing Chief Licence Inspector & Risk Manager Manager, IT Office Systems	Emergency Operations Centre <i>EOC Director</i>	<ul style="list-style-type: none"> Supervise the Logistics Section of the EOC, establish the appropriate level of branch and/or unit staffing within Logistics section. Provide telecommunication services and information technology. Locate or acquire equipment, supplies, personnel, facilities, and transportation as requested. Arrange for food, lodging, and other support services as required both for the EOC and site requirements. Ensure section objectives as stated in the EOC Action Plan are accomplished within the

Emergency Management Plan

Emergency Position	Regular Position	Reporting to	Responsibilities
	Office Systems & Operations Director, IT		<p>operational period or within the estimated time frame.</p> <ul style="list-style-type: none"> • Coordinate closely with the Operations Section Chief to establish priorities for resource allocation within the operational area. • Ensure critical resources are allocated according to EOC Action Plan, policy, priorities and direction. • Coordinate with ESS Branch Coordinator on the provision of food and lodging for EOC and Site Personnel.
Finance/ Administration Section Chief	GM, Business & Financial Services Manager, Community Safety Manager, Budgets & Control Director, Finance Manager, RCMP Administration	Emergency Operations Centre <i>EOC Director</i>	<ul style="list-style-type: none"> • Supervise the Finance/Administration Section. • Activate units within the Finance/Administration Section as required, modify as needed. • Ensure that all financial records are maintained throughout the event or disaster. • Ensure that all on-duty time is recorded and collected for all personnel. • Ensure continuum of payroll process for all employees responding to the event or disaster. • In consultation with EOC Director, determine spending limits for Logistics, Operations, and Management Staff. • Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation. • Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation. • Ensure that all recovery documentation and Disaster Financial Assistance paperwork is accurately maintained and submitted to PEP.

Emergency Operations Centre – Operations Section



EOC Operations Section

Emergency Position	Reporting to	Responsibilities
Air Operations Branch Coordinator	Emergency Operations Centre <i>Operations Section Chief</i>	<ul style="list-style-type: none"> Organize aviation resources at the local level to support site operations. As appropriate, initiate requests for Notice to Airmen (NOTAM). Establish procedures for emergency reassignment of aircraft if required. Coordinate with any provincial or regional authority's Air Operations in the operational area. Liaise with Air Operations at the PREOC.
Special Operations Branch Coordinator	Emergency Operations Centre <i>Operations Section Chief</i>	<ul style="list-style-type: none"> Organize specialized resources at the site support (EOC) level to support site activities. As appropriate, initiate requests for Notice to Mariners. Establish procedures for emergency reassignment of specialized resources such as Heavy Urban Search and Rescue, if required. Coordinate with any regional or provincial special operations in the operational area. Liaise with Special Operations at the PREOC.
Fire Branch Coordinator	Emergency Operations Centre <i>Operations Section Chief</i>	<ul style="list-style-type: none"> Arrange and coordinate for urban fire suppression, as well as hazardous materials support operations. Conduct damage assessment of fire halls and resources. Assist with the cursory assessment of community damage as assigned in the EOC Action Plan. Acquire mutual aid resources, as necessary. Coordinate the mobilization and transportation of all resources through the Logistics Section. Complete and maintain branch status reports for major incidents requiring or potentially requiring regional and provincial response support, and maintain status of unassigned fire and HAZMAT resources in the area in conjunction with the Resource Unit. Implement the objectives of the EOC Action Plan assigned to the Fire Branch. Overall supervision of the Fire Branch.
RCMP Branch Coordinator	Emergency Operations Centre	<ul style="list-style-type: none"> Coordinate movement and evacuation operations with other Operations Section Branches. Alert and notify the public of impending or existing

EOC Operations Section

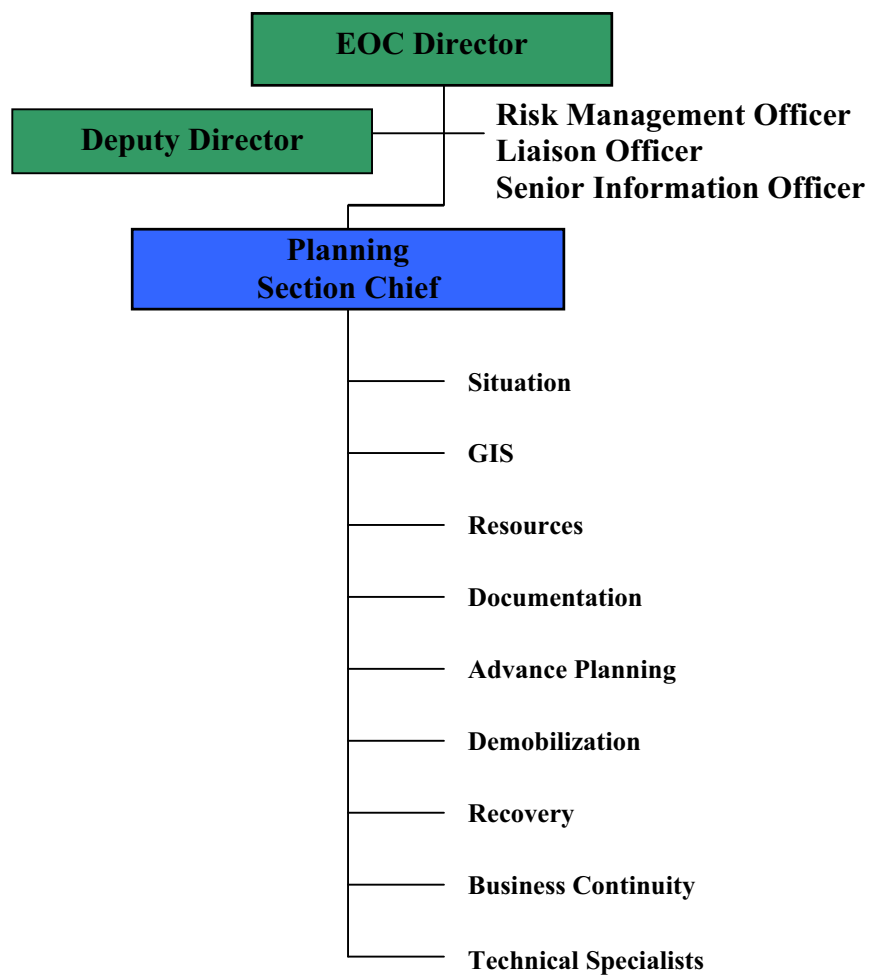
Emergency Position	Reporting to	Responsibilities
	Centre <i>Operations Section Chief</i>	<p>emergency situations, public safety orders, requests and information within the jurisdiction, as required.</p> <ul style="list-style-type: none"> • Coordinate law enforcement and traffic control operations, including evacuation, during a major emergency and control of disaster response routes as designated by EOC Director. • Coordinate all ground and inland water search and rescue operations and resource for the jurisdiction. • Coordinate Police Mutual Aid requests. • Supervise the Police Branch.
Ambulance Branch Coordinator	Emergency Operations Centre <i>Operations Section Chief</i>	<ul style="list-style-type: none"> • Assist in identifying and mobilizing available ambulance and auxiliary ambulance resources, as required. • Coordinate the transportation of injured victims and health care personnel to appropriate medical facilities, as required.
Health Branch Coordinator	Emergency Operations Centre <i>Operations Section Chief</i>	<ul style="list-style-type: none"> • Ensure coordination of hospitals, health units, continuing care, mental health, and environmental health within the area. • Assist the BCAS Unit Coordinator in ensuring that casualties are evenly distributed to receiving facilities. • Coordinate provision of public health measures including epidemic control and immunization programs, in consultation with Medical Health Officer. • Ensure that potable water supplies are inspected and monitored. • Ensure that food quality is regulated and inspected. • Ensure that sewage systems are operating at acceptable levels. • Coordinate and support health services for physically challenged or medically disabled persons. • Coordinate the activation of emergency hospitals and advanced treatment centres supplied by Health Canada. • Coordinate health care needs at Reception Centres with ESS Branch Coordinator. • Determine the status of medical and care facilities within the affected area and availability of facilities in surrounding area. • Assists with the transportation of injured victims and

EOC Operations Section

Emergency Position	Reporting to	Responsibilities
		<p>health care personnel to appropriate medical facilities, as required.</p> <ul style="list-style-type: none"> • Assist with the coordination of pharmaceuticals, as required. • Assist with the coordination of other health care resources, as required. • Liaise with Health Branches activated in other EOCs and at PREOC.
Environmental Branch Coordinator	Emergency Operations Centre <i>Operations Section Chief</i>	<ul style="list-style-type: none"> • Assist and/or coordinate local response to hazardous spills, waste disposal, and dam failure. • Liaise with regional, provincial, and federal environment officials and the private sector.
Emergency Social Services Branch Coordinator	Emergency Operations Centre <i>Operations Section Chief</i>	<ul style="list-style-type: none"> • Manages the ESS Branch, identifying required ESS services and activating ESS Reception Centres & volunteers to provide essential services to people evacuated as a result of the emergency event. • In coordination with volunteer and private agencies, provide food, clothing, shelter and other essential services, as required, for disaster victims and response workers in the area. • Coordinates the activities of ESS Reception Centres, group lodging facilities, and ESS Volunteer Centres. • Provides routine situation reports to Operations Section Chief, Situation Unit, and Provincial Emergency Program. • Shares information and provides ESS mutual aid (upon request) with other affected communities in the region. • Requests mutual aid assistance and/or provincial ESS resources from Provincial Emergency Program when local and/or regional ESS resources are exhausted. This may include access to provincial ESS Mobile Support Teams. • Confers with Operations Section Chief and EOC Director to ensure that ESS response is appropriate and that expenditures for ESS are authorized.
Engineering Branch Coordinator	Emergency Operations Centre <i>Operations</i>	<ul style="list-style-type: none"> • Survey all other infrastructure systems, such as local roads, bridges, sewer, and water systems within the area. • Assist other EOC sections, branches, and units as needed.

EOC Operations Section

Emergency Position	Reporting to	Responsibilities
	<i>Section Chief</i>	<ul style="list-style-type: none"> • Supervise the Engineering Branch. • Liaise with other Engineering Branches in EOCs and PREOC.
Public Works Branch Coordinator	Emergency Operations Centre <i>Operations Section Chief</i>	<ul style="list-style-type: none"> • Work closely with the Engineering Branch to survey all other infrastructure systems, such as local roads, bridges, sewer, and water systems within the area. • Establish group coordinators for service areas, such as Public Works and Inspections, as required. • Assist other EOC sections, branches, and units as needed. • Work with the appropriate Operations and Logistics sections regarding the provision of potable water and water for fire fighting. • Supervise the Public Works Branch. • Liaise with other Engineering Branches in EOCs and PREOC.
Building Branch Coordinator	Emergency Operations Centre <i>Operations Section Chief</i>	<ul style="list-style-type: none"> • Establish priorities for damage assessment starting with City's critical facilities. • Survey local buildings, assessing the damage and coordinating the repair of damage. • Establish coordinators to survey facilities, as required.
Utilities Branch Coordinator	Emergency Operations Centre <i>Operations Section Chief</i>	<ul style="list-style-type: none"> • Survey all utility systems and provide restoration priorities to providers. • Assist other sections, branches, and units as needed. • Liaise with other utility representatives not present in EOC.

Emergency Operations Centre – Planning Section

Planning Section

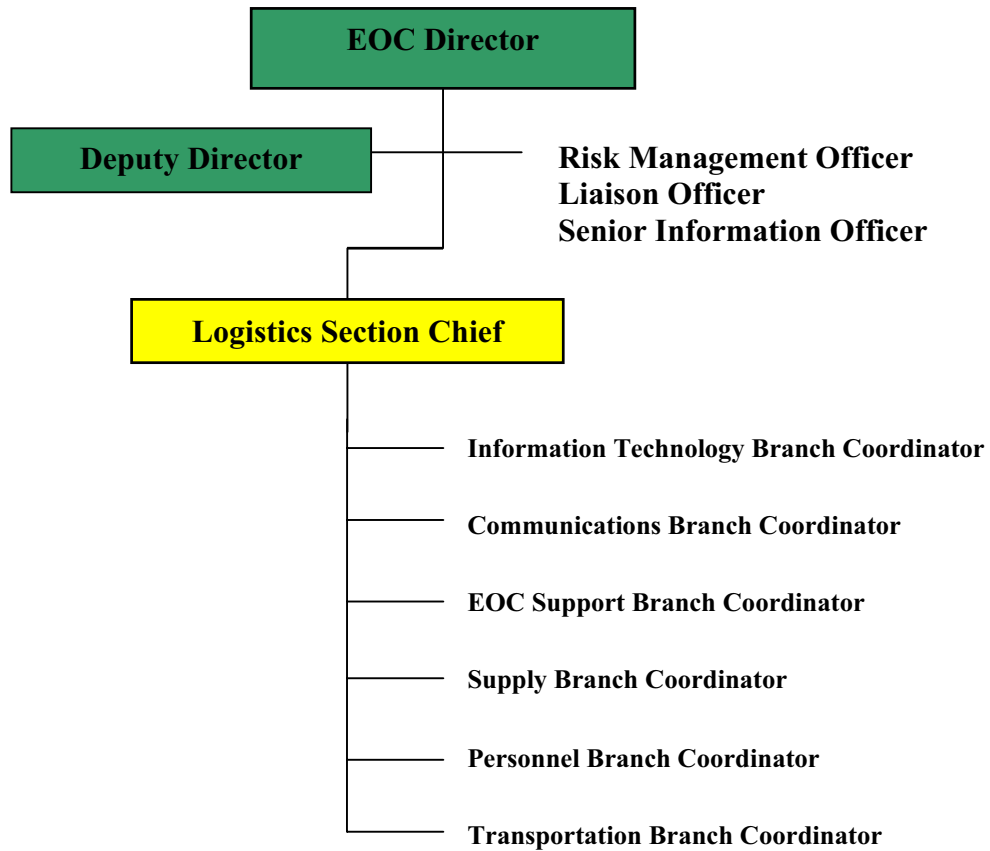
Emergency Position	Reporting to	Responsibilities
Situation Unit Coordinator	Emergency Operations Centre <i>Planning Section Chief</i>	<ul style="list-style-type: none"> Oversee the collection, organization, and analysis of disaster situation information, including damage assessments. Ensure that information collected from all sources is validated. Ensure that Situation Reports are developed for dissemination to EOC staff and to the PREOC. Ensure that an EOC Action Plan is developed for each operational period based on objectives developed by each EOC Section. Ensure that an ongoing link is established with the Operations Section for the purpose of collecting accurate situation information in a timely manner. Ensure that all maps, status boards, and other displays contain current and accurate information.
GIS Coordinator	Emergency Operations Centre <i>Planning Section Chief</i>	<ul style="list-style-type: none"> Coordinate with other sections, primarily Operations and Logistics, to determine mapping requirements. Coordinate the design and distribution of maps.
Resource Unit Coordinator	Emergency Operations Centre <i>Planning Section Chief</i>	<ul style="list-style-type: none"> Coordinate with the branches and units in the Operations and Logistics Sections to capture and centralize resource status information. Note: This position tracks resources, it does not obtain or supply them. Develop and maintain resource status boards, and/or other tracking and display systems.
Documentation Unit Coordinator	Emergency Operations Centre <i>Planning Section Chief</i>	<ul style="list-style-type: none"> Collect, organize and file all completed event or disaster related forms, including: all EOC position logs, Situation Reports, EOC Action Plans, and any other related information just prior to the end of each operational period. Provide document reproduction services to EOC staff. Distribute the EOC Situation Reports, EOC Action Plan, and other documents, as requested. Maintain a permanent archive of all Situation Reports and EOC Action Plans associated with the event or disaster. Assist Recovery Unit with preparation and distribution of

Planning Section

Emergency Position	Reporting to	Responsibilities
		the EOC After Action Report.
Advance Planning Unit Coordinator	Emergency Operations Centre <i>Planning Section Chief</i>	<ul style="list-style-type: none"> Develop an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours. Review all available Situation Reports, Action Plans, and other significant documents. Determine potential future impacts of the event or disaster, particularly issues that might modify the overall EOC priorities and objectives. Provide periodic briefings for the EOC Director and Management Team addressing Advance Planning issues. Supervise the Advance Planning Unit.
Demobilization Unit Coordinator	Emergency Operations Centre <i>Planning Section Chief</i>	<ul style="list-style-type: none"> Develop a Demobilization Plan for the EOC based on a review of all pertinent Planning Section documents, and Situation Reports, and status of EOC priorities and objectives. Supervise personnel assigned to the Demobilization Unit.
Recovery Unit Coordinator	Emergency Operations Centre <i>Planning Section Chief</i>	<ul style="list-style-type: none"> Assess the requirements for recovery of City infrastructure and for community and individual recovery from a major emergency or disaster. Identify immediate steps (short-term relief efforts) that can be taken to initiate and speed recovery within the area. Anticipate actions required over the long term to restore local services and return the area to pre-emergency conditions. Supervise the Recovery Unit and all recovery operations unless otherwise directed by the Planning Section Chief and/or EOC Director.
Business Continuity Coordinator	Emergency Operations Centre <i>Planning Section Chief</i>	<ul style="list-style-type: none"> Assess the requirements for the resumption of City business functions, as well as local businesses. Working with key City departments, develop a strategy for resuming the City business functions as quickly as possible.
Technical Specialists Unit Coordinator	Emergency Operations Centre	<ul style="list-style-type: none"> Provide technical observations and recommendations to the EOC in specialized areas, as required. Ensure that qualified specialists are available in the areas

Planning Section

Emergency Position	Reporting to	Responsibilities
Coordinator	Centre <i>Planning Section Chief</i>	required by the particular event or disaster. <ul style="list-style-type: none">• Supervise the Technical Specialists Unit.

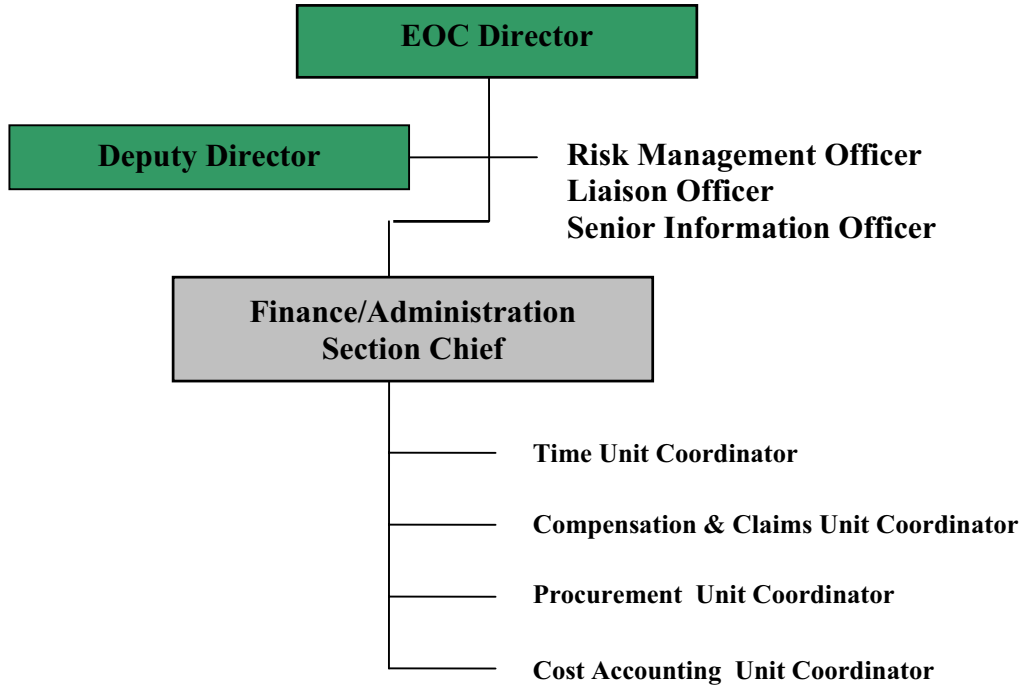
Emergency Operations Centre – Logistics Section

Logistics Section

Emergency Position	Reporting to	Responsibilities
Information Technology Branch Coordinator	Emergency Operations Centre <i>Logistics Section Chief</i>	<ul style="list-style-type: none"> • Ensure computer resources and services are provided to EOC staff, as required. • Determine specific computer requirements for all EOC functions and positions. • Implement available computer systems for internal information management and include message and e-mail systems, as available. • Supervise the Information Technology Branch.
Communications Branch Coordinator	Emergency Operations Centre <i>Logistics Section Chief</i>	<ul style="list-style-type: none"> • Ensure radio, telephone, and computer resources and services are provided to EOC staff, as required. • Oversee the installation of communications resources within the EOC. Ensure that a communications link is established with Incident Commander(s), DOCs, other EOCs, PREOC and other facilities, if established. • Develop and distribute a Communications Plan, which identifies all systems in use and lists specific frequencies allotted for the disaster. • Supervise the Communications Branch.
EOC Support Branch Coordinator	Emergency Operations Centre <i>Logistics Section Chief</i>	<ul style="list-style-type: none"> • Ensure that facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities appropriately. • Ensure food and refreshments are provided to EOC staff. • Ensure security measures are taken to secure all facilities from access by unauthorized people. • Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed. • Supervise the EOC Support Branch.
Supply Branch Coordinator	Emergency Operations Centre <i>Logistics Section Chief</i>	<ul style="list-style-type: none"> • Oversee the acquisition and allocation of supplies and materials not normally provided through mutual aid or normal agency channels. • Coordinate actions with the Finance /Administration Section. • Coordinate delivery of supplies and materials, as required.

Logistics Section

Emergency Position	Reporting to	Responsibilities
		<ul style="list-style-type: none"> • Allocate critical resources as required and directed. • Supervise the Supply Branch.
Personnel Branch Coordinator	Emergency Operations Centre <i>Logistics Section Chief</i>	<ul style="list-style-type: none"> • Provide personnel resources as requested in support of the EOC and Site Operations. • Identify, recruit, and register staff and volunteers, as required. • Develop an EOC organization chart. • Supervise the Personnel Branch.
Transportation Branch Coordinator	Emergency Operations Centre <i>Logistics Section Chief</i>	<ul style="list-style-type: none"> • In coordination with the Engineering Branch Coordinator, and Planning's Situation Unit, develop a Transportation Plan to support the EOC Action Plan. • Arrange for the acquisition or use of required transportation resources. • Coordinate air transportation needs with Air Operations Branch. • Supervise the Transportation Branch.

Emergency Operations Centre – Finance/Administration Section

Finance / Admin Section

Emergency Position	Reporting to	Responsibilities
Time Unit Coordinator	Emergency Operations Centre <i>Finance Section Chief</i>	<ul style="list-style-type: none"> Track, record, and report all on-duty time for personnel, including hired and contracted, working during the event or disaster. Ensure that hired and contracted personnel time records, travel expense claims, and other related forms are prepared and submitted to budget and payroll office. Supervise the Time Unit.
Compensation and Claims Unit Coordinator	Emergency Operations Centre <i>Finance Section Chief</i>	<ul style="list-style-type: none"> Oversee the investigation of injuries and property / equipment damage claims arising out of the emergency. Complete all forms required by Worker's Compensation Act. Maintain a file of injuries and illnesses associated with the event or disaster including results of investigations. Liaise and consult with the Risk Management Officer on all injury claims. Supervise the Compensation and Claims Unit.
Procurement Unit Coordinator	Emergency Operations Centre <i>Finance Section Chief</i>	<ul style="list-style-type: none"> Coordinate vendor contracts not previously addressed by existing approved vendor lists. Coordinate with Supply Unit and Operations Section on all matters involving the purchase, hire, contract, rental, and leases. Supervise the Procurement Unit.
Accounting Unit Coordinator	Emergency Operations Centre <i>Finance Section Chief</i>	<ul style="list-style-type: none"> Collect and maintain documentation of all disaster information for reimbursement through PEP. Gather fiscal recovery information from agencies providing emergency response, support and assistance. Prepare and maintain a cumulative cost report for the event or disaster. Prepare and coordinate disaster financial assistance documents and claims with PEP and/or PREOC. Supervise the Cost Accounting Unit and all financial assistance operations.

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6.0 Concept of Communications

During a major emergency or disaster, it is critical that emergency responders are able to quickly communicate with one another, to receive important information, to issue orders to action in the field and to communicate with a variety of other agencies.

It has been the experience in past disasters that operation and usage of communications systems are significantly impacted:

- Radio communications systems will experience large increases in usage resulting in waiting periods to gain access.
- Telephone, cellular and data networks may not function, either because they become overloaded or are rendered inoperable by the disaster.

This leads to a vital need for alternate communications systems and methods to address the demands occurring during a major emergency.

The City has endorsed an Emergency Communications Strategy with recommended actions to increase our communications capacity and increase the reliability of existing systems.

6.1 Methods of Communications

In addition to our day-to-day modes of communications, which includes landlines, cellular phones, email, fax, text messaging and the E-Comm Radio system, the following communication methods have been implemented to increase our capacity during emergencies.

Emergency Telecommunications Data System

Emergency Telecommunications Data System (ETDS) is managed through Industry Canada – Emergency Telecommunications in conjunction with PEP. It is used to designate landlines for emergency response purposes, but has limitations. If telephone systems are cut off due to an emergency, lines would be brought back up in order of priority, or if phone systems needed to be shut down because they are overloaded, emergency designated lines would remain operational. It can also be used in designated areas for security reasons. The ETDS is updated periodically to verify names, addresses and phone numbers and to add or make any changes.

Inter-Municipal Emergency Radio System (IMERS)

The Inter-Municipal Emergency Radio System is a UHF radio network designed to support or enhance primary means of communications between municipal Emergency Operations Centres in the GVRD. The IMERS is an open or unrestricted net that is used primarily for information sharing and logistical support. In the event of an emergency where too much traffic is clogging the net, a directed net will be imposed and coordinated by PEP. The GVRD maintains the technical aspects of the system and the weekly testing schedule.

Satellite Phones

Mobile satellite phones, normally used to communicate with persons in very remote locations, provide an alternative to terrestrial communications infrastructure, which may become damaged during an emergency. Recognizing this, the City has satellite phone capability in both the primary and backup EOC's and has two mobile satellite phones that can be deployed either to an incident site or to a facility playing a key role in the response to the emergency.

Telephone Lines

The Emergency Operations Centre at City Hall uses Voice over Internet Protocol technology with redundancy. The Emergency Operations Centre at the Works Yard uses Centrex telephone lines to provide dedicated and secure lines that connect directly with TELUS. Using different technology for each facility provides for greater likelihood that the City will have a useable communications infrastructure in the event of a significant emergency or disaster.

City UHF Radio System

The City operates a private UHF mobile radio system, consisting of 4 local repeaters. The primary purpose of this system is to provide voice communications to support the operations of Engineering & Public Works staff, including Public Works Dispatch. An additional repeater has been vehicle installed and handheld portable radios have been acquired to support the usage of this system during a major emergency. Handheld radios are pre-deployed to key emergency facilities including community centres and City Hall.

Amateur Radio

Emergency radio is a public safety lifeline that assists within the community and links the community in crisis to where relief and support can be coordinated. The City's Emergency Program is aligned with the Richmond Amateur Radio club and volunteer amateur radio operators who are available to assist with communications in the event of an emergency. When regular communications are overloaded or rendered unusable because of a disaster,

amateur radio can fill the gaps and can provide point-to-point communications, as needed, with a high degree of flexibility. Amateurs have the ability to set up communications anywhere and anytime, under almost any conditions. The City has installed amateur radio equipment at six of the large community centres and in the emergency communications vehicle. This allows contact with local and regional EOCs through the volunteer radio operator network. Amateur radio operations train regularly and often take part in emergency exercises so they are prepared for any crisis situation that arises.

Emergency Notification System

The City is working towards implementing an emergency public notification system in 2010. This web and GIS based system will support the quick dissemination of information to segments of the community and notification of internal staff and volunteers, by broadcasting brief messages via the telephone, cell phone, email, SMS text message, pagers and fax. Primary users of the system include first response agencies and partners – Emergency Management Office, RCMP, Block Watch and Crime Watch, Richmond Fire Rescue, Public Works and Vancouver Coastal Health.

The capacity of the system is determined by the number of calls being made as well as the length of the message. Possible scenarios for usage include localized chemical spills, missing children alerts, crime watch notifications and boil water advisories.

E-Comm Inter-Agency Radio System

Fire, police and ambulance services in Richmond all use the E-Comm Wide-Area Radio System, an advanced digital-capable radio network. This system is designed to allow local emergency responders to communicate with each other and with their counterparts in other communities that also use the E-Comm system, both on a day-to-day basis or in a major emergency or disaster.

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7.0 Hazard Specific Guides

The City's Emergency Planning Committee has identified the following key threats for which the City needs to mitigate, plan, and prepare for and potentially respond to:

- Aircraft Incident
- Chemical, Biological, Radiological, Nuclear and Explosives (CBRNE)
- Critical Infrastructure Failure
- Dangerous Goods Spill Response
- Earthquake
- Flooding
- Medical Emergency (Pandemic)
- Severe Weather

For each of the City's key threats, the following guides provide an overview of the possible effects, the suggested lead agency for the EOC's Operations Section, key departments and agencies that would be involved, activation level and minimum staffing for the EOC and key response measures and priorities.

While the BCERMS response goals and priorities are paramount and apply to every emergency response, additional EOC priorities that are relevant to each hazard have also been identified.

7.1 Aircraft Incident

Possible Effects	<ul style="list-style-type: none"> • Damage to property & roads • Disruption of communications • Disruption of traffic • Disruption of utilities • Evacuation • Explosions • Fatalities • Fire • Hazardous materials/toxic fumes & gases • Injuries • International implications • Investigation • Jurisdictional problems • Media attention • Multi-casualty incident • Scene containment & security • Special cargo concerns
Lead Agency	<p>Within City Boundaries: Richmond Fire Rescue/RCMP</p> <p>On Airport Land: YVR/RCMP</p>
Other Agencies	<ul style="list-style-type: none"> • Airline(s) • BC Ambulance Service • CBSA (Canadian Border Services Agency) • COR Emergency Programs • COR Environmental Programs • Coroner • Emergency Social Services partner agencies • Federal agencies • Fire • Provincial Emergency Program • RCMP • Transportation Safety Board • Utilities • Vancouver Airport Authority

	<ul style="list-style-type: none"> • Vancouver Coastal Health
EOC Activation	<ul style="list-style-type: none"> • EOC Director • Deputy Director • Liaison Officer • Information Officer • Risk Management Officer • Operations – RCMP, Fire, BCAS, Engineering, Environment, Health and ESS branches • Planning • Logistics • Finance/Administration
EOC Priorities	<ul style="list-style-type: none"> • Communications with site • Emergency information & media relations • Emergency Social Services • Liaise with external agencies • Mass casualty response support • Traffic control • Evacuation planning • Disaster Response Routes

7.2 Chemical, Biological, Radiological, Nuclear and Explosives (CBRNE)

Possible Effects	<ul style="list-style-type: none"> • Civil unrest • Collapse of buildings, structures & infrastructure • Community fear • Contamination • Damage to property, roads & bridges • Disruption of communications • Disruption of traffic • Disruption of utilities • Economic impact • Evacuation • Explosions • Fatalities • Fires • Hoax incident (immediate aftermath) • Injuries • International implications • Jurisdictional problems • Limited resources • Media attention • Public health concerns • Trapped people
Initial Lead Agency	Richmond Fire Rescue RCMP
Other Agencies	<ul style="list-style-type: none"> • BC Ambulance Service • CBRN Specialists • COR Emergency Programs • COR Engineering & Public Works • COR Environmental Programs • Coroner • Emergency Social Services partner agencies • Federal agencies • Fire • Ministry of Environment

	<ul style="list-style-type: none"> • Other provincial ministries • Provincial Emergency Program • Public Safety Canada • Targeted industry &/or agency • Transportation agencies • Utilities • Vancouver Coastal Health
EOC Activation	<ul style="list-style-type: none"> • EOC Director • Deputy Director • Liaison Officer • Information Officer • Risk Management Officer • Operations – All branches • Planning – All branches • Logistics • Finance/Administration
EOC Priorities	<ul style="list-style-type: none"> • Communications with sites • Decontamination support • Emergency information & media relations • Emergency Social Services • Evacuation planning • Liaise with external agencies • Mass casualty response support • Public notification • Resource acquisition & deployment • Situation & damage assessment

7.3 Critical Infrastructure Failure

Potential Effects	<ul style="list-style-type: none"> • Contamination of potable water • Damage to property • Disruption of business & industrial activities • Disruption of some utilities • Disruption of traffic • Environmental impact • Evacuation • Explosion • Fatalities • Fire • Injuries • Media attention • Potential loss of utilities, sewerage, and facilities • Public Health concerns for people & animals
Initial Lead Agency	Richmond Fire Rescue Engineering & Public Works
Other Agencies	<ul style="list-style-type: none"> • BC Ambulance Service • COR Emergency Programs • COR Engineering & Public Works • COR Environmental Programs • Emergency Social Services partner agencies • Environment Canada • GVRD • Ministry of Environment • Ministry of Transportation • Provincial Emergency Program • RCMP • Transport Canada • Utilities • Vancouver Coastal Health
EOC Activation	<ul style="list-style-type: none"> • EOC Director • Deputy Director • Liaison Officer • Information Officer

	<ul style="list-style-type: none"> • Risk Management Officer • Operations – All branches • Planning • Logistics • Finance/Administration
EOC Priorities	<ul style="list-style-type: none"> • Communication with sites • Disaster Response Routes • Emergency information & media relations • Emergency Social Services • Evacuation planning • Public notification • Restoration of critical infrastructure • Situation & damage assessment • Traffic control

7.4 Dangerous Goods Spills

Possible Effects	<ul style="list-style-type: none"> • Disruption of traffic • Disruption of utilities • Disruption to businesses • Environmental damage • Evacuation or Shelter In Place • Explosion • Homelessness • Infrastructure damage • Injuries & fatalities • Media attention • Property damage • Public health concerns
Initial Lead Agency	Richmond Fire Rescue
Other Agencies	<ul style="list-style-type: none"> • COR Emergency Programs • COR Emergency Social Services • COR Engineering & Public Works • COR Environmental Programs • Coroner • Emergency Social Services partner agencies • Federal agencies (TEAP, Canutec, CHLOREP) • Industry • Ministry of Environment • Provincial Emergency Program • RCMP • Transportation agencies • Transport Canada • Utilities • Vancouver Coastal Health
EOC Activation	<ul style="list-style-type: none"> • EOC Director • Deputy Director • Liaison Officer • Information Officer • Risk Management Officer

	<ul style="list-style-type: none"> • Operations – All branches • Planning • Logistics • Finance & Administration
EOC Priorities	<ul style="list-style-type: none"> • Cost recovery • Emergency information & media relations • Emergency Social Services • Evacuation planning • Liaise with external agencies • Public notification • Resource acquisition & deployment • Traffic control

7.5 Earthquake

Possible Effects	<ul style="list-style-type: none"> • Care of pets and livestock • Collapse of buildings, structures • Disaster debris • Disruption of communications • Disruption of health services • Disruption of traffic • Disruption of utilities • Evacuation • Explosions • Fire • Flooding • Homeless • Infrastructure damage • Injuries & fatalities • Jurisdictional issues • Lack of essential services (water, sewerage) • Limited resources • Media attention • Multiple incident sites • Property damage • Public health concerns • Trapped victims
Initial Lead Agency	Richmond Fire Rescue Engineering & Public Works
Other Agencies	<ul style="list-style-type: none"> • BC Ambulance Service • COR Emergency Programs • COR Engineering & Public Works • COR Environmental Programs • Coroner • Emergency Social Services partner agencies • Ministry of Transportation • Provincial Emergency Program • Provincial ministries • Public Safety Canada

	<ul style="list-style-type: none"> • Richmond Fire Rescue • RCMP • Utilities • Vancouver Coastal Health
EOC Activation	<ul style="list-style-type: none"> • EOC Director • Deputy Director • Liaison Officer • Information Officer • Risk Management Officer • Operations – All branches • Planning – All branches • Logistics – All branches • Finance & Administration
EOC Priorities	<ul style="list-style-type: none"> • Business continuity planning • Disaster debris management • Disaster Response Routes • Emergency information & media relations • Emergency Social Services • Enact Mutual Aid • Evacuation planning • Public health • Corporate & community recovery planning • Resource acquisition & deployment • Restoration of critical facilities & infrastructure • Secure potable water & water for firefighting • Traffic control

7.6 Flooding

Possible Effects	<ul style="list-style-type: none"> • Care of pets and livestock • Disaster debris • Disruption of communications • Disruption of traffic • Disruption of utilities • Evacuation • Fatalities • Homeless • Infrastructure damage • Injuries • Lack of essential services • Media attention • Property damage • Trapped victims
Initial Lead Agency	Engineering & Public Works
Other Agencies	<ul style="list-style-type: none"> • COR Emergency Programs • COR Environmental Programs • COR Emergency Social Services • Coroner • Emergency Social Services partner agencies • Ministry of Environment • Ministry of Transportation • Provincial Emergency Program • RCMP • Richmond Fire Rescue • Vancouver Coastal Health
EOC Activation	<ul style="list-style-type: none"> • EOC Director • Deputy Director • Liaison Officer • Information Officer • Risk Management Officer • Operations – All branches • Planning – All branches

	<ul style="list-style-type: none"> • Logistics • Finance & Administration
EOC Priorities	<ul style="list-style-type: none"> • Disaster Response Routes • Emergency information & media relations • Emergency Social Services • Evacuation planning • Flood containment & mitigation support • Liaise with external agencies • Public notification • Restoration of critical facilities & infrastructure • Situation & damage assessment • Traffic control

7.7 Medical Emergency – Epidemic/Pandemic

Potential Effects	<ul style="list-style-type: none"> • Civil unrest • Closure of businesses • Closure of schools • Disposal of the dead • Disruption of health care services • Disruption of transportation services • Extreme emotions • Fatalities • International implications • Limited health care resources • Mass numbers of people sick • Media attention • Overwhelmed health care facilities • Perimeter controls of affected areas • Possible vaccine shortages • Potential evacuation • Public health concerns • Quarantine • Separation of family members • Shelter-in-place
Lead Agency	Vancouver Coastal Health
Other Agencies	<ul style="list-style-type: none"> • BC Ambulance Service • COR Emergency Programs • COR Engineering & Public Works • Coroner • Environmental Services • Health Canada • Health care facilities • Ministry of Health • Provincial Emergency Program (PREOC) • Public Safety Canada • RCMP • Richmond Fire Rescue • School District

EOC Activation	<ul style="list-style-type: none"> • EOC Director • Deputy Director • Liaison Officer • Information Officer • Risk Management Officer • Operations – Health, Fire, BCAS, RCMP, Environment and ESS Branches • Planning • Logistics • Finance/Administration
EOC Priorities	<ul style="list-style-type: none"> • Alternate care facilities • Emergency information & media relations • Emergency Social Services • Employee support program • Essential services • Infection control • Notification & surveillance • Resource acquisition & deployment • Support Vancouver Coastal Health

7.8 Severe Weather

Potential Effects	<ul style="list-style-type: none"> • Collapse of buildings & structures (due to weight of snow & ice) • Damage to property & roads • Diminished personal resources (people unable to get out and get groceries) • Disruption of traffic • Disruption of utilities (eg. power outages) • Fatalities • Injuries • Limited resources for snow removal • Media attention • People confined to their homes
Lead Agency	Engineering & Public Works
Other Agencies	<ul style="list-style-type: none"> • BC Ambulance Service • COR Emergency Programs • Coroner • Emergency Social Services partner agencies • Environment Canada • Provincial Emergency Program • Richmond Fire Rescue • RCMP • Transportation agencies • Vancouver Coastal Health
EOC Activation	<ul style="list-style-type: none"> • EOC Director • Deputy Director • Liaison Officer • Information Officer • Risk Management Officer • Operations – All branches • Planning • Logistics • Finance/Administration
EOC Priorities	<ul style="list-style-type: none"> • Communications with site(s) • Disaster debris management

	<ul style="list-style-type: none">• Disaster response routes• Emergency information & media relations• Emergency Social Services• Environmental monitoring & advance planning• Evacuation planning• Resource acquisition & deployment• Restoration of utilities and critical infrastructure• Situation & damage assessment• Traffic control

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8.0 Division Roles & Responsibilities

The following section outlines the general roles and responsibilities of City divisions. It is expected that divisions and departments will staff or support the EOC in its response to the emergency or disaster as directed by the EOC Director. The development and maintenance of departmental emergency plans are the responsibility of each department with the guidance and assistance of the Emergency Management Office.

Division With Responsibility for the Following Areas	Responsibilities
Arts/ Culture and Heritage Services	<ul style="list-style-type: none"> Support the EOC and emergency response, as directed by the EOC Director.
Building Approvals	<ul style="list-style-type: none"> Lead department responsible for building damage assessment. As a first priority, buildings listed as critical facilities will be assessed. Assist in the coordination of building damage assessment for schools and churches as alternate ESS facilities. Assist in the coordination of building damage assessment for private buildings, with hotels being the first priority in this grouping. This should include provisions for agreements with private firms to support the City in this function to ensure rapid recovery of business. This department is also responsible for establishing an expedited permitting process for rebuilding to ensure businesses can undertake necessary repairs in a rapid manner. This should also include provisions for agreements with private firms to support the City in this function.
Business Liaison	<ul style="list-style-type: none"> Work with the Building Approvals Division to coordinate building damage assessment for local businesses. Work with the Building Approvals Division to facilitate an expedited process for permits to rebuild and repair businesses. Staff and/or support the Recovery section of the EOC.
Business Licences	<ul style="list-style-type: none"> Support the EOC and emergency response, as directed by the EOC Director.
City Clerks Office	<ul style="list-style-type: none"> Act as policy liaison for Council to advise of requirements for Declaring a Local State of Emergency and establishing other policies, as required.
Community Bylaws	<ul style="list-style-type: none"> Support Richmond RCMP, the EOC and emergency response, as directed by the EOC Director.
Community Social Services	<ul style="list-style-type: none"> Provide support to the Emergency Social Services Branch and assist in the development of the recovery plan.

Division With Responsibility for the Following Areas	Responsibilities
Corporate Communications	<ul style="list-style-type: none"> • Manage the internal communications, media relations and public information from the Emergency Operations Centre. • Maintain the Emergency Information Plan. • Activate and direct the emergency information team as they coordinate the Emergency Call Centre, Media Centre, assist with news conferences and site media activities.
Corporate Programs Management Group	<ul style="list-style-type: none"> • Support the EOC and emergency response, as directed by the EOC Director.
Customer Service	<ul style="list-style-type: none"> • Establish the City's Emergency Call Centre in the City Hall Computer Training Room T. 6.132 unless otherwise directed by the EOC Director. • Work with the Senior Information Officer in the EOC to ensure call centre staff have current information concerning information to be released to the public. • Provide a daily summary report of the types of calls and issues raised by the public to the Emergency Operations Centre. • Coordinate the set up of news conferences at City Hall, Council Chambers, etc. • Refer matters, as required, to the Emergency Operations Centre for resolution.
Development Applications	<ul style="list-style-type: none"> • Will be re-assigned to the Building Approvals Division to assist with processing permits to rebuild and repair buildings.
Economic Development	<ul style="list-style-type: none"> • Liaise with and support the business community as much as possible. • Staff the Planning – Business Continuity function and implement continuity and/or recovery plans, as directed by the EOC Director.
Emergency Programs	<ul style="list-style-type: none"> • Emergency Programs plays a key role in facilitating the operations of the City's Emergency Operations Centre and Emergency Social Services.
Environmental Programs	<ul style="list-style-type: none"> • Responsible for the planning, management and overall coordination of disaster debris, including collection and disposal. This includes establishment of temporary disposal facilities and measures to reduce the impact of waste on landfill capacity, i.e. recycling measures and public communications in this regard, etc. • Responsible for maintaining the Dangerous Goods Spill Response Plan, and providing advice and assistance to the Fire Department on environmental impacts relating to spills of dangerous goods or special waste. • Liaise with Vancouver Coastal Health on issues that may impact public health.

Division With Responsibility for the Following Areas	Responsibilities
Engineering Planning	<ul style="list-style-type: none"> Support the Building Approvals Department in the permitting process for rebuilding. Support the development of the Recovery Plan in the Planning Section of the EOC. Staff and support the Planning Section of the EOC with GIS needs.
Engineering Design & Construction	<ul style="list-style-type: none"> Provide emergency design services to support the rapid repair of critical City infrastructure. This should include provisions for agreements with private firms to support the City in this function. Support the development of the Recovery Plan in the Planning Section of the EOC.
Facility Operations & Maintenance	<ul style="list-style-type: none"> Provide maintenance services for designated reception centres and established shelters. Provides security, temporary sanitation and other related services to activated reception centres.
Film Office	<ul style="list-style-type: none"> Support the EOC and emergency response, as directed by the EOC Director.
Finance	<ul style="list-style-type: none"> Provides staff to support to the Finance/Administration Section including staffing of the following positions: Finance Section Chief, coordinators for Time, Purchasing, Compensation and Claims, and Cost. Coordinates the submission of Disaster Financial Assistance claims to the Provincial Emergency Program. Establish appropriate account numbers to efficiently facilitate cost recovery and tracking.
Fire Rescue	<p>Richmond Fire Rescue is a key response agency in the event of an emergency or disaster. Primary responsibilities will include the following:</p> <ul style="list-style-type: none"> Damage assessment of Fire Halls. Rapid community damage assessment, i.e. windshield survey of established routes. Fire suppression. Search and rescue. Spill response & CBRNE management.
Fleet Operations	<ul style="list-style-type: none"> Arrange for deployment of City equipment as directed by the Logistics Section Chief. Establish a program to ensure rapid repair of equipment, including use of privately operated repair shops. Arrange for acquisition of equipment as directed by the Logistics Section Chief.

Division With Responsibility for the Following Areas	Responsibilities
Human Resources	<ul style="list-style-type: none"> • Work with the Emergency Operations Centre Director to establish work schedules and undertake to inform City employees of their work hours and reporting location(s). • Coordinate emergency counselling & critical incident stress debriefing for City employees as required. • Undertake to arrange for financial advice to City employees impacted by the disaster. • Undertake to acquire temporary labour and assistance as directed by the Emergency Operations Centre Director. • Work with the union to establish and implement an emergency staff policy. • Establish a staff call centre to support staff and their families.
Information Technology	<ul style="list-style-type: none"> • Staff and support the EOC Logistics Section by ensuring the technical needs, including telephone and computer equipment, at the Emergency Operations Centre, Emergency Call Centre and critical facilities are met. • Ensure, on an on-going basis, the off-site back up of key City business data.
Intergovernmental Relations and Protocol Unit	<ul style="list-style-type: none"> • Support the EOC and emergency response, as directed by the EOC Director.
Law	<ul style="list-style-type: none"> • Staff the EOC Risk Management function. • Identify and act on potential legal liabilities and risk management issues.
Project Development	<ul style="list-style-type: none"> • Project Development staff may be re-assigned to the Building Approvals Department to assist with building damage assessment activities. • Support the development of the Recovery Plan in the Planning Section of the EOC. • Support the EOC and emergency response, as directed by the EOC Director.
Parks	<ul style="list-style-type: none"> • Parks Operations staff will be re-assigned to key response areas within Public Works operations as required. • Support the EOC and emergency response, as directed by the EOC Director.
Policy Planning	<ul style="list-style-type: none"> • Staff and support the Planning Section at the EOC.
Public Works Administration	<ul style="list-style-type: none"> • Responsible for setting up the Works Yard Emergency Operations Centre in the event of its activation. • Provide support services as required, including scribe duties, clerical support, general errands and related tasks. • Provide communications support to the Emergency Operations Centre. • Support the EOC and emergency response, as directed by the EOC Director.

Division With Responsibility for the Following Areas	Responsibilities
RCMP	<p>Richmond RCMP is a key response agency in the event of an emergency or disaster. Primary responsibilities will include the following:</p> <ul style="list-style-type: none"> • Crowd control • Civil order • Disaster area security • Establish and maintain disaster response routes as designated by the EOC Director, to the best of their ability. • Traffic control • Evacuation planning, implementation and control of evacuation • Acts for the coroner in all incidents where deaths are involved, until such time as that responsibility is assumed by the coroner.
Recreation	<ul style="list-style-type: none"> • Staff and support Emergency Social Services. This includes assisting in the operation of established reception centres, acting as site information officers, supporting the ESS Branch Coordinator at the EOC.
Real Estate	<ul style="list-style-type: none"> • Undertake property acquisition as directed by the Emergency Operations Centre Director. • Advise the Emergency Operations Centre Director concerning suitable City property for emergency use and makes necessary arrangements for that purpose.
Roads & Construction	<ul style="list-style-type: none"> • Undertake damage assessment of the City's dykes and roads. • Establish priorities for dyke repair and road restoration in consultation with the General Manager – Engineering & Public Works. • Undertake immediate action, as a first priority, to repair damage to the City's dykes and, where necessary, to privately owned dyke infrastructure. • Establish continuous monitoring of the City's and privately owned dykes. • Clear debris from City roads, with the first priority to designated disaster response routes • Establish priority for road repair in consultation as directed by the EOC Director. • Commence operational activities to repair road surfaces. • Development and maintenance of a departmental/divisional emergency plan.

Division With Responsibility for the Following Areas	Responsibilities
Sewerage & Drainage	<ul style="list-style-type: none"> • Undertake damage assessment of the City's sewer and drainage systems. • Establish priority(ies) for sewer service restoration in consultation with the General Manager – Engineering & Public Works. • Commence operational activities to restore sewer service. • Work with the Emergency Social Services Coordinator regarding the emergency provision of sanitary facilities. • Liaise with Vancouver Coastal Health on issues that may impact public health.
Transportation	<ul style="list-style-type: none"> • Responsible for establishing a staging area for transportation equipment. • Arrange for transportation equipment as directed by the Logistics Section Chief. • Assist the logistics section by arranging for transportation of people, animals, pets and livestock as required.
Water Services	<ul style="list-style-type: none"> • Undertake damage assessment of City water services. • Establish priorities for water service restoration in consultation with the General Manager – Engineering & Public Works. • Commence operational activities to restore water service. • Work with the Emergency Social Services Coordinator regarding the emergency provision of potable water. • Work with the Fire Chief regarding the emergency provision of water for fire fighting purposes. • Liaise with Vancouver Coastal Health on issues that may impact public health.

9.0 External Agencies

Contact information for external agencies is provided in Annex 4: Emergency Communications Directory.

9.1 Federal Agencies

9.1.1 Public Safety Canada (PSC)

Public Safety Canada (PSC) is responsible for implementing a comprehensive approach to protect Canada's critical infrastructure and enhance Canada's emergency management framework.

Responsibilities:

- Coordinate federal planning with the province through a regional office. This ensures compatibility of procedures and cooperative plans.
- Promote, support, and assist in coordinating critical infrastructure protection in ten key areas: energy and utilities, communications and information technology, finance, health care, food, water, transportation, safety, government and manufacturing.
- Enhance emergency management fundamentals: mitigation, preparedness, response and recovery.
- Promote dialogue among Canada's critical infrastructure owners and operators and foster information sharing on threats and vulnerabilities.
- Monitor and coordinate a national program of cyber and physical incident response and recovery.
- Work with governments and other organizations to develop a greater national capacity for economic and social resiliency against disasters.
- Support research and development in the field of emergency management.
- Deliver public and stakeholder emergency management awareness programs.

PSC administers the Joint Emergency Preparedness Program which provides funding and support to emergency preparedness and critical infrastructure protection projects and initiatives. Projects are jointly financed by federal, provincial and territorial governments, with the aim to reduce injuries and loss of human life, property damage, and to assure the continuation of our critical services in an emergency.

Requests for federal assistance during an emergency or disaster are communicated through the Provincial Emergency Program.

9.1.2 Industry Canada

Industry Canada is the lead Federal department for emergency telecommunications policies and programs in Canada. Emergency Telecommunications Data System is administered by the Emergency Telecommunications Branch. Activation of the Emergency Telecommunications Data System operated by Industry Canada is through the Provincial Emergency Program.

Responsibilities:

Industry Canada has the lead role for emergency telecommunications in Canada. Industry Canada's roles and responsibilities include:

- Develop and maintain emergency plans and undertake exercises for telecommunications at the national, regional and district levels.
- Give advice and assistance in mitigation and in response to the disruptive effects of emergencies on telecommunications and coordinate the provision of a public alert service.
- Facilitate the provision of appropriate telecommunications equipment or services required in emergency response operations.
- Coordinate and manage programs to ensure the availability of telecommunications to meet federal requirements during periods of system overload or degradation.
- Coordinate the provision of an emergency broadcast service, based on the facilities and services of the Canadian Broadcasting Corporation, Environment Canada and, as required, privately owned networks and stations (lead role).
- Facilitate the provision of appropriate telecommunications equipment or services required in emergency response operations, as requested by lead federal departments; e.g. in close collaboration with the telecommunication industry, updates a national and regional inventory of telecommunication equipment which could be used in time of emergency.
- Provide advice and assistance, as appropriate, to private or public telecommunications undertakings in mitigating the disruptive effects of emergencies on domestic and external telecommunications (lead role).
- Provide guidance, advice and coordination assistance to Canada's national and international telecommunications networks and broadcasting systems, with respect to

the communications requirements of emergency responders, the rapid reception and transmission of essential public information (lead role).

- Coordinate and manage programs to ensure the availability of telecommunications to meet federal requirements during periods of system overload or degradation (lead role).

9.1.3 12 Service Battalion

The 12 Service Battalion, located here in Richmond, is a Combat Service Support Unit that provides transportation, supply and maintenance support to all Field Units under combat conditions. As a member of the City of Richmond's Emergency Planning Committee, the 12 Service Battalion plays a role in guiding the development of the City's emergency plans and programs.

While the City works with the 12 Service Battalion on local planning initiatives, to activate this resource or any other federal resource during an emergency, the request must be sent through the Provincial Emergency Program.

9.1.4 Canadian Coast Guard

Rescue Coordination Centre 1-800-567-5111

The Canadian Coast Guard provides Canada's civilian fleet, programs, services and marine expertise to maintain maritime safety for all who use Canada's waters. In partnership with other federal agencies, provincial governments and volunteer organizations, the Coast Guard preserves safety at sea through a focused program of prevention and response.

Coast Guard's program objective of safe and accessible waterways is well supported by each of its five fundamental mandated roles:

1. Maritime safety
2. Protection of the marine and freshwater environment
3. Facilitation of maritime trade and commerce and maritime accessibility
4. Support to marine science
5. Support to Canada's federal maritime priorities

9.2 Provincial Agencies

9.2.1 Provincial Emergency Program

The Provincial Emergency Program, Ministry of Public Safety and Solicitor General, maintains effective awareness, preparedness, response, and recovery programs to reduce the human and financial costs of disasters in BC. The Provincial Emergency Program's mission is to enhance public safety and reduce property and economic loss from actual or imminent emergencies or disasters by:

- Mitigating the effects of emergencies and disasters through education and awareness.
- Promoting preparedness through planning, training and exercising.
- Coordinating and assisting in response activities.
- Developing and implementing recovery measures.

The Provincial Emergency Program coordinates the following areas of responsibility:

- Maintains a 24-hour Emergency Coordination Centre (1-800-663-3456) to provide local authorities and agencies with assistance and guidance.
- Issues PEP Task Numbers to local authorities in order that they may account for all expenses incurred during response and recovery efforts, and apply for reimbursement of those expenses authorized by the Provincial Emergency Program.
- Arranges for Workers' Compensation coverage for registered emergency workers and volunteers.
- Supports the efforts of emergency volunteers who provide critical services in the areas of emergency preparedness, response, and recovery, such as: Provincial Emergency Radio Communications, Search and Rescue, and Emergency Social Services Volunteers.
- Activates the Provincial Regional Emergency Coordination Centre (PREOC) to support the response at the local and regional level.

9.2.2 Coroners Service of British Columbia

Under the Ministry of Public Safety and the Solicitor General, the Coroners Service of British Columbia is responsible for the inquiry/investigation of all unnatural, unexpected, unexplained or unattended deaths. In the Lower Mainland, the service is managed by the Vancouver Metro Regional Office under the direction of the Chief Coroner and is activated by the RCMP.

The Coroners Service of British Columbia is committed to conducting a thorough and independent examination of the factors contributing to death in order to improve community safety and quality of life in the Province of British Columbia.

9.2.3 BC Ambulance Service

BCAS provides public ambulance service in BC under the authority of the Emergency Health Services Commission of the provincial Ministry of Health. The commission is mandated to oversee the broad responsibility of overall emergency medical service provision, regulation and direction in BC, including emergency pre-hospital treatment and transportation of patients.

In Richmond, the local BC Ambulance Service is a member of the City's Emergency Planning Committee and several working groups, such as CBRNE, Site Communications, Exercise Design and Multi-agency Site Response.

9.3 Local Agencies

9.3.1 Vancouver Coastal Health Authority

The Medical Health Officer is responsible for the coordinated response for all medical and health services and facilities within the City. As a member of both the City's Emergency Planning Committee and EOC Management Group, the Medical Health Officer guides the City's planning and preparedness initiatives and also has the authority to activate the City's Emergency Operations Centre. The Medical Health Officer may potentially fill the role of Operations Section Chief as well as the Operations Health Branch Coordinator in the Emergency Operations Centre.

9.3.2 School District No. 38: Richmond

The Richmond School District is responsible for developing plans and procedures to protect the staff and students at approximately 38 Elementary Schools, with an approximate enrolment of over 12,000 students and 11 Secondary Schools, with an approximate enrolment of over 10,000 students.

As a member of the City's Emergency Planning Committee, the School District is an important resource in assisting the City in planning for our vulnerable communities.

9.4 ESS Partner Agencies

At the Provincial Emergency Program, the Emergency Social Services (ESS) Office:

- Provides overall coordination of ESS across BC.
- Develops policies and procedures for use by ESS teams.
- Supports communities in building capacity and planning for and operating ESS.
- Funds training for volunteers and provides volunteer support.
- Liaises with local governments and provincial ministries, federal government departments and non-government organizations.
- Supports local and regional level ESS responses to disasters and emergencies.
- Manages provincial level ESS responses.
- Activates ESS support organizations during a disaster.

The ESS Office has agreements with ESS Support Organizations to provide additional resources to communities in major emergencies. In addition to the key organizations listed below, the following organizations provide ESS support:

- BC Housing
- Buddhist Compassion Relief Tzu Chi Foundation Canada
- Canadian Disaster Child Care Society
- Justice Institute of British Columbia
- Canadian Disaster Animal Response Team
- Emergency Social Services Association

9.4.1 Canadian Red Cross

The Canadian Red Cross trains community volunteers in Family Reunification functions. When requested by the ESS Office during a response, Red Cross may provide family reunification volunteers with disaster experience to assist local volunteers. The Central Registration and Inquiry Bureau (CRIB) can be used if there are multiple registration sites, and to respond to large numbers of inquiries from friends and families looking for loved ones from outside the disaster area.

9.4.2 St. John Ambulance

St. John Ambulance maintains a provincial database of people who have taken its First Aid courses and who are willing to help in the event of an emergency. St. John Ambulance sends personnel to set up and staff first aid stations at Reception Centres.

9.4.3 Salvation Army

The Salvation Army is responsible for training local ESS volunteers in the function of Meet & Greet and Emotional Support.

On request from the ESS Office, The Salvation Army can provide additional Meet & Greet or Emotional Support workers, if needed, from outside the area.

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10.0 Plan Maintenance

Updates

Every three years, the General Manager, Law and Community Safety shall undertake a comprehensive review of the plan including, as a minimum, changes to the concept of operations to reflect lessons learned from exercises, response to actual emergencies or any other changes.

Additions and Modifications

In addition, the General Manager, Law and Community Safety shall:

- Establish supporting documents or annexes, such as notification procedures or an operations manual, as necessary.
- Review the plan following any activation or exercise to incorporate recommendations and findings.
- Review information on facilities and resources annually to ensure the information is current.

With the assistance of the Emergency Management Office, General Managers are responsible for ensuring that departmental emergency plans are developed and reviewed on an annual basis.

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11.0 Training & Exercises

To support the staff roles during an emergency as identified in this plan, the Emergency Management Office will coordinate an annual training and exercise schedule. The City takes an inclusive approach to training to allow emergency response agencies and staff of various disciplines to interact, test new skills and roles together before disaster strikes.

Exercises include drills to test a focused procedure or technology; tabletop exercises to familiarize staff with their roles, test operational procedures and validate plans; functional exercises to test facilities, equipment and roles and responsibilities; and full-scale exercises to provide the most realistic scenario possible.

The following training matrix outlines the required and optional courses by emergency position.

Training Matrix

★ *Required* ☆ *Optional*

Course	COR Senior Management	EOC Management Staff	Emergency Management Staff	Operations Section Staff	Planning Section Staff	Logistics Section Staff	Finance & Admin Section Staff	EOC Support Staff
Emergency Operations Centre Executive Training This course provides participants with key information to effectively respond in the EOC.	★							
COR Emergency Management Orientation To address the Emergency Management System in BC and specific City of Richmond emergency management initiatives including the Emergency Management Plan and staff roles, Emergency Operations Centre, Emergency Social Services, etc.		★	★	★	★	★	★	★
Introduction to Emergency Management To introduce the basic concepts of emergency management including: BCERMS, Provincial Emergency Program & Emergency Social Services		★	★	★	★	★	★	★
Emergency Operations Centre (EOC) Level 1 - Introduction To introduce EOC functions, operations, information flow, applying BCERMS to the EOC environment		★	★	★	★	★	★	★
Emergency Operations Centre Level 2 To enable participants to perform their roles and responsibilities in the EOC		★	★	★	★	★	★	☆
Emergency Operations Centre Level 3 – Operations This course is designed to familiarize participants with the roles and responsibilities of the EOC Operations function.		★	★	★	☆	☆	☆	☆
Emergency Operations Centre Level 3 – Planning This course is designed to familiarize participants with the planning roles and responsibilities, coordinate planning activities internally and externally of the EOC.		★	★	★	★	☆	☆	☆
Emergency Operations Centre Level 3 – Logistics This course is designed to promote effective logistics resources and support management, which is crucial during an emergency in order to support site operations.		★	★	☆	☆	★	☆	☆
Emergency Operations Centre Level 3 – Finance and Administration This course is designed to provide an overview of finance/admin function, including allowable expenses under the Provincial Disaster Financial Assistance and Community Disaster Recovery Programs.		★	★	☆	☆	☆	★	☆

12.0 Glossary & References

BCERMS – British Columbia Emergency Response Management System	The British Columbia Response Management System is a comprehensive management structure scheme that ensures a coordinated and organized provincial response and recovery to any and all emergency incidents. The broad spectrum of components of BCERMS includes operations and control management, qualifications, technology, training and publications.
CF – Canadian Forces	The mission of the Canadian Forces is to defend Canada, its interests and its values, while contributing to international peace and security. In a disaster, where the magnitude overwhelms both the municipal and provincial capacity to manage the situation, PEP is the direct link to requesting CF emergency assistance.
DFA – Disaster Financial Assistance	A financial assistance program to help disaster victims restore or replace essential items that are not insurable.
DND – Department of National Defence	The mission of the Department of National Defence is to defend Canada, its interests and its values, while contributing to international peace and security. PEP is the direct link to requesting DND emergency assistance for the province.
DOC – Department Operations Centre	An operations centre established and operated by a department of a jurisdiction or agency to coordinate their emergency response efforts. Structure and function is similar to EOC.
ECC – Emergency Coordination Centre	The Emergency Coordination Centre at the Provincial Emergency Program headquarters receives and disseminates information from multiple sources regarding emergency situations. The 24-hour Emergency Coordination Centre also serves as the “incident message centre” for the Provincial Emergency Coordination Centre.
EOC – Emergency Operations Centre	A pre-designated facility established by a local authority, jurisdiction or agency to coordinate the site response and support in an emergency.
ESS – Emergency Social Services	Emergency Social Services are those services that are provided short term (generally 72 hours) to preserve the emotional and physical well being of evacuees and response workers in emergency situations.

ESSD – Emergency Social Services Director	An Emergency Social Services Director is a person appointed by the local authority, responsible for the management and coordination of the local ESS Program. In Richmond, the Emergency Social Services Volunteer Management Coordinator fulfills the role of the Emergency Social Services Director.
GVRD – Greater Vancouver Regional District	The Greater Vancouver Regional District (GVRD) is a partnership of 21 municipalities and one electoral area that make up the metropolitan area of Greater Vancouver. The GVRD's role is to deliver essential utility services like drinking water, sewage treatment, recycling and garbage disposal and protect and enhance the quality of life in our region by managing and planning growth and development, as well as protecting air quality and green spaces.
HRVA – Hazard, Risk and Vulnerability Analysis	The hazard, risk and vulnerability analysis is one part of the tool kit prepared by PEP for communities to use in their emergency planning to identify the hazards and their risk posed to the community.
ICS – Incident Command System	A standardized at-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. BC's emergency management structure is based on this system.
JEPP – Joint Emergency Preparedness Program	A federal cost-sharing program with the province and local authorities that encourages the provinces and territories to undertake emergency preparedness projects that support national priorities.
MOC – Ministry Operations Centre	An Operations Centre established and operated by a ministry to coordinate their emergency response efforts. Structure and function is similar to PREOC.
MST – Mobile Support Team	Mobile Support Teams are a provincial regional ESS resource, which, if requested by a local authority, can be deployed to provide on-site training, consultation and support to any community not able to mobilize a sufficient number of trained ESS volunteers during an evacuation.
PEP – Provincial Emergency Program	The Provincial Emergency Program is part of the Ministry of Public Safety and Solicitor General and is mandated to coordinate the province's integrated emergency response and assistance to

	communities in an emergency.
PECC – Provincial Emergency Coordination Centre	An Emergency Operation Centre established and operated at the provincial central coordination level to direct and coordinate the provincial government's overall emergency or disaster response and recovery efforts. Located at the Provincial Emergency Program (PEP) headquarters in Victoria.
PIO – Public Information Officer	Public Information Officer is a title used for a person, typically in government, who compiles and disseminates public information, usually through the media. Within an EOC structure, this person is usually referred to as the Information Officer.
PREOC – Provincial Regional Emergency Operations Centre	An Emergency Operations Centre established and operated at the regional level by provincial agencies to coordinate provincial emergency response efforts.
PSC – Public Safety Canada	Public Safety Canada is a Federal department that ensures coordination across all federal departments and agencies responsible for national security and the safety of Canadians.

References

The City would also like to acknowledge the following resources that were used in developing this plan:

Provincial Emergency Program, Ministry of Public Safety and Solicitor General, Emergency Management Division, Justice Institute of British Columbia: *Emergency Operations Centre Operational Guidelines*, 2002.

Provincial Emergency Program, Ministry of Public Safety and Solicitor General: *Local Authority Guidelines to Declaration of a State of Emergency*, 2003.

Provincial Emergency Program, Ministry of Public Safety and Solicitor General: *Financial Assistance for Emergency Response and Recovery Costs: A Guide for BC Local Authorities and First Nations*, 2005.

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13.0 Distribution

13.1 Distribution List

Copy No.

1-9	Mayor & Council
10	Chief Administrative Officer
11	Deputy Chief Administrative Officer
12	General Manager, Business & Financial Services.
13	General Manager, Community Services
14	General Manager, Engineering & Public Works
15	General Manager, Law & Community Safety
16	General Manager, Parks & Recreation
17	General Manager, Planning & Development
18	General Manager, Project Development & Facilities Services
19	Director, City Clerk's Office
20	Director, Engineering
21	Director, Finance
22	Director, IT
23	Director, Public Works
24	Director, Transportation
25	City Solicitor
26	Staff Solicitor
27	Staff Solicitor
28	Senior Manager, Corporate Communications
29	Senior Manager, Media Relations
30	Manager, Emergency Programs
31	Manager, Environmental Sustainability
32	Manager, Occupational Health & Safety
33	Chief Licence Inspector & Risk Manager
34	Communications Officer
35	Coordinator, Emergency Management
36	Coordinator, Emergency Social Services/Volunteer Management
37	Medical Health Officer
38	Paramedic Chief i/c Richmond North, BCAS
39	Chief, Richmond Fire Rescue
40	Officer in Charge, RCMP
41-43	City Hall EOC
44-46	Works Yard EOC

13.2 Revision History

Date	Pages	Description
July 13, 2010	all	Updated to current information

Appendix 1: BC Emergency Program Act, 1996

Part 1 — Definitions and Application

Definitions

1 (1) In this Act:

“declaration of a state of emergency” means a declaration of the minister or the Lieutenant Governor in Council under section 9 (1);

“declaration of a state of local emergency” means a declaration of a local authority or the head of a local authority under section 12 (1);

“director” means the person appointed under section 2 (3) as the director of the Provincial Emergency Program;

“disaster” means a calamity that

(a) is caused by accident, fire, explosion or technical failure or by the forces of nature, and

(b) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property;

“electoral area” means an electoral area as defined in the *Local Government Act*;

“emergency” means a present or imminent event or circumstance that

(a) is caused by accident, fire, explosion, technical failure or by the forces of nature, and

(b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property;

“government corporation” has the same meaning as in the *Financial Administration Act*, and includes the Greater Vancouver Transportation Authority established under the *Greater Vancouver Transportation Authority Act* and any of its subsidiaries;

“head of a local authority” means

- (a) for a municipality, the mayor or a person designated by the municipal council to act in the capacity of mayor in the mayor's absence, and
- (b) for an electoral area in a regional district, the chair of the board of the regional district, or, in the chair's absence, a vice chair;

“jurisdictional area” means any of the following for which there is a local authority:

- (a) a municipality;
- (b) an electoral area;
- (c) a national park;

“local authority” means

- (a) for a municipality, the municipal council,
- (b) for an electoral area in a regional district, the board of the regional district if the regional district has been granted the powers of a municipality under the *Emergency Program Act* by a regulation under section 799 (1) (a) of the *Local Government Act*, or
- (c) for a national park, the park superintendent or the park superintendent's delegate if an agreement has been entered into with the government of Canada under section 4 (2) (e) in which it is agreed that the park superintendent is a local authority for the purposes of this Act;

“local Emergency Management Plan” means an Emergency Management Plan prepared under section 6 (2);

“municipality” means the corporation into which the residents of an area have been incorporated as a municipality under any Act and includes the City of Vancouver, but does not include an improvement district or a regional district;

“Provincial Emergency Program” means the Provincial Emergency Program continued under section 2 (1);

“Provincial Emergency Management Plans” means the Emergency Management Plans prepared under section 4 (1);

“volunteer” means a volunteer registered by a local authority or the Provincial Emergency Program for the purpose of responding to a disaster or an emergency.

(2) A local authority has responsibility under this Act for the jurisdictional area for which it is the local authority.

Part 2 — Administration

Provincial Emergency Program

2 (1) The Provincial Emergency Program is continued.

(2) The Provincial Emergency Program is responsible for carrying out the powers and duties vested in it by this Act, the regulations and the minister.

(3) A director and any officers and employees required to enable the Provincial Emergency Program to perform its duties and exercise its powers may be appointed in accordance with the *Public Service Act*.

Committees

3 (1) The minister may appoint the committees the minister considers necessary or desirable to advise or assist the Lieutenant Governor in Council, the minister or the director.

(2) The members of committees appointed under subsection (1) who are not officers or employees of the government, or officers or employees of an agency of the government,

(a) are to be reimbursed for reasonable travelling and out of pocket expenses necessarily incurred in the discharge of their duties under this Act, and

(b) may be paid remuneration for their services as the Lieutenant Governor in Council may order.

Powers and duties of minister

4 (1) The minister must prepare Emergency Management Plans respecting preparation for, response to and recovery from emergencies and disasters.

(2) The minister may do one or more of the following:

- (a) conduct public information programs relating to emergency preparedness and recommend preventive measures to alleviate the effects of emergencies or disasters;
- (b) make surveys and studies to identify and record actual and potential hazards that may cause emergencies or disasters;
- (c) make payments and grants, subject to any terms or conditions that the minister may impose, to local authorities for the purposes of assisting in emergency prevention, preparedness and response;
- (d) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of Emergency Management Plans or programs;
- (e) enter into agreements with the government of Canada or of any other province, or with any agency of such a government, dealing with Emergency Management Plans and programs;
- (f) review and recommend modification of local Emergency Management Plans of local authorities;
- (g) establish training and training exercise programs;
- (h) provide support to volunteers as prescribed in the regulations;
- (i) delegate in writing to the director any of the powers or duties vested in the minister by this Act, except a power
 - (i) to make a declaration of a state of emergency,
 - (ii) to cancel a declaration of a state of emergency,
 - (iii) to cancel a declaration of a state of local emergency, or
 - (iv) to make an order under section 13 (2).

Ministerial orders

5 The minister may, by order, do one or more of the following:

- (a) divide British Columbia into various subdivisions for the purpose of organizing integrated plans and programs in relation to emergency preparedness, response and recovery;
- (b) require local authorities of the municipalities or electoral areas located within a subdivision referred to in paragraph (a) to prepare, in cooperation with designated ministries, integrated plans and programs, satisfactory to the minister, to deal with emergencies;
- (c) establish procedures required for the prompt and efficient implementation of plans and programs to meet emergencies and disasters;
- (d) require a person to develop plans and programs in cooperation with one or more local authorities, designated ministries and government corporations and agencies to remedy, alleviate or meet any emergency that might arise from any hazard to persons or property and that is or may be created by
 - (i) the person engaging in any operation,
 - (ii) the person utilizing any process,
 - (iii) the person using property in any manner, or
 - (iv) any condition that exists or may exist on the person's land.

Local authority emergency organization

6 (1) Subject to sections 8 (2), 13 (2) and 14 (3), a local authority is at all times responsible for the direction and control of the local authority's emergency response.

(2) A local authority must prepare or cause to be prepared local Emergency Management Plans respecting preparation for, response to and recovery from emergencies and disasters.

(3) A local authority for a municipality or an electoral area must, for the municipality or electoral area for which it has responsibility, establish and maintain an emergency management organization to develop and implement Emergency Management Plans and

other preparedness, response and recovery measures for emergencies and disasters and may

(a) appoint committees the local authority considers necessary or desirable to advise and assist the local authority, and

(b) appoint a coordinator for the emergency management organization.

(4) A local authority may, in writing, delegate any of its powers and duties under this Act to the committee, emergency management organization or coordinator referred to in subsection (3), except the power to make a declaration of a state of local emergency.

Part 3 — Emergencies, Disasters and Declared Emergencies

Division 1 — Emergencies and Disasters

Implementation of Provincial Emergency Management Plans

7 The minister or a person designated in a Provincial Emergency Management Plan may, whether or not a state of emergency has been declared under section 9 (1), cause a Provincial Emergency Management Plan to be implemented if, in the opinion of the minister or the designated person, an emergency exists or appears imminent or a disaster has occurred or threatens.

Implementation of local Emergency Management Plans

8 (1) A local authority or a person designated in the local authority's local Emergency Management Plan may, whether or not a state of local emergency has been declared under section 12 (1), cause the plan to be implemented if, in the opinion of the local authority or the designated person, an emergency exists or appears imminent or a disaster has occurred or threatens in

(a) the jurisdictional area for which the local authority has responsibility, or

(b) any other municipality or electoral area if the local authority having responsibility for that other jurisdictional area has requested assistance.

(2) If a Provincial Emergency Management Plan has been implemented under section 7, a local Emergency Management Plan may be implemented or its implementation may be continued under subsection (1) of this section if and to the extent that the local

Emergency Management Plan is not in conflict with the Provincial Emergency Management Plan.

Division 2 — Declaration of State of Emergency

Declaration of state of emergency

9 (1) If satisfied that an emergency exists or is imminent, the minister or the Lieutenant Governor in Council may, by order, declare a state of emergency relating to all or any part of British Columbia.

(2) A declaration of a state of emergency under subsection (1) must identify the nature of the emergency and the area of British Columbia in which the emergency exists or is imminent.

(3) Immediately after a declaration of a state of emergency is made, the minister must cause the details of the declaration to be published by a means of communication that the minister considers most likely to make the contents of the declaration known to the majority of the population of the affected area.

(4) A declaration under subsection (1) expires 14 days from the date it is made, but the Lieutenant Governor in Council may extend the duration of the declaration for further periods of not more than 14 days each.

(5) Subsections (2) and (3) apply to each extension under subsection (4) of the duration of a declaration of a state of emergency.

Powers of minister in declared state of emergency

10 (1) After a declaration of a state of emergency is made under section 9 (1) and for the duration of the state of emergency, the minister may do all acts and implement all procedures that the minister considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, including any or all of the following:

(a) implement a Provincial Emergency Management Plan or any Provincial emergency measures;

(b) authorize a local authority to implement a local Emergency Management Plan or emergency measures for all or any part of the jurisdictional area for which the local authority has responsibility;

- (c) require a local authority for a municipality or an electoral area to implement a local Emergency Management Plan or emergency measures for all or any part of the municipality or electoral area for which the local authority has responsibility;
 - (d) acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
 - (e) authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster;
 - (f) control or prohibit travel to or from any area of British Columbia;
 - (g) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of British Columbia;
 - (h) cause the evacuation of persons and the removal of livestock, animals and personal property from any area of British Columbia that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property;
 - (i) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an Emergency Management Plan or program or if otherwise considered by the minister to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
 - (j) cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the minister to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster;
 - (k) construct works considered by the minister to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster;
 - (l) procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of British Columbia for the duration of the state of emergency.
- (2) After a declaration of a state of emergency is made under section 9 (1),

(a) the director or such other person as the minister may appoint is responsible for the coordination and implementation of necessary plans or programs prepared under this Act, and

(b) all persons and agencies involved in the coordination and implementation are subject to the control and direction of the director or the other person appointed by the minister.

Cancellation of declaration of state of emergency

11 (1) When, in the opinion of the minister or the Lieutenant Governor in Council, an emergency no longer exists in an area in relation to which a declaration of a state of emergency was made under section 9 (1), the minister or the Lieutenant Governor in Council must make an order cancelling the declaration of a state of emergency in respect of that area.

(2) Immediately after an order is made under subsection (1) or a declaration of a state of emergency expires under section 9 (4), the minister must cause the details of the cancellation or expiry of the declaration of a state of emergency to be published by a means of communication that the minister considers most likely to make the contents of the cancellation order or the fact of the cancellation or expiry known to the majority of the population of the affected area.

Division 3 — Declaration of Local Emergency

Declaration of state of local emergency

12 (1) A local authority or, if a local authority consists of more than one person, the head of the local authority, may, at any time that the local authority or the head of the local authority, as the case may be, is satisfied that an emergency exists or is imminent in the jurisdictional area for which the local authority has responsibility, declare a state of local emergency relating to all or any part of the jurisdictional area.

(2) A declaration of a state of local emergency under subsection (1) must identify the nature of the emergency and the part of the jurisdictional area in which it exists or is imminent, and the declaration must be made

(a) by bylaw or resolution if made by a local authority, or

(b) by order, if made by the head of a local authority.

(3) The head of a local authority must, before making a declaration under subsection (1), use best efforts to obtain the consent of the other members of the local authority to the declaration and must, as soon as practicable after making a declaration under subsection (1), convene a meeting of the local authority to assist in directing the response to the emergency.

(4) Immediately after making a declaration of a state of local emergency, the local authority or the head of the local authority, as the case may be, must

(a) forward a copy of the declaration to the minister, and

(b) cause the details of the declaration to be published by a means of communication that the local authority or the head of the local authority, as the case may be, considers most likely to make the contents of the declaration known to the population of the affected area.

(5) Subject to section 14 (3), a declaration of a state of local emergency expires 7 days from the date it is made unless it is earlier cancelled by the minister, the Lieutenant Governor in Council, the local authority or the head of the local authority.

(6) Despite subsection (5), the local authority may, with the approval of the minister or the Lieutenant Governor in Council, extend the duration of a declaration of a state of local emergency for periods of not more than 7 days each.

(7) Subsections (2) and (4) apply to each extension under subsection (6) of the duration of a declaration of a state of local emergency.

Powers of local authority in declared state of local emergency

13 (1) After a declaration of a state of local emergency is made under section 12 (1) in respect of all or any part of the jurisdictional area for which a local authority has responsibility and for the duration of the state of local emergency, the local authority may do all acts and implement all procedures that it considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, including any or all of the following:

(a) implement its local Emergency Management Plan or any local emergency measures;

(b) subject to this section, exercise, in relation to the part of the jurisdictional area affected by the declaration, any power available to the minister under section 10 (1) (d) to (l);

(c) subject to this section, authorize, in writing, any persons involved in the operation of a local Emergency Management Plan or program to exercise, in relation to any part of the jurisdictional area affected by a declaration, any power available to the minister under section 10 (1) (d) to (l).

(2) If a state of local emergency has been declared under section 12 (1), the minister may order a local authority to refrain or desist, either generally or in respect of any matter, from exercising any one or more of the powers referred to in subsection (1) (b) or (c).

(3) Immediately after making an order under subsection (2), the minister must cause the details of the order to be communicated to the local authority affected by the order and to any other persons the minister considers appropriate.

(4) Immediately after the details of an order are communicated to a local authority under subsection (3), the local authority referred to in the order must comply with the order and must direct every person under its direction or control to refrain or desist from doing any act that the local authority is ordered to refrain or desist from doing.

(5) For the purposes of subsections (3) and (4), the details of an order are communicated to a local authority when those details are communicated to any one of the members of the local authority.

(6) The local authority of a municipality or electoral area may, during or within 60 days after declaring a state of local emergency, by bylaw ratified by the Minister of Municipal Affairs and Housing, but without obtaining the assent of the electors, borrow any money necessary to pay expenses caused by the emergency.

Cancellation of declaration of state of local emergency

14 (1) The minister or the Lieutenant Governor in Council may cancel a declaration of a state of local emergency at any time the minister or the Lieutenant Governor in Council considers appropriate in the circumstances.

(2) The local authority or the head of the local authority must, when of the opinion that an emergency no longer exists in the part of the jurisdictional area in relation to which a declaration of a state of local emergency was made,

- (a) cancel the declaration of a state of local emergency in relation to that part
 - (i) by bylaw or resolution, if the cancellation is effected by the local authority, or
 - (ii) by order, if the cancellation is effected by the head of the local authority, and
 - (b) promptly notify the minister of the cancellation of the declaration of a state of local emergency.
- (3) A declaration of a state of local emergency made in respect of a part of a jurisdictional area ceases have of any force or effect on the making of a declaration of a state of emergency by the minister or the Lieutenant Governor in Council relating to that part of the jurisdictional area.

Notification of termination of declaration of state of local emergency

15 (1) Immediately after the termination of a declaration of state of local emergency, the local authority having responsibility for the area in respect of which the declaration was made must cause the details of the termination to be published by a means of a communication that the local authority considers most likely to make the contents of the termination or the fact of the termination known to the majority of the population of the affected area.

(2) For the purposes of subsection (1), a declaration of a state of local emergency is terminated when

- (a) it expires under section 12 (5) or (6),
- (b) it is cancelled by the minister or the Lieutenant Governor in Council under section 14 (1),
- (c) it is cancelled by bylaw, resolution or order under section 14 (2), or
- (d) it ceases to have any force or effect under section 14 (3) as a result of the making of a declaration of a state of emergency under section 9 (1).

Part 4 — General

Expenditures

16 (1) Any expenditures under this Act considered necessary by the minister to implement a Provincial Emergency Management Plan or Provincial emergency measures, under section 7 or 10 (1) (a), may be paid out of the consolidated revenue fund without an appropriation other than this section.

(2) Nothing in subsection (1) authorizes the minister to make a payment for disaster financial assistance out of the consolidated revenue fund.

Recovery of costs

17 (1) If an emergency or a disaster is threatened or caused in whole or in part by the acts or omissions of a person and expenditures are made by the government or a local authority to prevent, respond to or alleviate the effects of the emergency or disaster, the person must, on the request of the minister or head of a local authority, pay to the Minister of Finance or the local authority the lesser of

(a) the portion of the expenditures that is equal to the portion of the liability for the occurrence of the emergency or disaster that is attributable to the person, and

(b) the amount demanded by the minister or head of a local authority.

(2) Nothing in subsection (1) relieves a person from any other liability.

Exemption from civil liability

18 No person, including, without limitation, the minister, the other members of the Executive Council, the director, a local authority, the head of a local authority, a member of a local authority, a volunteer and any other person appointed, authorized or required to carry out measures relating to emergencies or disasters, is liable for any loss, cost, expense, damage or injury to person or property that results from

(a) the person in good faith doing or omitting to do any act that the person is appointed, authorized or required to do under this Act or the regulations, unless, in doing or omitting to do the act, the person was grossly negligent, or

(b) any acts done or omitted to be done by one or more of the persons who were, under this Act or the regulations, appointed, authorized or required by the person to

do the acts, unless in appointing, authorizing or requiring those persons to do the acts, the person was not acting in good faith.

Compensation for loss

19 (1) Despite section 18, if as a result of the acquisition or use of a person's land or personal property under section 10 (1) (d) or 13 (1) (b) or (c), the person suffers a loss of or to that property, the government or the local authority that acquired or used or directed or authorized the acquisition or use of the property must compensate the person for the loss in accordance with the regulations.

(2) Despite section 18, if a person suffers any loss of or to any land or personal property as a result of any other action taken under section 7, 8 (1), 10 (1) or 13 (1), the government or the local authority, as the case may be, that took or authorized or directed the taking of the action may compensate the person for the loss in accordance with the regulations.

(3) If any dispute arises concerning the amount of compensation payable under this section, the matter must be submitted for determination by one arbitrator or 3 arbitrators appointed under the *Commercial Arbitration Act* and

(a) the person who is to be compensated must, in a notice served on the minister, elect whether one or 3 arbitrators are to be appointed, and

(b) the *Commercial Arbitration Act* applies to the dispute.

Disaster financial assistance

20 (1) The Lieutenant Governor in Council may, by regulation, establish criteria by which the eligibility of a person to receive disaster financial assistance is to be determined.

(2) The Lieutenant Governor in Council or the minister may provide disaster financial assistance in accordance with the regulations to persons who suffer loss as a result of a disaster.

Appeals to director on eligibility for disaster financial assistance

21 (1) A person may, by delivering to the director a written notice of appeal within 60 days after receipt of notice that the person was determined not to meet the eligibility criteria set under section 20 (1), appeal that determination.

(2) If a written notice of appeal is not received by the director within the time limited for an appeal under subsection (1), the person in respect of whom the determination was made may not appeal the determination.

(3) If a written notice of appeal is received by the director within the time limited for an appeal under subsection (1), the director must review the appellant's eligibility for disaster financial assistance in accordance with the information contained in the notice of appeal and may, but need not, do one or both of the following in conducting that review:

- (a) request additional information from the appellant;
- (b) convene a hearing.

(4) After conducting a review under subsection (3), the director may

- (a) confirm the determination, or
- (b) overturn the determination and direct that the person be considered to be eligible to receive disaster financial assistance.

(5) The director must inform the appellant of the decision reached under subsection (4).

(6) A decision under subsection (4) is final and conclusive and is not open to question or review in a court on any grounds.

Appeals to director on amounts of disaster financial assistance

22 (1) A person may, by delivering to the director a written notice of appeal within 60 days after receipt of disaster financial assistance provided under section 20, appeal the amount of that disaster financial assistance.

(2) If a written notice of appeal is not received by the director within the time limited for an appeal under subsection (1), the person is deemed to have accepted the sum paid by way of disaster financial assistance in full settlement of the person's loss, and no proceedings to determine or seek an increase in the amount of the disaster financial assistance provided for that loss may be brought by that person.

(3) If a written notice of appeal is received by the director within the time limited for an appeal under subsection (1), the director must review the amount of disaster financial

assistance in accordance with the information contained in the notice of appeal and may, but need not, do one or both of the following in conducting that review:

(a) request additional information from the appellant;

(b) convene a hearing.

(4) After conducting a review under subsection (3), the director may confirm, increase or decrease the amount of the disaster financial assistance and must inform the appellant of the decision.

(5) A decision under subsection (4) is final and conclusive and is not open to question or review in a court on any grounds.

Section Repealed

23 [Repealed 2003-7-14.]

Variation of disaster financial assistance

24 (1) If a person is, under section 22, determined to be entitled to disaster financial assistance in an amount that is greater than the disaster financial assistance, if any, provided to the person under section 20, the government must promptly provide to the person the additional amount of disaster financial assistance decided by the director.

(2) If the director determines, under section 22, that a person is entitled to an amount of disaster financial assistance that is less than the amount of disaster financial assistance provided to the person under section 20, the person must repay to the government the amount of the disaster financial assistance that was an overpayment within 60 days after being informed of the director's decision under section 22.

Mandatory assistance

25 (1) If a person who is authorized to do so under section 10 (1) (e) or 13 (1) makes an order requiring a person to provide assistance, the person named in the order must provide the assistance required by the order.

(2) A person's employment must not be terminated by reason only that the person is required to provide assistance under this section.

Conflict

26 Unless otherwise provided for in a declaration of a state of emergency made under section 9 (1) or in an extension of the duration of a declaration under section 9 (4), if there is a conflict between this Act or the regulations made under this Act and any other Act or regulations, this Act and the regulations made under this Act prevail during the time that the declaration of a state of emergency made under section 9 (1) and any extension of the duration of that declaration is in effect.

Offence

27 (1) A person commits an offence who

- (a) contravenes this Act or the regulations, or
- (b) interferes with or obstructs any person in the exercise of any power or the performance of any duty conferred or imposed by this Act or the regulations.

(2) A person who commits an offence under subsection (1) is liable to imprisonment for a term of not more than one year or to a fine of not more than \$10 000 or to both imprisonment and fine.

Power to make regulations

28 (1) The Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*.

(2) Without limiting subsection (1), the Lieutenant Governor in Council may make regulations as follows:

- (a) assigning responsibility to ministries, boards, commissions or government corporations or agencies for the preparation or implementation of all or any part of plans or arrangements to deal with emergencies or disasters;
- (b) delegating to any person or committee appointed under this Act or to any one or more members of the Executive Council any of the powers vested by this Act in the minister or the Lieutenant Governor in Council, except the power to make an order for a declaration of a state of emergency or to make regulations;

- (c) respecting the assessment of damage or loss caused by an emergency or disaster, the processing of claims for compensation for the damage or loss and the payment of compensation for the damage or loss;
- (d) respecting eligibility for, the processing of claims for and the payment of disaster financial assistance;
- (e) governing the sharing of costs incurred by the government or by a local authority in conducting emergency operations;
- (f) respecting the registration, responsibilities and training of and training exercises for volunteers and volunteer agencies;
- (g) requiring persons to develop plans and programs in cooperation with one or more local authorities, designated ministries and government corporations and agencies to remedy, alleviate or meet any emergency that might arise from any hazard to persons or property and that is or may be created by
 - (i) the person engaging in any operation,
 - (ii) the person utilizing any process,
 - (iii) the person using property in any manner, or
 - (iv) any condition that exists or may exist on the person's land;
- (h) respecting the form and content of Emergency Management Plans;
- (i) in respect of any power available to a local authority under section 13 (1);
- (j) respecting the form and content of any notice of appeal delivered to the director under section 21 (1) or 22 (1)

Appendix 2: Emergency Program Management Regulation, 1994

Interpretation

1 In this regulation:

"**Act**" means the *Emergency Program Act*;

"**officer in charge**" means commissioner as defined in the *Police Act*.
[am. B.C. Reg. 200/98, s. (a).]

Provincial Emergency Program

- 2 (1) The Provincial Emergency Program must
- (a) prepare and maintain a hazard, risk and vulnerability study that identifies potential emergencies and disasters that could affect all or any part of British Columbia,
 - (b) assess the potential impact on people or property of the emergencies and disasters referred to in paragraph (a),
 - (c) make recommendations to the minister respecting emergency prevention, preparedness, response and recovery strategies in relation to
 - (i) legislation, regulation and policy, and
 - (ii) the creation and maintenance of an emergency management program,
 - (d) provide advice and assistance to other ministers in the development and implementation of multi-ministry or multi-agency emergency plans and procedures,
 - (e) provide advice and assistance to local authorities in the development of local emergency management organizations and local emergency programs, and
 - (f) coordinate or assist in coordinating the government's response to emergencies and disasters.
- (2) On the request of the minister, the Provincial Emergency Program must
- (a) prepare, or assist the minister in the preparation of, Provincial emergency plans,
 - (b) participate on behalf of or in conjunction with the government in any initiatives by which coordinated plans may be developed and cooperation and mutual assistance may be fostered between the government and its agencies and one or more of the federal government, the governments of neighbouring provinces, states and territories and any of their agencies in respect of the prevention of, preparation for, response to and recovery from emergencies and disasters, and

(c) assist local authorities with response to or recovery from emergencies or disasters that are of such magnitude that the local authorities are incapable of effectively responding to or recovering from them.

(3) In addition to any other functions the Provincial Emergency Program is required or entitled to perform under the Act or this regulation, the Provincial Emergency Program may do one or more of the following:

- (a) provide advice and assistance to other ministers in emergency prevention, preparedness, response and recovery;
- (b) conduct training and training exercise programs for individuals or organizations concerned with emergency planning and operations;
- (c) provide advice and assistance to business and industry in relation to emergency preparedness, response and recovery;
- (d) assist in the coordination of emergency plans between local authorities and the government, government corporations and government agencies.

Emergency plans and procedures of ministers

3 (1) Each minister must develop emergency plans and procedures to be followed in the event of an emergency or disaster.

(2) The emergency plans and procedures referred to in subsection (1) may include plans and procedures to assist local authorities with response to or recovery from emergencies or disasters that are of such magnitude that the local authorities are incapable of effectively responding to or recovering from them.

(3) The emergency plans and procedures of a minister that are referred to in subsections (1) and (2) must

- (a) be coordinated and consistent with the emergency plans and procedures of every other minister,
- (b) set out, in business continuation plans and procedures, the manner in which and the means by which that minister will continue to provide essential services despite an emergency or disaster,
- (c) set out the manner in which and the means by which the government will respond to the hazards for which that minister is designated as the key minister in Schedule 1, and
- (d) set out the manner in which and the means by which that minister will perform the duties, if any, set out for that minister in Schedule 2 or as may be imposed on that minister by the Lieutenant Governor in Council.

Emergency plans and procedures of government corporations

4 Each government corporation referred to in Schedule 2 must develop emergency plans and procedures that set out the manner in which and the means by which the government corporation will perform the duties set out for it in Schedule 2.

Inter-Agency Emergency Preparedness Council

5 (1) In order to facilitate the coordination of the plans and procedures referred to in section 3, every minister referred to in Schedule 2 must appoint one representative to a committee to be known as the Inter-Agency Emergency Preparedness Council.

(2) At the request of the council, a minister responsible for any designated government corporation or other government agency may appoint a representative from a government corporation or other government agency for which the minister has responsibility.

(3) The council must meet at least twice a year.

(4) The Provincial Emergency Program must

- (a) provide a representative to act as co-chair to the council,
- (b) provide a representative to act as the council's secretary, and
- (c) provide a reasonable level of funding to support the operations of the council.

(5) The other co-chair for the council must be selected on an annual basis by the council.

(6) The council must, at the request of and in the manner and at the times required by the Lieutenant Governor in Council or the minister, report to the minister on

- (a) the activities of the council since the date of its last report or for such other period as may be required, and
- (b) any other matters specified in the request.

(7) The council must

- (a) recommend emergency preparedness, response and recovery measures to each minister, and
- (b) provide to each minister referred to in Schedule 2 the assistance necessary to ensure that that minister's emergency plans and procedures are coordinated and consistent with the plans and procedures of all other ministers and with the government's overall emergency preparedness strategies.

Role of ministers in relation to hazards

6 A minister referred to in Schedule 1 is responsible for coordinating the government's response to the occurrence of any of the hazards for which the minister is designated as the key minister in that schedule.

Role of ministers in emergency or disaster

7 In the event of an emergency or disaster, whether declared or not, each minister referred to in Schedule 2

- (a) must cause the minister's emergency plan and procedures to be implemented
 - (i) in accordance with the directions, if any, of the Lieutenant Governor in Council, and
 - (ii) in a manner that is, to the greatest extent possible, coordinated and consistent with the implementation of the emergency plans and procedures of every other minister referred to in Schedule 2,
- (b) must make staff and resources available, to the greatest extent possible, on the request of the Lieutenant Governor in Council, the director or any other minister carrying out emergency measures, and
- (c) may, on the request of a local authority, provide to the local authority such advice and assistance as is practicable in respect of emergency response.

Role of government corporations in emergency or disaster

8 In the event of an emergency or disaster, each government corporation referred to in Schedule 2 must implement its emergency plans and procedures to the extent required.

Authority for policing and fire fighting in declared state of emergency

9 Without limiting section 10 (1) of the Act, in the event of a declaration of a state of emergency

- (a) the Lieutenant Governor in Council or the Attorney General may
 - (i) assume jurisdiction and control over all police forces in British Columbia, as described in section 1.1 of the *Police Act*, and their reserve, auxiliary or special forces, and
 - (ii) appoint the officer in charge to exercise the authority of the chief constable of those forces, and
 - (b) the Lieutenant Governor in Council or the Attorney General may
 - (i) assume the jurisdiction and control of all fire fighting and fire prevention services in all or any part of British Columbia, and
 - (ii) appoint the fire commissioner to exercise authority over those services.
- [am. B.C. Reg. 200/98, s. (b).]

Schedule 1
Ministers Responsible for Coordinating
Government Response to Specified Hazards

HAZARD GROUPS	HAZARD	KEY MINISTERS
Accidents	<ul style="list-style-type: none"> • air crashes • marine accidents • motor vehicle: crashes 	Attorney General Attorney General Attorney General
Atmosphere	<ul style="list-style-type: none"> • snow storms • blizzards • ice storms and fog • hailstorms • lightning • hurricanes • tornadoes • heat waves 	Attorney General Attorney General Attorney General Attorney General Attorney General Attorney General Attorney General
Dam Failure	<ul style="list-style-type: none"> • dam failure (includes foundations and abutments) 	Environment, Lands and Parks
Disease and Epidemics	<ul style="list-style-type: none"> • human diseases • animal diseases • plant diseases • pest infestations 	Health Agriculture, Fisheries and Food Agriculture, Fisheries and Food Agriculture, Fisheries and Food
Explosions and Emissions	<ul style="list-style-type: none"> • gas and gas leaks (pipeline) • gas and gas leaks (gas wells) • mine • other explosions 	Environment, Lands and Parks Energy, Mines and Petroleum Resources Energy, Mines and Petroleum Resources Energy, Mines and Petroleum Resources Municipal Affairs
Fire - Urban and Rural	<ul style="list-style-type: none"> • fire (urban and rural - excludes interface fire) 	Municipal Affairs
General	<ul style="list-style-type: none"> • General - non-specific or not 	Attorney General

Emergency Management Plan

	identified	
Geological	<ul style="list-style-type: none"> • avalanches: <ul style="list-style-type: none"> – highways – other • debris avalanches and debris flows • landslides: <ul style="list-style-type: none"> – highways – other • submarine slides • land subsidence 	<p>Transportation and Highways Attorney General Environment, Lands and Parks</p> <p>Transportation and Highways Attorney General Environment, Lands and Parks Energy, Mines and Petroleum Resources</p>
Hazardous materials	<ul style="list-style-type: none"> • hazardous spills <ul style="list-style-type: none"> – general (on site or transport routes) – radiation – infectious materials 	<p>Environment, Lands and Parks Health Health</p>
Hydrologic	<ul style="list-style-type: none"> • drought • erosion and accretion • flooding • ice jams • storm surges 	<p>Attorney General Environment, Lands and Parks Transportation and Highways Transportation and Highways Attorney General</p>
Power outage	<ul style="list-style-type: none"> • electrical power outage 	Attorney General
Riots	<ul style="list-style-type: none"> • riots/public disorder 	Attorney General
Seismic	<ul style="list-style-type: none"> • ground motion effects • Tsunamis 	<p>Attorney General Attorney General</p>
Space object	<ul style="list-style-type: none"> • space object crash 	Attorney General
Structural	<ul style="list-style-type: none"> • structural collapse 	Attorney General
Terrorism	<ul style="list-style-type: none"> • terrorism (hostile act against state) 	Attorney General

Emergency Management Plan

Volcanic	<ul style="list-style-type: none">• ash falls• pyroclastic flows• lava flows• mudflows	Attorney General Attorney General Attorney General Attorney General
Wildfire	<ul style="list-style-type: none">• wildfire (includes interface fire)	Forests

Schedule 2
Duties of Ministers and Government
Corporations in the Event of an Emergency

MINISTER OF AGRICULTURE, FISHERIES AND FOOD

- provide advice to farmers, aquaculturists and fishers on the protection of crops, livestock and Provincially managed fish and marine plant stocks;
- coordinate the emergency evacuation and care of poultry and livestock;
- inspect and regulate food quality;
- identify food and potable water supplies;
- assist the Minister of Health in the inspection and regulation of food safety.

ATTORNEY GENERAL

- provide advice to local governments and Provincial ministries and government corporations on legal matters relating to the preparation and promulgation of emergency orders, regulations, declarations and contractual arrangements;
- prepare, promulgate and implement orders relating to law enforcement and internal security
- through the police force having jurisdiction, provide:
 - advice to local authorities respecting the maintenance of law and order;
 - reinforcement of local police services;
 - security control of emergency areas;
 - traffic and crowd control;
 - search and rescue services for missing persons on land and in inland waters;
- provide coroner's services including the operation of temporary morgues, identification of the dead and registration of death;
- through the Provincial Emergency Program:
 - provide a 24-hour capability to direct requests for emergency assistance to appropriate municipal, provincial, federal or private sector agencies;
 - serve as the point of contact for requests for emergency assistance from and to the government of Canada, unless otherwise specified in intergovernmental agreements;
 - administer the emergency assistance vote to cover those of the incremental costs
 - (a) that are incurred by local governments, ministries and government corporations in responding to an emergency, and
 - (b) that the minister has approved;

- organize and administer registered volunteers and temporary workers as requested or detailed in emergency response plans;
- coordinate the emergency response activities of supporting ministries as requested or detailed in emergency response plans.

MINISTER OF ENVIRONMENT, LANDS AND PARKS

- provide professional and technical advice and direction at hazardous material spills or pollution spills;
- ensure the proper disposal of hazardous wastes and pollutants;
- assess and monitor air quality;
- provide flood forecasts and bulletins;
- provide flood assessment, technical services and planning staff at government operation centres in the case of floods;
- provide conservation officers to act as special constables to reinforce police forces in law and order and traffic duties;
- provide dam safety and inspection services.

MINISTER OF FINANCE AND CORPORATE RELATIONS

- provide risk management services in respect of possible compensation and liability claims;
- arrange the assignment of suitably qualified public employees from various ministries to special emergency duties;
- coordinate, in cooperation with ministries, the establishment and maintenance of Emergency Financial Response and Back-up Teams throughout British Columbia.

MINISTER OF FORESTS

- provide Ministry of Forests personnel, equipment, supplies, telecommunications equipment, aviation support and weather information to assist in emergency response operations.

MINISTER OF GOVERNMENT SERVICES

- provide government aircraft and vehicles;
- provide for the leasing or purchase of emergency supplies and equipment;
- through government communications office, coordinate the Provincial government emergency information services.

MINISTER OF HEALTH

- provide public health measures including epidemic control and immunization programs;
- provide and coordinate ambulance services and triage, treatment, transportation and care of casualties;
- provide the continuity of care for persons evacuated from hospitals or other health institutions and for medically dependant persons from other care facilities;
- provide standard medical units consisting of emergency hospitals, advanced treatment centres, casualty collection units and blood donor packs;
- inspect and monitor potable water supplies;
- inspect and regulate food quality with the assistance of the Minister of Agriculture, Fisheries and Food;
- provide critical incident stress debriefing and counselling services;
- provide support and supervision services for physically challenged or medically disabled persons affected by an emergency.

MINISTER OF MUNICIPAL AFFAIRS

- through the office of the fire commissioner, coordinate fire fighting in a declared state of emergency.

MINISTER OF HOUSING AND SOCIAL DEVELOPMENT

- provide the following:
 - food, clothing and shelter in private or congregate facilities;
 - registration and information to assist in locating and reuniting of families;
 - care of children who are not accompanied by a guardian or custodian, and mentally challenged persons;
 - necessary financial assistance or assistance in kind;
- provide clothing, food, shelter, registration and information services as may be required by emergency workers;
- provide assistance to local authorities in the planning and operation of emergency social services consisting of emergency feeding, clothing, lodging, registration and inquiry and personal services.

MINISTER OF TRANSPORTATION AND HIGHWAYS

- coordinate and arrange for transportation, engineering and construction resources.

BRITISH COLUMBIA FERRY CORPORATION

- provide priority loading for the transport of emergency personnel, equipment and supplies;
- provide ferries to serve as reception centres, hospitals, response centres or other emergency facilities.

BRITISH COLUMBIA HYDRO AND POWER AUTHORITY

- coordinate the restoration of electric facilities, taking into account domestic, commercial, industrial and government requirements;
- interrupt hydro services when they pose a threat to life or property;
- conduct safety measures in respect to B.C. Hydro dams, including initiating warnings in the event of dam failures.

BRITISH COLUMBIA RAIL LIMITED

- provide priority movement of emergency personnel, equipment and supplies;
- in cooperation with Transport Canada, assist at railway crashes, derailments in the conduct of rescue operations, removal of debris and the cleanup of hazardous material;
- provide railcars for emergency facilities;
- provide specialized equipment.

BRITISH COLUMBIA SYSTEMS CORPORATION

- provide technical advice and assistance on the acquisition of telecommunications equipment, systems and computers.

BRITISH COLUMBIA TRANSIT

- coordinate requirements for public transportation, including school and privately owned buses.

BRITISH COLUMBIA BUILDINGS CORPORATION

- provide priority allocation of government buildings for operational accommodation, storage or other emergency requirements;
- make emergency rental or lease arrangements for private sector buildings or other infrastructure requirements;
- assess damage to government buildings.

Note: This regulation repeals B.C. Regs. 467/59, 472/59, 20/63, 59/63, 101/63, 92A/66, 48/69, 666/76 and 243/83.

[Provisions of the *Emergency Program Act*, R.S.B.C. 1996, c. 111, relevant to the enactment of this regulation: section 28]

Appendix 3: Compensation and Disaster Financial Assistance Regulation, 1995

Definitions

1 In this regulation:

"Act" means the *Emergency Program Act*;

"assessed value" means assessed value determined under the *Assessment Act*;

"manufactured home" has the same meaning as in the *Manufactured Home Act*;

"structure" includes trailers and manufactured homes that are not capable of being readily moved and are insured for fire and theft.

Compensation must be paid

2 An owner of real or personal property that is lost or damaged as a result of being acquired or used under section 10 (1) (d) or 13 (1) (b) or (c) of the Act is entitled to compensation under this Part for that property in an amount equal to the lesser of

- (a) the amount required to repair the property to the condition it was in immediately before its use or acquisition, and
- (b) the amount required to replace the property with property of the nature, value and quality of the property being replaced.

Procedure for the payment of required compensation

3 (1) The government or the local authority, as the case may be, that is obligated to provide compensation for lost or damaged property under section 2 must, within 60 days after the later of the conclusion of the emergency or disaster in response to which the property was used or acquired and the date on which the government or local authority receives a claim for compensation under section 2,

- (a) make an offer of compensation to the owner referred to in section 2, or
- (b) if no offer is made or the offer made is rejected, appoint a person to act as an adjuster to assess the amount of compensation that is payable under section 2.

(2) If an offer made under subsection (1) (a) is accepted, the government or local authority, as the case may be, must promptly provide to the claimant the amount of the accepted offer.

(3) If a person is appointed as adjuster under subsection (1) (b), the adjuster must determine the amount of compensation that the adjuster considers should be paid under section 2 and must notify the claimant of that determination.

(4) The adjuster must notify the government or local authority by which the adjuster was appointed of the amount of compensation that the adjuster has determined should be paid under section 2 and whether

- (a) the claimant agrees with the determination, or
- (b) the claimant disputes the determination.

(5) After receiving a notice from an adjuster under subsection (4) (a), the government or local authority, as the case may be, must promptly

- (a) provide to the claimant the amount of compensation determined by the adjuster, or
- (b) if the government or local authority disputes the determination, proceed under subsection (6).

(6) After receiving a notice from an adjuster under subsection (4) (a) with which the government or local authority disagrees or a notice under subsection (4) (b), the government or local authority, as the case may be, must promptly

- (a) notify the claimant as to the claimant's right to elect the number of arbitrators to be appointed under section 19 (3) (a) of the Act, and
- (b) initiate arbitration under section 19 of the Act.

Arbitration

4 If an arbitration is held in respect of the amount of compensation that is to be provided to a claimant under section 2, the government or local authority, as the case may be, must, promptly after receiving notice of the result of the arbitration, make payment to the claimant of the amount determined in the arbitration to be payable.

Compensation may be paid

5 (1) The government may, but need not, provide compensation under section 19 (2) of the Act to a person who claims compensation under section 6 in respect of the claimant's real or personal property that was lost or damaged as a result of any action taken by the government under section 7, 8 (1) or 10 (1) of the Act, other than the acquisition or use of the property under section 10 (1) (d) of the Act.

(2) The government may in its sole discretion set guidelines respecting

- (a) the claimants or classes of claimants to which compensation may be paid under this section,
- (b) the period of time within which a claim for compensation under this section must be received by the government,
- (c) the basis on which the amounts of compensation that may be paid under this section are to be calculated, and
- (d) the maximum amount of compensation that may be paid under this section to any one claimant.

(3) No claimant referred to in subsection (1) may receive any compensation under this Part in excess of the amount to which the claimant is entitled under subsection (2) (c) or (d).

Procedure for paying available compensation

6 (1) A claimant referred to in section 5 (1) must, within the period of time specified under section 5 (2) (b), provide to the government written notice that the person is claiming compensation.

- (2) After the government receives the notice referred to in subsection (1), it may
- (a) determine that the claimant is not eligible to receive compensation under this section, or
 - (b) if it considers that the claimant may be eligible for compensation,
 - (i) make an offer of compensation to the person, or
 - (ii) if no offer is made or the offer made is rejected, appoint a person to act as an adjuster to assess the amount of compensation, if any, to which the claimant may be entitled.

(3) If the government makes a determination under subsection (2) (a), no compensation is payable to the claimant under this section.

(4) If an offer made under subsection (2) (b) (i) is accepted, the government must promptly provide to the claimant the amount of the accepted offer.

(5) If a person is appointed as adjuster under subsection (2) (b) (ii), the adjuster must, in consultation with the claimant, determine the maximum amount of compensation that could be paid under the guidelines established under section 5 (2) and notify the claimant of that determination.

(6) The adjuster must notify the government of the maximum amount of compensation that the adjuster has determined could be paid to the claimant under section 5 and whether

- (a) the claimant agrees with the determination, or
- (b) the claimant disputes the determination.

(7) After receiving a notice from an adjuster under subsection (6), the government must determine the amount of compensation, if any, that it is willing to provide to the claimant and must

- (a) if that amount is equal to the maximum amount referred to in subsection (6), promptly provide payment of that amount to the claimant and notify the adjuster of that payment, or
- (b) in any other case, notify the adjuster, in writing, of the amount of compensation, if any, it is prepared to provide to the claimant.

(8) An adjuster who receives a notice under subsection (7) (b) must advise the claimant as to the amount of compensation, if any, the government is prepared to provide and seek a written notice of acceptance of that offer from the claimant.

(9) If the claimant accepts the amount of compensation offered under subsection (7) (b), the claimant must provide a written notice of acceptance to the adjuster and the adjuster must provide that written notice of acceptance to the government.

(10) After receiving a written notice of acceptance under subsection (9), the government must promptly provide to the claimant payment of the amount offered and notify the adjuster of that payment.

(11) If the claimant does not accept the amount of compensation offered under subsection (7) (b), the claimant must, if the claimant wishes to have the claim arbitrated, provide written notice to the minister

- (a) requesting the initiation of the arbitration proceedings provided for in section 19 (3) of the Act, and
- (b) electing the number of arbitrators to be appointed under that section.

Arbitration

7 (1) The arbitrators in an arbitration under section 6 (11) must determine the amount of compensation, if any, to which the claimant is entitled under the guidelines established by the government under section 5 (2).

(2) The government must, promptly after receiving notice of the result of the arbitration, make payment to the claimant of the amount determined under subsection (1).

Part 2 — Disaster Financial Assistance

Division 1 — Interpretation

Definitions and application

8 (1) In this Part and in Schedules 1 to 4:

"charitable or volunteer organization" means a not for profit charitable organization that

- (a) in the opinion of the minister, provides a benefit or service to the community at large,
- (b) has been in existence for at least 12 months, and
- (c) is registered under the *Society Act*;

"eligible business materials", in relation to a small business, means items essential to the operation of the small business;

"eligible business structure", in relation to a small business, means a structure that is essential to the operation of the small business;

"eligible charitable or volunteer materials", in relation to a charitable or volunteer organization, means items essential to the operation of the charitable or volunteer organization;

"eligible charitable or volunteer structure", in relation to a charitable or volunteer organization, means a structure that is essential to the operation of the charitable or volunteer organization;

"eligible claimant" means a claimant described in section 9 (a) to (e);

"eligible costs" does not include costs or expenses

- (a) recoverable at law, or for which insurance was reasonably and readily available,
- (b) of a class or kind for which provision is made in whole or in part under any other program offered by local, provincial, federal or international governments or agencies,

- (c) to repair damage caused to a structure or facilities by a hazard if assistance had previously been provided to prevent damage from that or a similar type of hazard and that assistance was not used for that preventive work as required,
- (d) that are a normal risk of a business, trade, calling or enterprise,
- (e) for repair, rebuilding or replacement that cannot be considered essential to a home, livelihood or community service, including, without limitation, non-essential roads and bridges, landscaping or pleasure items,
- (f) for repair, rebuilding or replacement of a structure owned by industry, a government corporation or a business that is not a small business, other than a structure owned by a government corporation supplying sewer or water services,
- (g) to repair, rebuild or replace items or facilities for which there is no proof of ownership, title or rights and privileges assigned by way of lease or permit,
- (h) to repair, rebuild or replace structures, including, without limitation, buildings, fixtures, retaining walls, dikes and septic systems, that had significantly deteriorated before the disaster through neglect or undue wear and tear, or
 - (i) that, in the case of a charitable or volunteer organization, are incurred as a result of a disaster and are recovered from agencies such as the Canadian Disaster Relief Fund or from disaster fund raising drives;
 - (ii)

"eligible expense" means

- (a) eligible personal expense as defined in Schedule 1,
- (b) eligible small business expense as defined in Schedule 2,
- (c) eligible farm operation expense as defined in Schedule 3, or
- (d) eligible charitable or volunteer expense as defined in Schedule 4;

"eligible farm materials", in relation to a farm operation, means items essential to the operation of the farm operation;

"eligible farm structure", in relation to a farm operation, means a structure that is essential to the operation of the farm operation;

"eligible materials" means

- (a) eligible personal effects,
- (b) eligible business materials,
- (c) eligible farm materials, or
- (d) eligible charitable or volunteer materials;

"eligible personal effects" means

- (a) for an owner of a structure referred to in section 9 (a), the necessities of life owned by and required for the owner or any of the other permanent residents of the structure, and

(b) for a tenant in a structure referred to in section 9 (b), the necessities of life owned by and required for the tenant or any of the other permanent residents of the structure;

"eligible residence" means a structure owned by a claimant and occupied by the claimant as the claimant's principal residence;

"eligible structure" means

- (a) an eligible residence,
- (b) an eligible business structure,
- (c) an eligible farm structure, or
- (d) an eligible charitable or volunteer structure;

"farm operation" means an operation that

- (a) is identified in the current assessment of the British Columbia Assessment Authority as a developing or established agricultural operation,
- (b) is owned and operated by a person whose full-time employment is as a farmer, and
- (c) is the means by which the owner of the farm operation derives the majority of that person's income;

"principal residence" means, in relation to an individual claiming assistance under this Part, the residence that is occupied by the individual as the individual's home, the residence in which the majority of the individual's personal effects are located and

- (a) the residence of which the individual is, at the time of the occurrence of the disaster in respect of which the assistance is claimed, an owner and for which the individual
 - (i) received a grant under section 2 of the *Home Owner Grant Act* or would have been entitled to receive such a grant but for section 2 (3) of that Act or Schedule 1 or Schedule 2 of that Act, or
 - (ii) is entitled or would, but for section 2 (3) of the *Home Owner Grant Act* or Schedule 1 or Schedule 2 of that Act, be entitled to receive a grant under section 2 of that Act as a result of becoming an owner of the residence after the date on which the last grants under that Act were provided,
- (b) if the individual is not an owner of a residence, the residence of which the individual is, at the time of the occurrence of the disaster in respect of which the assistance is claimed, an eligible occupant within the meaning of the *Home Owner Grant Act* and for which a person, other than the individual,
 - (i) received a grant under section 3, 4 or 5 of that Act for the benefit of the individual or would have been entitled to receive such a grant but for section 3 (4), 4 (4) or 5 (4) of that Act or Schedule 1 or Schedule 2 of that Act, or

- (ii) is entitled or would, but for section 3 (4), 4 (4) or 5 (4) of that Act or Schedule 1 or Schedule 2 of that Act, be entitled to receive a grant for the benefit of the individual under section 3, 4 or 5 of that Act as a result of the individual becoming an eligible occupant of the residence after the date on which the last grants under that Act were provided, or
- (c) if, at the time of the occurrence of the disaster in respect of which the assistance is claimed, the individual is neither an owner of a residence nor an eligible occupant of a residence within the meaning of paragraph (b) or is an owner or eligible occupant of a residence but has permanently ceased residing in the residence of which the individual is an owner or eligible occupant, the residence in which the individual resides for at least 1/2 of each year or of which the individual has assumed occupancy for the purpose of residing there for at least 1/2 of each year;

"small business" means a business

- (a) that is managed by the owner of the business on a day to day basis,
 - (b) the income from which is the owner's major source of income,
 - (c) the gross sales of which are less than \$1 million per year, and
 - (d) that employs less than 50 employees at any one time.
- (2) This Part applies in the event of a disaster in respect of which the Lieutenant Governor in Council or the minister has determined that disaster financial assistance may be provided.

Division 2 — Acceptance of Claim

Eligibility for assistance

9 The following claimants may be eligible to receive assistance under this Part if they have, before receiving that assistance, provided notice to the Provincial Emergency Program of any civil litigation they have initiated to recover some or all of the loss, costs or damages they suffered as a result of the disaster and if and to the extent only that their claim has been accepted under this Part:

- (a) an owner of a structure damaged or destroyed in a disaster if the structure constituted the principal residence of the owner;
- (b) a tenant whose eligible personal effects, while in the tenant's principal residence, are damaged or destroyed in a disaster;
- (c) the owner of a small business;
- (d) the owner of a farm operation;
- (e) a charitable or volunteer organization.

Acceptable claims

10 (1) Subject to sections 11 and 12 and subsection (2) of this section, any one or more of the following claims may be accepted from an eligible claimant:

- (a) a claim for eligible personal expenses as that term is defined in Schedule 1;
- (b) a claim for eligible small business expenses as that term is defined in Schedule 2, if and to the extent that the claimant is the owner of a small business and can demonstrate that without the claimed assistance the future of the business could be placed in jeopardy;
- (c) a claim for eligible farm operation expenses as that term is defined in Schedule 3, if and to the extent that the claimant is the owner of a farm operation and can demonstrate that without the claimed assistance the future of the farm operation could be placed in jeopardy;
- (d) a claim for eligible charitable or volunteer expenses as that term is defined in Schedule 4, if and to the extent that the claimant is a charitable or volunteer organization and can demonstrate that without the claimed assistance the future of the charitable or volunteer organization could be placed in jeopardy.

(2) No claim under section 1 (a) of any of Schedules 1 to 4 may be accepted for structural repair to or for the rebuilding, replacement or relocation of a structure unless the claimant is the owner of the structure in respect of which the claim is made.

Calculation of assistance for eligible materials

11 A claim for any item of eligible materials damaged or destroyed in a disaster may be accepted for not more than an amount equal to the lesser of

- (a) the cost to repair the item to the condition it was in immediately before the disaster, and
- (b) the cost to replace the item with a basic model of that item.

Calculation of assistance for eligible structures

12 (1) A claim for an eligible structure damaged or destroyed in a disaster may be accepted for an amount equal to the lesser of

- (a) the cost to repair the structure to the condition it was in immediately before the disaster,
- (b) the cost to rebuild the structure,
- (c) the cost to replace the structure, and
- (d) the assessed value of the structure.

(2) Despite subsection (1), if an eligible structure is damaged or destroyed in a disaster and in the opinion of the director retention of the structure on the land on which the structure stood before the disaster constitutes a potential threat to life or safety, the Provincial Emergency Program may accept a claim for that eligible structure for an amount equal to the lesser of

- (a) the cost to relocate the structure and to repair it to the condition it was in immediately before the disaster, and
- (b) the assessed value of the structure.

(3) The cost to repair an eligible structure under subsection (1) (a) or (2) (a) includes the costs needed to repair the structure to a condition that meets the prevailing codes in the applicable area.

(4) The cost of relocation under subsection (2) (a) does not include the costs to acquire the land to which the eligible structure could be relocated.

Division 3 — Limits on Payment of Assistance on Accepted Claims

Limit to assistance

13 Subject to this Division, the amount of assistance payable under this Part in respect of any claim accepted under Division 2 is 80% of the amount by which the amount of the accepted claim exceeds \$1 000, to a maximum payable under this Part for an accepted claim of \$300 000.

Multiple claims for assistance for repair

14 If assistance has been provided under this regulation on 2 occasions to repair, rebuild or replace a structure in a disaster prone area, a claimant seeking assistance to repair, rebuild or replace the structure is ineligible to receive that further assistance unless the minister determines that, after the second occasion, all corrective or preventive actions reasonably possible to avoid recurrence of the damage or destruction were taken.

No assistance for structures in flood plain area

15 If an area is designated under the *Municipal Act* as flood plain and a structure is built or installed in that area after the area has been so designated, no assistance will be provided to repair, rebuild or replace the structure if it is damaged in a flood unless the

structure was determined by the Minister of Environment, Lands and Parks or by Canada Mortgage and Housing Corporation to have been properly flood protected.

Claimant must act to protect property

16 Assistance for an accepted claim may be reduced or denied if, in the minister's opinion, the claimant took no or insufficient action to protect the claimant's property before, during or after the occurrence of a disaster.

Effect of litigation on payment of assistance

17 (1) If civil litigation is initiated by a claimant to recover some or all of the loss, costs or damages suffered as a result of a disaster, assistance must not be paid to the claimant under this regulation unless

- (a) before payment of the assistance, the claimant agrees, in a manner satisfactory to the Provincial Emergency Program, that if judgment is awarded to the claimant in the litigation and the judgment includes an award in respect of an eligible expense for which assistance is provided, the claimant will repay to the government the portion of the amount recovered under the judgment that is attributable to that eligible expense up to a maximum amount repayable under this paragraph of the amount of assistance received by the claimant in respect of that eligible expense, or
- (b) the assistance is paid after the conclusion of the litigation in an amount that reflects the recovery made by the claimant under the judgment.

(2) For the purposes of subsection (1) (a), if less than the full amount of the judgment referred to in that subsection is recovered by the claimant, the portion of the amount recovered under the judgment that is attributable to an eligible expense is the proportion of the amount recovered that the judgment awarded in respect of the eligible expense bears to the whole of the judgment amount awarded.

Restrictive covenants

18 If assistance is claimed for or in respect of a structure and one or more restrictive covenants are registered on the title to the land on which the structure was located,

- (a) if the placement or construction of the structure was not done in compliance with the restrictive covenants and that breach contributed in whole or in part to the damage to the structure, no assistance is payable under this Part in respect of the structure, or

(b) if assistance is available to the claimant, the maximum amount of assistance available to the claimant is the lesser of

- (i) the amount to which the claimant would have been entitled under section 12 (1), and
- (ii) the amount required to repair, rebuild or replace the structure to a reasonable standard that conforms with the restrictive covenant.

Division 4 — Process for Payment of Assistance

Payment process

19 (1) In this section "**adjuster**" means a person appointed to act as an adjuster under subsection (2).

(2) If a disaster occurs for which assistance may be provided under this Part, the minister must appoint one or more persons to act as adjusters for the area affected by the disaster.

(3) A person seeking assistance under this Part must, within 90 days after the Lieutenant Governor in Counsel or the minister makes a determination under section 8 (2) that disaster financial assistance may be provided, notify the Provincial Emergency Program that assistance will be sought.

(4) On receipt of a notification under subsection (3), the Provincial Emergency Program must

- (a) provide to the applicant a form to be completed by the applicant to apply for assistance, and
- (b) notify the applicant of the identity of the persons appointed as adjusters and the means by which those persons may be contacted.

(5) The applicant must, promptly after receipt by the applicant of the form referred to in subsection (4) (a), provide to an adjuster the completed application form along with all available documentation in support of the claim including invoices for any essential goods or services acquired before the application was submitted.

(6) An adjuster who receives the documentation referred to in subsection (5) must determine the amount of assistance the adjuster considers appropriate under this regulation and must notify the claimant of that determination.

(7) The adjuster must notify the Provincial Emergency Program of the amount of assistance that the adjuster recommends under this regulation and must include a statutory declaration of the applicant in which the applicant must

- (a) indicate whether the applicant agrees with the recommendations of the adjuster, and
- (b) if the applicant disagrees with parts of those recommendations, state which parts the applicant is in disagreement with and why.

(8) After receiving a notice from an adjuster under subsection (7), the Provincial Emergency Program must review the adjuster's recommendation and must notify the adjuster, in writing, of the results of that review and, if some or all of the claim has been accepted by the Provincial Emergency Program, of the amount of assistance that is to be provided to the applicant and the adjuster must advise the applicant of that amount.

(9) After the amount of assistance that is to be provided to an applicant under this section has been determined, the Provincial Emergency Program must promptly pay that amount to the applicant.

Part 3 — Disaster Financial Assistance for Local Government Body Division 1 — Interpretation

Definitions and application

20 (1) In this Part and in Schedule 5:

"eligible local government body materials", in relation to a local government body, means equipment and materials essential to the functions and operation of the local government body including, without limitation, essential office and institutional furnishings;

"eligible local government body structure", in relation to a local government body, means a structure that is essential to the functions and operations of the local government body including, without limitation, government and public buildings, schools, hospitals, public libraries, penal institutions, welfare institutions, police stations, fire stations, and structures essential to the operation of public recreational facilities such as bathing beaches, zoos and parks;

"eligible public works" includes streets, roads, bridges, dams, breakwaters, wharves, dikes, levees, drainage facilities, flood control and irrigation systems and publicly owned sewer and water utilities;

"eligible costs" does not include costs or expenses

- (a) recoverable at law, or, subject to section 22 (3), for which insurance was reasonably and readily available,
- (b) of a class or kind for which provision is made in whole or in part under any other program offered by local, provincial, federal or international governments or agencies,
- (c) to repair damage caused to a structure or facilities by a hazard if assistance had previously been provided to prevent damage from that or a similar type of hazard and that assistance was not used for that preventive work as required,
- (d) that are a normal risk of a business, trade, calling or enterprise,
- (e) for repair, rebuilding or replacement that cannot be considered essential to the public welfare including, without limitation, non-public roads and bridges or landscaping,
- (f) that are normal operating expenses including, without limitation, regular salaries or equipment operating costs,
- (g) to repair or replace items or facilities for which there is no proof of ownership, title or rights and privileges assigned by way of lease or permit,
- (h) to repair, rebuild or replace structures, including, without limitation, buildings, fixtures, retaining walls, dikes and septic tank systems, that had significantly deteriorated before the disaster through neglect or undue wear and tear, or
- (i) incurred as a result of a disaster that are recovered from agencies such as the Canadian Disaster Relief Fund or from disaster fund raising drives;

"local government body" means

- (a) an educational body within the meaning of the *Freedom of Information and Protection of Privacy Act*,
- (b) a government body within the meaning of the *Freedom of Information and Protection of Privacy Act*, or
- (c) a health care body within the meaning of the *Freedom of Information and Protection of Privacy Act*;

"public facility" means an eligible local government body structure or any one of the eligible public works.

(2) This Part applies in the event of a disaster in respect of which the Lieutenant Governor in Council or the minister has determined that disaster financial assistance may be provided to a local government body.

Division 2 — Acceptance of Claim

Eligibility for assistance

- 21** A local government body may be eligible to receive assistance under this regulation
- (a) if it has, before receiving that assistance, provided notice to the Provincial Emergency Program of any civil litigation it has initiated to recover some or all of the loss, costs or damages it suffered as a result of the disaster, and
 - (b) if and to the extent only that its claim has been accepted under this Act.

Acceptable claims

- 22** (1) Subject to sections 23 to 27 and subsection (2) of this section, a claim for eligible local government body expenses as that term is defined in Schedule 5 may be accepted from a local government body.
- (2) No claim for structural repair to or rebuilding or replacement of a public facility under section 1 (a) of Schedule 5 may be accepted unless the claimant is the owner of the public facility in respect of which the claim is made.
- (3) A local government body that has elected for self-insurance is entitled to the assistance available under this Part even though private insurance could have been purchased.

Structural repair, rebuilding or replacement

- 23** (1) Subject to section 25, no claim may be accepted for repair, rebuilding or replacement of a public facility damaged or destroyed in a disaster unless
- (a) the repair, rebuilding or replacement is completed to a standard that
 - (i) adheres to the prevailing codes in the affected area, and
 - (ii) is approved by the government, and
 - (b) subject to subsection (2), the tendering practices and wage rates used for the repair, rebuilding or replacement are approved by
 - (i) the local government body, and
 - (iii) the government.
 - (iv)
- (2) A claim for repair, rebuilding or replacement of a public facility for which the approvals required by subsection (1) (b) have not been provided may be accepted in

exceptional circumstances and with the prior approval of the Provincial Emergency Program.

Calculation of assistance for eligible materials

- 24** A claim for any item of eligible local government body materials damaged or destroyed in a disaster may be accepted for not more than the lesser of
- (a) the cost to repair the item to the condition it was in immediately before the disaster, and
 - (b) the cost to replace the item with a basic model of that item.

Calculation of assistance for public facilities

- 25** (1) A claim for a public facility damaged or destroyed in a disaster may be accepted for an amount equal to the lesser of
- (a) the cost to repair the public facility to the condition it was in immediately before the disaster,
 - (b) the cost to rebuild the public facility,
 - (c) the cost to replace the public facility, and
 - (d) the assessed value of the public facility.
- (2) Despite subsection (1), if a public facility is damaged or destroyed in a disaster and in the opinion of the director retention of the public facility on the land on which the public facility stood before the disaster constitutes a danger to public safety or to the provision of essential local services, the Provincial Emergency Program may accept a claim for that public facility for an amount equal to the lesser of
- (a) the cost to relocate the public facility and to repair it to the condition it was in immediately before the disaster, and
 - (b) the assessed value of the public facility.
- (3) The cost of relocation under subsection (2) (a) does not include the costs to acquire the land to which the public facility could be relocated.

Calculation of assistance for compensation payment

- 26** A claim in respect of the compensation a local government body is obligated to pay under Part 1 as a result of a disaster may be accepted for not more than the lesser of
- (a) the amount of compensation actually paid by the local government body, and
 - (b) the amount determined by the Provincial Emergency Program to represent an appropriate amount of compensation in all of the circumstances.

Calculation of assistance for general administration costs

27 A claim for general administration costs under section 1 (g) of Schedule 5 may be accepted for not more than the lesser of

- (a) the general administration costs actually paid by the local government body, and
- (b) the amount determined by the Provincial Emergency Program to represent an appropriate amount of general administration costs in all of the circumstances.

Division 3 — Limits on Payment of Assistance on Accepted Claims**Limit to assistance**

28 Subject to this Division, the amount of assistance payable in respect of any claim accepted under Division 2 is

- (a) for claims referred to in section 1 (d) of Schedule 5, 100% of the amount of the accepted claim,
- (b) for claims referred to in section 1 (g) of Schedule 5, the percentage of the amount of the accepted claim, up to a maximum of 10%, that the Provincial Emergency Program determines is appropriate, and
- (c) for any other claim, 80% of the amount by which the amount of the accepted claim exceeds \$1 000.

Multiple claims for assistance for repair

29 If assistance has been provided under this regulation on 2 occasions to repair, rebuild or replace a public facility in a disaster prone area, the local government body seeking assistance to repair, rebuild or replace the public facility is ineligible to receive that further assistance unless the minister determines that, after the second claim was made, the local government body took all corrective or preventive actions that could reasonably have been taken to avoid recurrence of the damage or destruction.

No assistance for structures in flood plain area

30 If an area is designated under the *Municipal Act* as flood plain and a public facility is built or installed in that area after the area has been so designated, no assistance will be provided to repair, rebuild or replace the public facility if it is damaged in a flood unless the structure was determined by the Minister of Environment, Lands and Parks or by Canada Mortgage and Housing Corporation to have been properly flood protected.

Claimant must act to protect property

31 Assistance for an accepted claim may be reduced or denied if the minister determines that the local government body claimant took no or insufficient action to protect the claimant's property before, during or after the occurrence of a disaster.

Effect of litigation on payment of assistance

32 (1) If civil litigation is initiated by a local government body claimant to recover some or all of the loss, costs or damages suffered as a result of a disaster, assistance must not be paid to the claimant under this regulation unless

- (a) before payment of the assistance, the claimant agrees, in a manner satisfactory to the Provincial Emergency Program, that if judgment is awarded to the claimant in the litigation and the judgment includes an award in respect of an eligible expense for which assistance is provided, the claimant will repay to the government the portion of the amount recovered under the judgment that is attributable to that eligible expense up to a maximum amount repayable under this paragraph of the amount of assistance received by the claimant in respect of that eligible expense, or
- (b) the assistance is paid after the conclusion of the litigation in an amount that reflects the recovery made by the claimant under the judgment.

(2) For the purposes of subsection (1) (a), if less than the full amount of the judgment referred to in that subsection is recovered by the claimant, the portion of the amount recovered under the judgment that is attributable to an eligible expense is the proportion of the amount recovered that the judgment awarded in respect of the eligible expense bears to the whole of the judgment amount awarded.

Division 4 — Process for Payment of Assistance**Payment process generally**

33 (1) If a disaster occurs for which assistance may be provided under this Part, a local government body that intends to make a claim for assistance must

- (a) promptly notify the Provincial Emergency Program that it will be seeking assistance under this section, and
- (b) specify the purposes for which that assistance will be sought.

- (2) The Provincial Emergency Program must, after reviewing the notice provided by a local government body under subsection (1), notify the local government body as to whether it is eligible to receive some or all of the requested assistance.
- (3) A local government body that has provided a notice under subsection (1) and that has been advised under subsection (2) that it is eligible for assistance under this section must, promptly after being advised of its eligibility, submit a recovery plan to the Provincial Emergency Program detailing the various projects it intends to undertake for cleanup and restoration and the recovery plan may be phased if the works detailed in the plan will take time to complete.
- (4) A recovery plan submitted under subsection (3) must include
- (a) an estimate of the response costs,
 - (b) for each project within the recovery plan, a description of the damage incurred, the work to be done and an estimate of the costs required to restore a public facility to pre-disaster condition,
 - (c) an identifying project number assigned by the claimant to each project in the recovery plan, and
 - (d) any other information the Provincial Emergency Program may require.
- (5) Recovery plans must be approved by the Provincial Emergency Program before implementation, and any work undertaken before that approval is given may ultimately be determined to be ineligible for assistance.
- (6) The Provincial Emergency Program may appoint persons to act as adjusters and to conduct on-site assessments to confirm the damage described and costs estimated in the recovery plan.
- (7) The Provincial Emergency Program may, in respect of a recovery plan submitted for approval, approve the plan as submitted, approve the plan subject to terms and conditions that the Provincial Emergency Program may impose or reject the plan and must, after approving or rejecting the plan,
- (a) notify the local government body of that decision, and
 - (b) if the plan is approved or is approved subject to terms and conditions, notify the local government body that funding for the approved plan will be made available in accordance with this section.
- (8) After it receives notice under subsection (7) that its recovery plan has been approved, the local government body must, at any time that it becomes aware that it will require assistance in an amount greater than the amount estimated in its recovery plan,

notify the Provincial Emergency Program in writing of the increased funding, by project, stating the amount required and why the increase is needed.

(9) Subject to subsection (10), claims made under this section in respect of a project referred to in the recovery plan may be submitted to the Provincial Emergency Program

- (a) on the completion of that project, or
- (b) if the project is phased as contemplated by subsection (3), at the end of each phase.

(10) All claims under this section must be submitted within 18 months after the date of the approval notice provided by the Provincial Emergency Program under subsection (7).

(11) Claims submitted under subsection (9) must be prepared on the following basis:

- (a) recovery plan projects required to restore facilities must be distinguished and recorded separately from ongoing maintenance and other routine repair work;
- (b) accounts must be maintained separately by project numbers assigned in the recovery plan;
- (c) accurate time sheets for labour and equipment must be kept by project number to assist in the calculation of eligible costs;
- (d) all invoices for goods and services must be kept by project number and must be accompanied by statements indicating the reason for purchasing the goods and services and their applicability to recovery operations.

(12) After a claim has been submitted under subsection (9), the Provincial Emergency Program must review the claim and must notify the local government body, in writing, of the results of that review and, if some or all of the claim has been accepted, of the amount of assistance that is to be provided to the local government body in respect of that claim.

(13) After determining the amount of assistance that is to be provided to a local government body under this section, the Provincial Emergency Program must promptly provide payment of that amount to the local government body along with an explanation as to how the final amount was determined and the reasons for the deletion of any claimed items.

Schedule 1

1 For the purposes of section 10 (1) (a) "**eligible personal expenses**" means eligible costs incurred or required for

- (a) structural repair to or replacement of an eligible residence including

- (i) foundations, footings, seals, slab floors, pilings, structural walls and attached garages,
- (ii) framing, roofing, doors, windows, materials, wall coverings, mouldings, fixtures and finishings,
- (iii) filling and levelling to restore essential access,
- (iv) wells, pumps, septic or sewer connections, water connections, electrical servicing and space and water heating equipment and gas connections,
- (v) retaining walls that form part of the eligible residence or that are essential to sustain land that is immediately adjacent to and critical to the eligible residence, and
- (vi) existing protective works designed to protect banks from erosion,
- (b) repair to or replacement of eligible personal effects including
 - (i) for the kitchen or dining room, a stove, refrigerator, table and chairs, electrical appliances, table service and kitchen utensils, cleaning supplies and equipment, drapes and curtains and floor coverings,
 - (ii) for the living room, a hide-a-bed or chesterfield, a radio or a stereo system, occasional chairs and tables, lamps, floor coverings, drapes and curtains, and a television,
 - (iii) for the bedrooms, bedding, bedroom suites, box springs and mattresses, lamps, floor coverings, drapes and curtains,
 - (iv) floor coverings, curtains, towels and toiletries for one bathroom only,
 - (v) for the laundry room, a washer, a dryer, an iron, an ironing board, laundry supplies, curtains and floor coverings,
 - (vi) miscellaneous items such as clothing, household tools, prescription medicines, a sewing machine, a vacuum cleaner, a telephone, a mirror, a freezer, freezer food and root vegetables stored in a root cellar, and
 - (vii) specialized clothing, tools or equipment that are required for the claimant's current trade or profession and are essential for the claimant's ability, at the time of the claim, to earn the claimant's livelihood,
- (c) clean up and debris removal including
 - (i) casual labour, including the owner, at the British Columbia minimum hourly rate, up to a maximum of 100 person-hours, unless the Provincial Emergency Program authorizes additional labour, and
 - (ii) commercial services and rentals, provided that those services and rentals are not on a continuing basis and conform to rates listed in the Province of B.C. Equipment Rental Rate Guide, copies of which are held by adjusters,
- (d) reasonable protective works and other measures undertaken during the occurrence of the disaster to protect life and property, including reasonable costs incurred in the removal and storage of the contents of the eligible residence, and
- (e) other necessary responses to the disaster including, with the approval of the Provincial Emergency Program, temporary accommodation, if emergency shelter is

- not available, for up to 3 days, or, in exceptional circumstances, for a period longer than 3 days,
- but does not include costs incurred or required for or in relation to
- (f) seasonal or recreational structures, their contents, and associated roads or bridges,
 - (g) damages that are the direct result of inadequate drainage or internal sewer or storm backup for which insurance was reasonably and readily available,
 - (h) damage to contents located in basements, crawl spaces or similar low-lying storage areas, unless the basement, crawl space or storage area was being used as an essential living area,
 - (i) unoccupied homes under construction,
 - (j) construction materials in storage or available for use for home construction,
 - (k) outbuildings, detached or semi-detached garages or carports, or their contents,
 - (l) jacuzzis, patios, pools, fences, garden tools or landscaping,
 - (m) jewelry, collectibles, artwork, antiques, silverware, furs, decorative items, money and securities or books and printed matter,
 - (n) pets, pet supplies, livestock, poultry, pens, corrals, feeds, outfittings, saddlery or beekeeping equipment and supplies,
 - (o) recreational items such as fishing equipment, hunting equipment, camera equipment, dark-room equipment, skates, skis, camping equipment, bicycles, games, toys, audio-visual equipment or lawn furniture,
 - (p) automobiles, recreation vehicles, motorcycles, boats, planes, snowmobiles or other readily insured vehicles and vessels,
 - (q) chemicals, preservatives, fuels or other like items,
 - (r) wharves, docks, floats, jetties and other foreshore or backshore improvements,
 - (s) illegal encroachments on or improvements of land or structures for the purpose of damage reduction, and
 - (t) eroded or damaged land except for essential access routes and the removal of debris.

Schedule 2

1 For the purposes of section 10 (1) (b) "**eligible small business expenses**" means eligible costs incurred or required for

- (a) structural repair to or replacement of eligible business structures including
 - (i) foundations, footings, seals, slab floors, pilings, structural walls and attached garages,
 - (ii) framing, roofing, doors, windows, materials, wall coverings, mouldings, fixtures and finishings,
 - (iii) filling and levelling to restore essential access,

- (iv) parking areas, pumps, services and connections and space and water heating equipment,
 - (v) retaining walls that form part of an eligible business structure or that are essential to sustain land that is immediately adjacent to and critical to an eligible business structure, and
 - (vi) existing protective works designed to protect banks from erosion,
 - (b) repair to or replacement of eligible business materials including
 - (i) books and papers required to carry out the business,
 - (ii) tools and equipment essential to the business,
 - (iii) business furnishings, and
 - (iv) inventory at replacement cost,
 - (c) clean up and debris removal including
 - (i) casual labour, including the owner and the owner's employees, at the British Columbia minimum hourly rate, up to a maximum of 100 person-hours unless the Provincial Emergency Program authorizes additional labour, and
 - (ii) commercial services and rentals, provided that those services and rentals are not on a continuing basis and conform to rates listed in the Province of B.C. Equipment Rental Rate Guide, copies of which are held by adjusters, and
 - (d) reasonable protective works and other measures undertaken by the small business owner during the occurrence of the disaster to protect life and property, including reasonable costs incurred in the removal and storage of the contents of an eligible business structure,
- but does not include
- (e) loss of wages or business operation income or loss of business opportunity, or
 - (f) costs incurred or required for or in relation to
 - (i) damages that are the direct result of inadequate drainage or internal sewer or storm backup for which insurance was reasonably and readily available,
 - (ii) unoccupied business premises under construction,
 - (iii) construction materials in storage or available for construction purposes, unless those materials are inventory,
 - (iv) outbuildings and their contents unless essential to the operation of the business,
 - (v) landscaping,
 - (vi) eroded or damaged land except for essential access routes and the removal of debris,
 - (vii) chemicals, preservatives, fuels and other like items unless those items are inventory, and
 - (viii) illegal encroachments on or improvements of land or structures for the purpose of damage reduction.

Schedule 3

1 For the purposes of section 10 (1) (c) "**eligible farm operation expenses**" means eligible costs incurred or required for

- (a) structural repair to or replacement of eligible farm structures including
 - (i) filling and levelling to restore essential access to fields and outbuildings,
 - (ii) parking areas, pumps, services and connections and space and water heating equipment essential to farm operations,
 - (iii) fences on working farms where livestock is kept, excluding ornamental fences,
 - (iv) retaining walls that form part of an eligible farm structure or that are essential to sustain land that is immediately adjacent to and critical to an eligible farm structure, and
 - (v) existing protective works designed to protect banks from erosion,
- (b) repair to or replacement of eligible farm materials including
 - (i) standing and harvested crops for which insurance was not available in British Columbia and for which no other government financial aid or program exists,
 - (ii) farm machinery that was not insurable,
 - (iii) bedding, pesticides, mulch, feed, seed and product losses including fertilizers, biocides, hormones and supplements essential to farm operations, and
 - (iv) livestock and poultry essential to farm operations for which insurance was not available,
- (c) clean up and debris removal including
 - (i) restoration of farmland to a workable condition, including, without limitation, removal of debris, replacement of topsoil, restoration of fertility by manure or commercial fertilizer and land levelling where land gouging or surface erosion has occurred, provided that the cost of restoration does not exceed the previous assessed value of the land unit being restored and that the land was, before the occurrence of the disaster, in production or was being left fallow in accordance with good farming practices,
 - (ii) casual labour, including the owner and members of the owner's family, at the British Columbia minimum hourly rate, up to a maximum of 100 person-hours, unless the Provincial Emergency Program authorizes additional labour,
 - (iii) commercial services and rentals, provided that those services and rentals are not on a continuing basis and conform to rates listed in the Province of B.C. Equipment Rental Rate Guide, copies of which are held by adjusters, and

- (iv) use of own equipment, excluding depreciation costs, at rates listed in the B.C. Equipment Rental Rate Guide plus fuel and lubricants not included in the rates listed in that guide, and
- (d) reasonable protective works and other measures undertaken by the farm operator during the occurrence of the disaster to protect life and property, including reasonable costs incurred in the removal from the farmland and in the storage of machinery, livestock, poultry, harvested crops, or other items essential to farm operations,
but does not include
 - (e) loss of income due to loss of production or market,
 - (f) loss of value of land because of damage, unless the cost to restore the land is greater than the assessed value of the land immediately before the occurrence of the disaster,
 - (g) costs incurred or required for or in relation to
 - (i) pets, pet supplies, pens, corrals, outfittings or saddlery, unless essential to farm operations,
 - (ii) private roads, except for essential access to fields and outbuildings,
 - (iii) construction materials in storage or available for construction purposes,
 - (iv) decorative landscaping, or
 - (v) illegal encroachments on or improvements of land or structures for the purpose of damage reduction.

Schedule 4

- 1 For the purposes of section 10 (1) (d) "**eligible charitable or volunteer expenses**" means eligible costs incurred or required for
- (a) structural repair to or replacement of eligible charitable or volunteer structures including
 - (i) foundations, footings, seals, slab floors, pilings, structural walls and attached garages,
 - (ii) framing, roofing, doors, windows, materials, wall coverings, mouldings, fixtures and finishings,
 - (iii) filling and levelling to restore essential access,
 - (iv) wells, pumps, septic or sewer connections, water connections, electrical servicings and space and water heating equipment,
 - (v) retaining walls that form part of an eligible charitable or volunteer structure or that are essential to sustain land that is immediately adjacent to and critical to an eligible charitable or volunteer structure,
 - (vi) outbuildings essential to the operation of the organization, and
 - (vii) existing protective works designed to protect banks from erosion,
 - (b) repair to or replacement of eligible charitable or volunteer materials including

- (i) business books, papers, tools, equipment, and furnishings essential to the operation of the organization, and
 - (ii) inventory for sale, at replacement cost,
 - (c) clean up and debris removal including
 - (i) casual labour, including organization members, at the British Columbia minimum hourly rate, up to a maximum of 100 person-hours, unless the Provincial Emergency Program authorizes additional labour, and
 - (ii) commercial services and rentals, provided that those services and rentals are not on a continuing basis and conform to rates listed in the Province of B.C. Equipment Rental Rate Guide, copies of which are held by adjusters,
 - (d) reasonable protective works and other measures undertaken by the charitable or volunteer organization during the occurrence of the disaster to protect life and property, including reasonable costs incurred in the removal and storage of the contents of eligible charitable or volunteer structures,
- but does not include
- (e) damage to church property or private recreational facilities unless, in the case of church property, the property constitutes a facility essential to the secular needs of the community or in the case of a facility, the facility is run in the community's interest and is unrestrictedly accessible to the public,
 - (f) loss of wages or operational income or lost business opportunity, or
 - (g) costs incurred or required for or in relation to
 - (i) damages that are the direct result of inadequate drainage or internal sewer or storm backup for which insurance was reasonably and readily available,
 - (ii) unoccupied premises under construction,
 - (iii) construction materials in storage or available for construction purposes,
 - (iv) landscaping,
 - (v) eroded or damaged land except for essential access routes and the removal of debris,
 - (vi) chemicals, preservatives, fuels and other like items, or
 - (vii) illegal encroachments on or improvements of land or structures for the purpose of damage reduction.

Schedule 5

[am. B.C. Reg. 238/95.]

1 For the purposes of section 22 (1) "**eligible local government body expenses**" means eligible costs incurred or required for

- (a) structural repair to or replacement of a public facility including
 - (i) foundations, footings, seals, slab floors, pilings, structural walls and attached garages,

- (ii) framing, roofing, doors, windows, materials, wall coverings, mouldings, fixtures and finishings,
- (iii) filling and levelling to restore essential access,
- (iv) parking areas, pumps, services and connections and space and water heating equipment,
- (v) retaining walls that form part of a public facility or that are essential to sustain land that is immediately adjacent to and critical to the public facility, and
- (vi) existing protective works designed to protect banks from erosion,
- (b) repair to or replacement of eligible local government body materials including books, papers and other records essential to local government body functions and operation,
- (c) clean up and debris removal including
 - (i) removal of damaged structures that constitute a threat to public safety,
 - (ii) pruning or removal of trees that constitute a threat to public safety,
 - (iii) removal of emergency works and the restoration of their sites to pre-disaster condition, and
 - (iv) necessary clearance of debris and wreckage from channels and streams, intakes and outfalls of sewers and storm drains and water supply reservoirs, and
- (d) emergency response measures including
 - (i) the rescue and transportation of and the emergency health arrangements and feeding, shelter and clothing for persons evacuated as a result of a disaster,
 - (ii) shelter and feeding for livestock, including the restoration of facilities used for those purposes,
 - (iii) measures taken to reduce the extent of damage by the removal of hazardous materials, valuable chattels, and assets from the area of immediate risk, including the provision of storage space and transportation costs,
 - (iv) measures to determine the area and extent of the disaster,
 - (v) containment of the disaster including the provision of essential services, equipment, material and labour for protective works, both for individual protection and for that of publicly owned institutions and utilities,
 - (vi) the provision of emergency medical care to casualties of the disaster or of a resulting epidemic including the transportation of casualties from an apprehended disaster area and their return following the disaster or the transportation of regular patients to make way for casualties and their return following the disaster,
 - (vii) the establishment and implementation of special security measures, and

- (viii) the establishment and operation of any one or more of special communications facilities, special registration and inquiry services, emergency control headquarters, and protective health and sanitation facilities,
 - (e) the deductible amounts for insurance costs,
 - (f) costs of inspection, appraisal, planning or design if the services for which the costs are incurred are essential to the local government body's ability to determine the costs of repair, rebuilding or replacement, provided that the claim, under this paragraph
 - (i) must exclude costs incurred by the permanent staff of local government body agencies, and
 - (ii) may include the cost of temporarily filling positions of full-time staff while those full-time staff are engaged in conducting disaster assistance surveys and assessments if documentation is available specifying the positions being filled, the persons employed and the actual time during which they were so employed,
 - (g) general administrative costs arising out of individual projects within a recovery plan submitted under section 33 (3),
 - (h) replacing local government body stores or materials that are damaged or destroyed in responding to emergencies or in repairing public facilities damaged in disasters, and
 - (i) payment by the local government body of compensation it is obligated to pay under Part 1 as a result of the disaster,
- but does not include
- (j) loss of operational income,
 - (k) amounts paid to private contractors in excess of the rates listed in the B.C. Equipment Rental Rate Guide, or
 - (l) costs incurred or required for or in relation to
 - (i) damages that are the direct result of inadequate drainage or internal sewer or storm backup for which insurance was reasonably and readily available,
 - (ii) works undertaken as preventive measures to guard against future disasters for which prior approval of the Provincial Emergency Program has not been obtained,
 - (iii) construction materials in storage or available for construction purposes, unless those materials are inventory,
 - (iv) Repealed. [B.C. Reg. 238/95.]
 - (v) landscaping,
 - (vi) eroded or damaged land except for essential access routes and the removal of debris,
 - (vii) Repealed. [B.C. Reg. 238/95.]
 - (viii) illegal encroachments on or improvements of land or structures for the purpose of damage reduction,

- (ix) scalping of gravel beds other than the cost incurred or required to remove a deposition that is unusually heavy and that is directly related to the disaster,
- (x) the purchase of special or additional equipment to fight the disaster,
- (xi) salaries of permanent employees, except for overtime,
- (xii) expenditures related to preventative measures taken before the disaster, including equipment purchased or measures taken that would or should be a normal part of preparations to avoid or mitigate the effects of a disaster,
- (xiii) eroded or damaged land except for essential access routes and removal of debris,
- (xiv) chemicals, preservatives, fuels and other like items,
- (xv) unoccupied government premises under construction,
- (xvi) costs incurred in relation to illegal encroachment on or improvement of land for the purpose of damage reduction, and
- (xvii) costs incurred due to the cancellation or rescheduling of regular works projects.

[Provisions of the *Emergency Program Act*, R.S.B.C. 1996, c. 111, relevant to the enactment of this regulation: sections 19, 20 and 28]

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Appendix 4: Local Authority Emergency Management Regulation, 1995

Interpretation

1 In this regulation "**Act**" means the *Emergency Program Act*.

Local Emergency Management Plans

2 (1) A local authority must reflect in the local Emergency Management Plan prepared by it under section 6 (2) of the Act

(a) the potential emergencies and disasters that could affect all or any part of the jurisdictional area for which the local authority has responsibility, and

(b) the local authority's assessment of the relative risk of occurrence and the potential impact on people and property of the emergencies or disasters referred to under paragraph (a).

(2) Each municipal council and each board of a regional district that qualifies as a local authority under section 1 (1) of the Act must reflect in its local Emergency Management Plan, unless it is documented elsewhere,

(a) the commitment of the local authority to provide policy guidance and direction to the emergency management organization established by that local authority under section 6 (3) of the Act, and

(b) the procedures by which that guidance and direction is to be provided.

(3) A local authority must, as part of the local Emergency Management Plan prepared by it under section 6 (2) of the Act,

(a) require a periodic review and updating of the local Emergency Management Plan and establish a procedure for that review and revision,

(b) establish and maintain for all emergency response staff to whom responsibilities are assigned in the plan,

(i) a program of emergency response exercises, and

- (ii) a training program,
 - (c) identify the procedures by which emergency resources, including, without limitation, personnel, equipment, facilities and financial resources, may be obtained from sources within or outside of the jurisdictional area for which the local authority has responsibility,
 - (d) establish the procedures by which the plan is to be implemented,
 - (e) establish procedures by which those persons who may be harmed or who may suffer loss are notified of an emergency or impending disaster,
 - (f) coordinate the provision of food, clothing, shelter, transportation and medical services to victims of emergencies and disasters, whether that provision is made from within or outside of the local authority,
 - (g) establish the priorities for restoring essential services provided by the local authority that are interrupted during an emergency or disaster, and
 - (h) recommend to service providers the priorities for restoring essential services not provided by the local authority that are interrupted during an emergency or disaster.
- (4) A local authority may incorporate into its local Emergency Management Plan any confirmed, potential or anticipated assistance and resources of other levels of government or other non-government bodies.

Powers of a local authority

3 Nothing in this regulation or the Act prevents a local authority from

- (a) entering into mutual aid agreements with one or more local authorities for emergency resources of all types and subsequent cost recovery,
- (b) entering into agreements with non-government organizations for emergency resources of all types and subsequent cost recovery, and
- (c) providing emergency training to and conducting emergency exercises with persons residing or carrying on business in the jurisdictional area for which the local authority has jurisdiction.

Duties of a local authority

4 Each municipal council and each board of a regional district that qualifies as a local authority under section 1 (1) of the Act must, on the request of and within the time required by the minister, submit to the minister

(a) the local Emergency Management Plan as prepared under section 6 (2) of the Act and updated under section 2 (3) (a) of this regulation,

(b) the schedule and content of any emergency training or exercise program, and

(c) any other emergency prevention, preparedness, response or recovery information that the minister considers necessary to assist the minister in preparing or establishing procedures required for the prompt and efficient implementation of plans and programs to meet emergencies and disasters.

[Provisions of the *Emergency Program Act*, R.S.B.C. 1996, c. 111, relevant to the enactment of this regulation: section 28]

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CITY OF RICHMOND

Appendix 5: Emergency Management Organization Establishment Bylaw

No. 7898

EFFECTIVE DATE – MONDAY, MARCH 14, 2005

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CITY OF RICHMOND

**EMERGENCY MANAGEMENT ORGANIZATION
ESTABLISHMENT BYLAW NO. 7898**

The Council of the City of Richmond enacts as follows:

PART ONE: EMERGENCY MANAGEMENT ORGANIZATION**1.1 Composition**

1.1.1 In accordance with the provisions of the *Emergency Program Act*, an Emergency Management Organization, comprising:

- (a) **Council;**
 - (b) a **Standing Committee;**
 - (c) a Senior Staff Administration Group;
 - (d) an Emergency Operations Centre Management Group; and
 - (e) an Emergency Planning Committee,
- is hereby established.

PART TWO: COUNCIL**2.1 Responsibilities**

2.1.1 **Council** is at all times responsible for the general direction and control of the response of the **City** to an **emergency** or **disaster**, and in particular to:

- (a) declare a State of Local Emergency;
- (b) delegate powers available under the *Emergency Program Act*, as required, and to monitor the use of such powers;
- (c) establish any emergency policy and legislation necessary to facilitate the response to an **emergency** or **disaster**; and
- (d) prepare an **emergency plan** respecting preparation for, response to, and recovery from an **emergency** or **disaster**.

- 2.1.2 Notwithstanding the provisions of subsection 2.1.1, the Mayor may carry out the responsibilities specified in clauses (a) and (b) where, because of the circumstances of an **emergency** or **disaster**, it is not possible to assemble a quorum of **Council**, and provided the Mayor has made every effort to obtain the consent of the other members of **Council**.

PART THREE: STANDING COMMITTEE

3.1 Accountability

- 3.1.1 The **Standing Committee** is accountable to **Council**.

3.2 Responsibilities

- 3.2.1 The **Standing Committee** is responsible for ensuring that the emergency planning requirements of the **City**, as outlined in the *Emergency Program Act*, are adhered to, and in particular to:
- (a) oversee the emergency planning activities of the Senior Staff Administration Group; and
 - (b) provide advice and guidance to the Senior Staff Administration Group concerning the **Emergency Plan** and **Emergency Management Program**.

PART FOUR: SENIOR STAFF ADMINISTRATION GROUP

4.1 Accountability

- 4.1.1 The Senior Staff Administration Group is accountable to **Council** through the **Standing Committee**.

4.2 Composition and Chair

- 4.2.1 The Senior Staff Administration Group is chaired by the **Chief Administrative Officer**, and in addition to the Chair, comprises the **General Managers** of:
- (a) **Engineering & Public Works;**
 - (b) **Finance & Corporate Services;**
 - (c) **Human Resources;**

- (d) **Parks, Recreation & Cultural Services;** and
- (e) **Urban Development.**

4.3 Responsibilities

- 4.3.1 The Senior Staff Administration Group is responsible for ensuring that the emergency planning requirements of the **City** are carried out, and in particular, to:
 - (a) oversee the activities of the Emergency Planning Committee;
 - (b) provide advice and guidance to the Emergency Planning Committee concerning the **Emergency Plan** and **Emergency Management Program**; and
 - (c) ensure that the **Emergency Plan** and **Emergency Management Program** are maintained on a regular basis.

PART FIVE: EMERGENCY OPERATIONS CENTRE MANAGEMENT GROUP

5.1 Accountability

- 5.1.1 The Emergency Operations Centre Management Group is accountable to **Council.**

5.2 Composition and Chair

- 5.2.1 The Emergency Operations Centre Management Group is chaired by the **Chief Administrative Officer**, and in addition to the Chair, comprises the following:
 - (a) the **General Manager, Engineering & Public Works;**
 - (b) the **General Manager, Finance & Corporate Services;**
 - (c) the **General Manager, Human Resources;**
 - (d) the **General Manager, Parks, Recreation & Cultural Services;**
 - (g) the **General Manager, Urban Development;**
 - (e) the **City Clerk;**
 - (f) the **City Solicitor;**

- (k) the **Fire Chief**;
- (l) the **Police Chief**;
- (h) the Emergency Coordinator;
- (i) the **Emergency Program Manager**;
- (j) the Manager, Communications & Corporate Programs;
- (m) the **Medical Health Officer**;
- (n) the **Emergency Social Services and Volunteer Management Coordinator**.

5.2.2 Notwithstanding the composition of the Emergency Operations Centre Management Group in section 5.2.1, the Chair may determine the approximate composition, depending on the nature and extent of the **emergency** or **disaster**.

5.3 Responsibilities

5.3.1 The Emergency Operations Centre Management Group is responsible for providing the essential services necessary to minimize the effects of an **emergency** or **disaster** on the **City**, and in particular to:

- (a) direct and co-ordinate the overall action undertaken by the **City** and other organizations or agencies in connection with the response to, and recovery, from an **emergency** or **disaster**;
- (b) take such action as is necessary to safeguard the health, safety or welfare of people in the **City** and to minimize property damage; and
- (c) recommend to **Council** the appropriate delegation of powers which are available to the **City** in an **emergency** or **disaster**, and to monitor and report to **Council** as required on the use of such powers.

5.4 Authority to Expend Funds

5.4.1 In accordance with the provisions of the *Community Charter*, the Emergency Operations Centre Management Group is hereby authorized to expend **City** funds which are not included in the financial plan of the **City**, required for the preservation of life, health and the protection of property during an **emergency** or **disaster**, on the following basis:

- (a) up to and including \$250,000, at the discretion of the Chair, Emergency Operations Centre Management Group; and
- (b) \$250,001 and above, at the discretion of the Chair, Emergency Operations Centre Management Group in consultation with any two General Managers of the **City**.

5.4.2 Any expenditures made in accordance with subsection 5.4.1 must be presented to **Council** in a report under the signature of the Chair, Emergency Operations Centre Management Group.

5.5 Authority of the Chair, Emergency Operations Centre Management Group

5.5.1 In the event of a lack of consensus on any issue for which the Emergency Operations Centre Management Group has been made responsible under section 5.3, the decision of the Chair, Emergency Operations Centre Management Group is final.

PART SIX: EMERGENCY PLANNING COMMITTEE

6.1 Accountability

6.1.1 The Emergency Planning Committee, is accountable to the Senior Staff Administration Group.

6.2 Composition and Chair

6.2.1 The Emergency Planning Committee is chaired by the **Emergency Program Manager**, and in addition to the Chair, comprises representatives of **City** staff and agencies as determined by the Chair.

6.3 Responsibilities

6.3.1 The Emergency Planning Committee is responsible for:

- (a) ensuring that an **Emergency Plan** is prepared as a component of the **Emergency Management Program**;
- (b) the development and maintenance of, and the providing of direction and support for, an **Emergency Management Program** which:

- (i) conforms with the standard for British Columbia as established by the “BC Emergency Response Management System”;
 - (ii) is periodically reviewed and revised with regard to its terms of reference, policies and procedures; and
 - (iii) conforms with the Local Authority Emergency Management Regulation (BC Reg. 380/95); and
- (c) recommending to the Senior Staff Administration Group:
 - (i) agreements, if any, with regional districts or other municipalities for the purpose of emergency assistance or the formulation of co-ordinated emergency preparedness, response or recovery; and
 - (ii) agreements, if any, with individuals, bodies, corporations or other non-government agencies for provision of goods and services.

6.3.2 In addition to the responsibilities specified in subsection 6.3.1, the Emergency Planning Committee may create sub-committees or task groups, as required, to carry out such responsibilities.

PART SEVEN: INTERPRETATION

7.1 In this bylaw, unless the context requires otherwise:

**CHIEF ADMINISTRATIVE
OFFICER**

means the person appointed by **Council** to the position of Chief Administrative Officer, who has been assigned the chief administrative responsibility of the **City**, which includes the powers, duties and functions specified in Section 147 of the *Community Charter*, and includes all of the alternates for such position, in the order shown in the **Emergency Plan**.

CITY

means the City of Richmond.

CITY CLERK

means the Municipal Officer appointed by **Council** assigned the responsibility of corporate administration pursuant to Section 148 of the *Community Charter*.

COUNCIL

means the Council of the **City**.

DISASTER

means a present or imminent calamity which extends beyond the boundaries of the **City** which:

- (a) is caused by accident, fire, explosion or technical failure, or by the forces of nature; and
- (b) has resulted in serious harm to health, safety or welfare of people, or in widespread damage to property.

EMERGENCY

means a present or imminent event located within the boundaries of the **City** which:

- (a) is caused by accident, fire, explosion or technical failure, or by the forces of nature; and
- (b) requires prompt co-ordination of action or special regulation of persons or property, to protect the health, safety or welfare of people, or to limit damage to property.

EMERGENCY MANAGEMENT PROGRAM

means that program which encompasses all aspects of the preparedness, response and recovery measures of the **City**, and includes such components as the **Emergency Plan**, Emergency Social Services Plan, Emergency Training, Emergency Exercise and Outreach Program(s), Business Continuity Plan(s) and other related programs.

EMERGENCY PLAN

means the plan adopted by **Council** as the emergency plan for the **City**.

EMERGENCY PROGRAM MANAGER

means the person appointed by the Senior Staff Administration Group to chair the Emergency Planning Committee, and includes an alternate.

**EMERGENCY SOCIAL SERVICES
AND VOLUNTEER MANAGEMENT
COORDINATOR**

means the person appointed to coordinate emergency social services, dealing with the needs of people affected by the **emergency or disaster**, including, but not limited to, the provision of food, shelter and clothing, in the event of the activation of the **Emergency Plan**, and includes all of the alternates for such position, in the order shown in the **Emergency Plan**.

FIRE CHIEF

means the head of Fire/Rescue Services of the **City**, and includes all of the alternates for such position, in the order shown in the **Emergency Plan**.

**GENERAL MANAGER,
ENGINEERING & PUBLIC
WORKS**

means the person appointed by **Council** to the position of General Manager, Engineering & Public Works, and includes all of the alternates for such position, in the order shown in the **Emergency Plan**.

**GENERAL MANAGER,
FINANCE & CORPORATE
SERVICES**

means the person appointed by **Council** to the position of General Manager, Finance & Corporate Services, and includes all of the alternates for such position, in the order shown in the **Emergency Plan**.

**GENERAL MANAGER,
HUMAN RESOURCES**

means the person appointed by **Council** to the position of General Manager, Human Resources, and includes all of the alternates for such position, in the order shown in the **Emergency Plan**.

**GENERAL MANAGER,
PARKS, RECREATION &
CULTURAL SERVICES**

means the person appointed by **Council** to the position of General Manager, Parks, Recreation & Cultural Services, and includes all of the alternates for such position, in the order shown in the **Emergency Plan**.

GENERAL MANAGER,

means the person appointed by **Council** to the

URBAN DEVELOPMENT	position of General Manager, Urban Development, and includes all of the alternates for such position, in the order shown in the Emergency Plan .
MEDICAL HEALTH OFFICER	means the Medical Health Officer appointed under the <i>Health Act</i> to act within the limits of the jurisdiction of any local board, or within any health district and includes all of the alternates for such position, in the order shown in the Emergency Plan .
POLICE CHIEF	means the Officer in Charge of the Richmond Detachment of the Royal Canadian Mounted Police, and includes all of the alternates for such position, in the order shown in the Emergency Plan .
STANDING COMMITTEE	means the Standing Committee of Council appointed by the Mayor in accordance with section 141 of the <i>Community Charter</i> , whose mandate includes emergency services.

PART EIGHT: PREVIOUS BYLAW REPEAL

- 8.1** Emergency Management Organization Establishment Bylaw No. 7234 (adopted on July 30, 2001) is repealed.

PART NINE: SEVERABILITY AND CITATION

- 9.1** If any part, section, sub-section, clause, or sub-clause of this bylaw is, for any reason, held to be invalid by the decision of a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.
- 9.2** This bylaw is cited as “**Emergency Management Organization Establishment Bylaw No. 7898**”.

Emergency Management Plan**A
P
P
R
O
V
E
D**for content by
originating
dept.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

**CITY OF
RICHMOND**
APPROVED
for legality
by Solicitor_____
MAYOR_____
CITY CLERK

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Appendix 6: Declaring a State of Local Emergency

A “State of Local Emergency” is declared only when it is necessary to exercise one or more of the powers available to local authorities under the BC Emergency Program Act. These powers are listed on the Delegation of Powers Matrix on page AP6-6. The following steps must be adhered to:

1. Declare the State of Local Emergency

- 1.1 The Manager, Emergency Programs, contacts the local Provincial Emergency Program (PEP) office or Provincial Regional Emergency Operations Centre (PREOC) to notify of the intent to declare a “State of Local Emergency” and provide a draft resolution for their review.
- 1.2 City Council declares a “State of Local Emergency” by resolution in the provincial template shown on page AP6-4, which is specifically designed to meet the requirements of the Emergency Program Act.
- 1.3 Notwithstanding the provisions of Section 1.2, the Mayor may declare a “State of Local Emergency” provided the Mayor has made every effort to obtain the consent of the other members of City Council. Where the declaration is made by order of the Mayor, the provincial template on page AP6-4 is used, with the added requirement that it must be signed by the Mayor.
- 1.4 The “State of Local Emergency” automatically exists for a maximum of 7 days unless it is cancelled earlier by the minister who has responsibility for the administration of the Emergency Program Act, or by the Lieutenant Governor in Council, City Council or the Mayor.
- 1.5 A copy of the declaration must:

- (a) be forwarded to the Provincial Emergency Program (PEP), who presents the declaration to the Solicitor General,

Provincial Emergency Program
Phone: 250.952.4918
Fax: 250.952.4888
24/7: Phone: 1.800.663.3456
24/7: Fax: 250.952.4872

- (b) include a map delineating the geographic boundaries of the emergency
- (c) delegate the powers using the Delegation of Powers Matrix, template provided on page AP6-6,
- (d) include a copy of any resolution, bylaw or be signed by the Mayor.

1.6 Upon approval of the Solicitor General, immediately issue or publish notice of the declaration (template provided on page AP6-7) to notify residents in the affected area.

2. Delegate Powers to Senior Staff Members

- 2.1 City Council (if declaration is made by resolution) or the Mayor (if declaration is made by order of the Mayor) must determine which of the extraordinary powers are required to be exercised.
- 2.2 City Council or the Mayor, whichever is applicable, must identify the senior staff member(s) to whom each of the required powers will be delegated.
- 2.3 The Mayor signs the completed Delegation of Power Matrix to signify that authority has been delegated to particular members of staff. Copies of this document are provided to:
 - The staff involved,
 - The Director, Emergency Operations Centre,
 - The Manager, Emergency Programs,and are attached to the Declaration of State of Local Emergency

3. Mayor Convenes Meeting of City Council

- 3.1 The Mayor must convene a meeting of City Council to provide policy direction to the Emergency Operations Centre Management Group. A regular schedule for briefings with the Policy Group and Emergency Operations Centre Management Group Chair should be established at this time.

4. Cancel the Declared “State of Local Emergency” When Powers are No Longer Required

- 4.1 When the powers are no longer required, the “State of Local Emergency” must be cancelled by City Council (if declaration is made by resolution) or the

Mayor (if declaration is made by order of the Mayor) using the cancellation order template shown on page AP6-8. The steps outlined in clauses (a) and (b) of Section 1.5 must then be followed when cancelling a “State of Local Emergency”.

- 4.2 The signed cancellation order must then be made public by any method that the local authority determines will ensure all the affected residents are notified in a timely manner.
- 4.3 In addition, a “State of Local Emergency” is cancelled when:
- It expires after each seven day period unless extended by the approval of the Solicitor General;
 - the Solicitor General cancels it;
 - it is superseded by a provincial declaration of a state of emergency
 - it is cancelled at any time by bylaw, resolution or order.

5. Extending the Duration of the “State of Local Emergency” Period

- 5.1 The minister who has responsibility for the administration of the Emergency Program Act must approve an extension of a “State of Local Emergency” where the duration of the emergency exceeds 7 days.
- 5.2 The steps outlined in Sections 1.5 and subsection 5.1 must be followed for each and every 7-day extension using the Extension of Approval template provided on page AP6-9. The extension of approval form should be submitted to the PREOC, if activated or to the local PEP Regional Office at least three days prior to the expiration of the declaration.

Resolution Template**Declaration of a State of Local Emergency****RESOLUTION**

WHEREAS [description of hazard and emergency] in [name of local authority];

AND WHEREAS [explanation of ongoing or imminent threat to life or property];

AND WHEREAS this [type of hazard] emergency requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

NOW THEREFORE:

IT IS HEREBY ORDERED pursuant to Section 12 (1) of the Emergency Program Act (RS, 1996, Chap 111) that a state of local emergency exists in [specific geographic boundaries of designated area] due to [short hazard description] and [short consequence statement];

IT IS FURTHER ORDERED THAT the [local authority], its employees, servants and agents are empowered pursuant to Section 13 (1) of the Emergency Program Act to do all acts and implement all procedures that are considered necessary to prevent or to alleviate the effects of the emergency, including:

[delete those emergency powers not needed from the list below]

- Acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster.
- Authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster.

- Control or prohibit travel to or from any area designated in the declaration within the local authority's jurisdiction.
- Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical welfare and other essential services in any part of the local authority's jurisdiction.
- Cause the evacuation of persons and the removal of livestock, animals and personal property from any area designated in the declaration within the local authority's jurisdiction that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property.
- Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the local authority to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster.
- Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the local authority to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster.
- Construct works considered by the local authority to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster.
- Procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any area designated in the declaration within the local authority's jurisdiction for the duration of the state of local emergency.

ORDERED by the [local authority or head of local authority] this [day] of [month], [year] at [time] to remain in force for seven days until [date] at [time] unless cancelled by order of [name of local authority] or the Solicitor General.

(Head of local authority)



City of Richmond
Delegation of Powers Matrix
Declaration of a State of Local Emergency
Emergency Program Act, Section 13 (1) (c)

Powers Available under the Emergency Program Act	Power Required (Yes/No)	Delegated to: Job Title and/or Agency (i.e. Fire Chief, EOC Director, Incident Commander)
Acquire or use any real or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster.		
Authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster.		
Control or prohibit travel to or from any part of the municipality.		
Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare or other essential services in the municipality.		
Cause the evacuation of persons and the removal of livestock, animals and personal property from any part of the municipality that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property.		
Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an Emergency Management Plan or program or if otherwise considered by the council or Mayor to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster.		
Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the Council or Mayor to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency of disaster.		
Construct works considered by the Council or Mayor to be necessary or appropriate to prevent respond to or alleviate the effects of an emergency or disaster.		
Procure, fix prices for, or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of the municipality for the duration of the local state of emergency.		

(head of local authority)

(date)

Public Notification Template**Public Notification: Declaration of a State of Local Emergency**

Residents and businesses in the area bounded by _____, _____, _____, _____ are hereby notified that a State of Local Emergency has been declared for the area as noted on the following map:



Map

This State of Local Emergency is declared due to (short hazard description) and (short consequence statement) in the (area description) as detailed on the above map.

The following powers available under the Emergency Program Act have been invoked (list the powers, who they have been delegated to, and what it means to the residents and businesses, i.e. evacuate the area, remove a tree or significant structure, construct a significant structure, etc.). Residents and businesses in this area are advised to _____ (state what you want people to do.)

This Local Emergency Declaration commenced effective (date and time) and will remain in force until (date-maximum 7 days).

A copy of the formal declaration is available from the City Clerk's office.

For further information, please call _____.

Cancellation Order Template**Declaration of State of Local Emergency****CANCELLED**

Date: _____

WHEREAS [type of hazard] in [name of local authority];

AND WHEREAS this [type of hazard] emergency no longer requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

NOW THEREFORE:

IT IS HEREBY ORDERED pursuant to Section 14 (2) (a) (ii) of the Emergency Program Act (RS, 1996, Chap 111) that a state of local emergency no longer exists in [specific geographic boundaries of designated area] and is therefore cancelled effective this [date] at [time].

[Head of Local Authority]_____
Signature

Extension of Approval Template

**Extension of Approval
For
State of Local Emergency**

WHEREAS life and property remain at risk due to [short hazard description] in [name of local authority];

AND WHEREAS the Mayor of [name of local authority] has requested authority to further extend the duration of the declaration of a State of Local Emergency due to expire on [date] at [time];

NOW THEREFORE:

IT IS HEREBY APPROVED pursuant to Section 12 (6) of the Emergency Program Act (RS, 1996, Chap 111) that [name of local authority] may extend the duration of a State of Local Emergency for seven days from [date] at [time] to [date] at [time].

APPROVED by the Solicitor General of British Columbia this [date].

[Incumbent Minister]
Solicitor General

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Appendix 7: Disaster Response Routes



Definition

A Disaster Response Route (DRR) is a road, waterway or rail line that is predefined, identifiable and capable of withstanding natural disasters. It is used in a post-disaster situation for:

- transport of personnel and emergency supplies to key distribution points
- relocation of affected people (injured and homeless) to a point of collection

A Disaster Response Route is not an Evacuation Route.

Activation

Activation of DRRs may begin with local government and escalate to the Province, or occur immediately at the Provincial level, depending on the nature and location of the incident. A Declaration of State of Emergency is not required. Once activated, the routes may be closed in whole or in part to the general public in anticipation of use by disaster responders.

To be most effective, orderly traffic evacuation during a disaster will be implemented by the Richmond RCMP. In order to gain this cooperation, the public must have confidence in the process used to select (a) the DRRs and (b) those having access to the DRRs. Problems are not anticipated with clearly identifiable emergency vehicles, but personal vehicles driven by civilians with clearance for DRRs must be controlled rigidly. Any use of special access other than bona fide emergency response will surely cause a rejection of the concept by citizens required to take alternate, less direct and more crowded routes to their destinations.

Depending on the nature and location of the emergency, alternate DRRs may need to be designated. Temporary DRR signage is located in the COR Public Works Yard. Key personnel from Roads, Engineering, Traffic Control and RCMP will determine the location and activation of alternate DRRs.

Responsibility for Disaster Response Routes

The Ministry of Transportation (MoT) is responsible for Ministry Disaster Response Routes, Translink and local governments are responsible for their respective DRRs. This responsibility includes:

- Maintenance
- Designation
- Signing
- Seismic upgrade
- Clearance and control

Muster Stations

A muster station is a designated collection point for or location for casualties, emergency response personnel or equipment for assignment or transport to incident sites or other locations. Muster stations can be ground, water and air muster stations. Please see following map for designated muster stations and Lower Mainland Disaster Response Routes.

Definition of Disaster Responder

A Disaster Responder, for the purpose of gaining access to the DRR network, is one whose presence, in the first 72 hours after a major disaster, is required to perform one or more of the following:

- Transport sick and injured people to places of treatment.
- Transport displaced people to points of collection (mass transit).
- Maintain law and order.
- Put out fires and control hazards.
- Maintain traffic control on the DRRs.
- Diagnose, treat, and support the sick and injured.
- Protect the public health and prevent the spread of communicable diseases.
- Rescue people trapped in damaged structures (trained rescuers).
- Perform orderly evacuations under police control.
- Assess damage to infrastructure.
- Restore damaged transportation systems in the affected areas.

- Restore telephone communications to the affected area.
- Restore water supplies to the affected area.
- Restore gas supplies to the affected area.
- Restore electricity supplies to the affected area.
- Manage emergency response and recovery efforts.

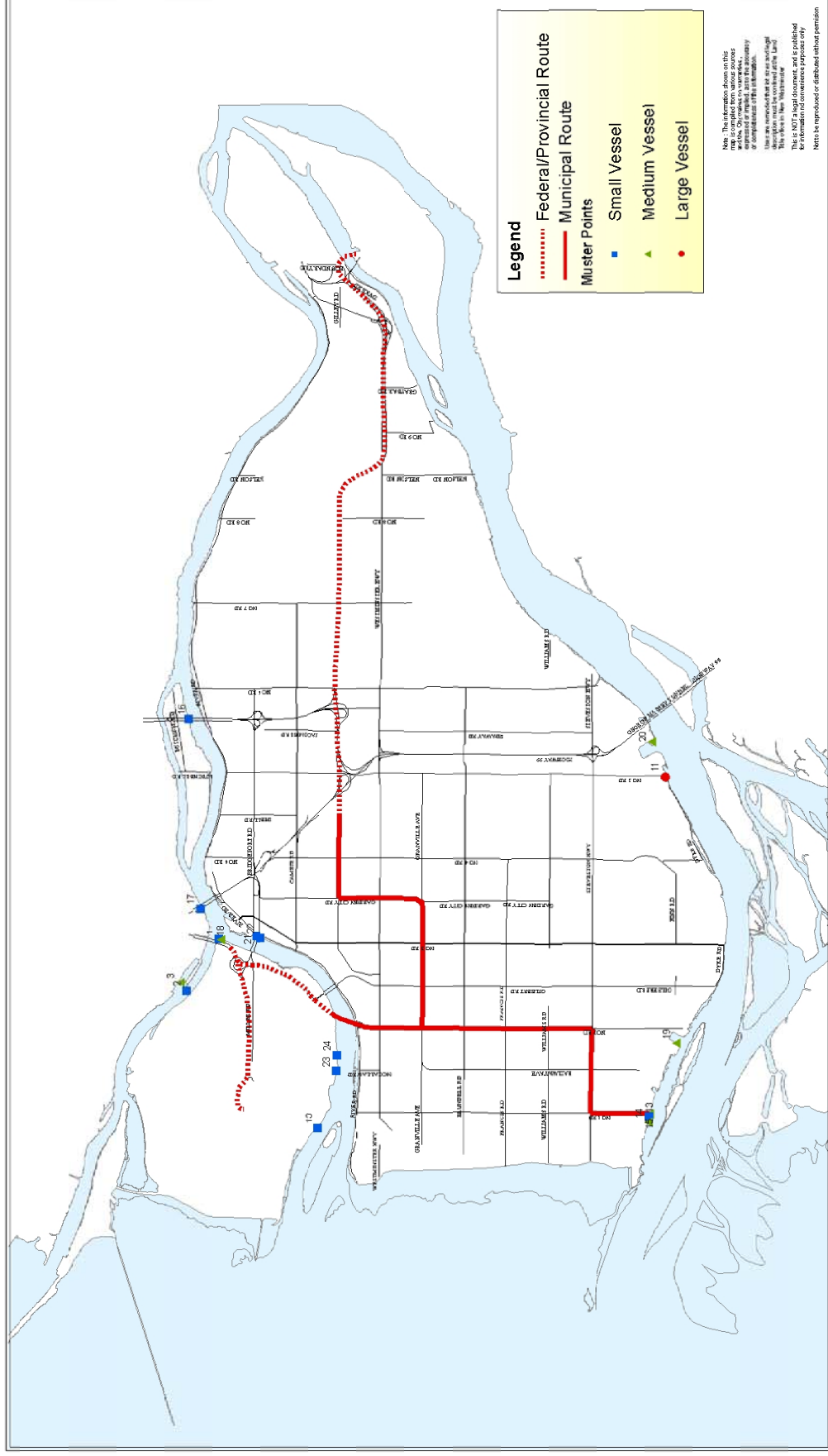
Only those required in the primary effort and those needed at the EOCs should have access to the DRR network.

Disaster Responder Identification

Each Disaster Responder is identified by two pieces of identification: a DRR car hanger, and a DRR decal. The car hanger will be used only in the event that the DRRs are activated. The decal is affixed to the Disaster Responder's driver's license.

Disaster Responder hangers and decals are manufactured by the Ministry of Transportation and are distributed by the City of Richmond Emergency Management Office. When a designated Disaster Responder leaves the employ of the agency or moves to position in which he or she is no longer a designated responder, the responder must return the hangers to the Emergency Management Office for storage or re-issue.

City of Richmond - Disaster Response Route Network



Lower Mainland Muster Points Index

ID	Municipality	Dec_Lat	Dec_Long	Facility	Vessel Size
1	Richmond	49.197000	-123.135000	North Fraser Harbour Commission	Small
2	Vancouver	49.198700	-123.137200	Petrocan Fuel Barge	Small
3	Vancouver	49.199300	-123.136700	Ocean Cement	Medium
4	Vancouver	49.193200	-122.920700	RCMP Marine Division/PWGSC	Medium
5	Vancouver	49.193200	-122.920700	RCMP Marine Division/PWGSC	Large
6	Surrey	49.185833	-122.915333	Fraser Port (Surrey)	Large
7	Delta	49.154500	-122.960800	Vito Shipyard	Large
8	Delta	49.155300	-123.004600	Lafarge Cement	Medium
9	Delta	49.144500	-123.033300	Ocean Cement	Medium
10	Delta	49.144500	-123.034200	CN Terminal	Medium
11	Richmond	49.128800	-123.068800	RO-RO Terminal	Major
12	Ladner	49.128800	-123.083500	Deas Dock - BC Ferry Corporation Maintenance Dock	Large
13	Steveston	49.179900	-123.183500	DFO Field Office	Small
14	Steveston	49.123330	-123.188000	Petrocan Dock	Medium
15	Steveston	49.123800	-123.190500	Public Works Dock	Medium
16	Vancouver	49.202833	-123.077667	Knight Street Bridge	Small
17	Vancouver	49.200250	-123.134217	Oak Street Bridge	Small
18	Richmond	49.197700	-123.133200	Bridgeport Marina	Medium

ID	Municipality	Dec_Lat	Dec_Long	Facility	Vessel Size
19	Richmond	49.123300	-123.182300	Steveston Harbour	Medium
20	Richmond	49.128833	-123.083500	Deas Dock - BC Ferries Docking Facility	Medium
21	Richmond	49.190817	-123.134717	Lulu Island	Small
22	Richmond	49.197000	-123.135000	North Fraser Harbour Commission -Petro Canada Dock	Small
23	Richmond	49.178700	-123.178600	Harbour Air	Small
24	Richmond	49.177400	-123.168100	Canadian Coast Guard	Small
25	New Westminster	49.200100	-122.910300	Foot of 8th Street Park	Small
26	New Westminster	49.223100	-122.884200	Westminster Terminals - end of Capilano	Small
27	Burnaby	49.291667	-122.895000	Petro Canada Dock	Medium
28	Burnaby	49.290500	-122.950000	Transmountain Dock	Medium
29	Burnaby	49.289333	-122.956667	Shell Dock	Medium
30	Burnaby	49.291667	-123.000000	Chevron Dock	Medium
31	Burnaby	49.188100	-122.994633	Commonwealth Dock	Medium
32	Burnaby	49.183933	-122.969467	Crown Packaging	Medium
33	Burnaby	49.185600	-122.967800	BRI (Brown Ferris Industries)	Medium
34	Burnaby	49.191500	-122.962133	Schenker	Medium
35	Maple Ridge/Pitt Meadows	49.247222	-122.728056	Pitt River Bridge (East end)	Small
36	Maple Ridge/Pitt Meadows	49.182056	-122.559833	Albion Ferry	Medium

ID	Municipality	Dec_Lat	Dec_Long	Facility	Vessel Size
	Meadows				
37	Port Coquitlam	49.231500	-122.771200	Pitt River Bridge (West end)	Small
38	Port Coquitlam	49.247867	-122.733900	Barge Ramp 1990 Argue St.	Small
39	Coquitlam	49.223800	-122.816900	Maquabeak Park	Small
40	Port Moody	49.281167	-122.850550	Rocky Point Park	Small
41	Port Moody	49.291783	-122.884033	Reed Point Marina	Small
42	Belcarra	49.312694	-122.928250	Belcarra Regional Park Dock	Medium
43	Langley	49.179139	-122.567833	Albion Ferry	Medium
44	Langley	49.164000	-122.535200	Sea Plane Base	Small
45	Langley	49.083333	-122.655167	Nickomeki River	Small
46	Delta	49.085833	-123.121861	International Marine Flotation Systems	Medium
47	Delta	49.085056	-123.118917	S & M Products	Medium
48	Delta	49.085056	-123.107444	Lions Gate Fisheries Ltd.	Medium
49	Delta	49.093639	-123.086778	Delta Municipal Wharf	Small
50	Delta	49.113722	-123.077250	Captain's Cove Marina	Small
51	Delta	49.113028	-123.077833	Municipal Boat Launch	Small
52	Delta	49.113028	-123.077833	Ministry of Transport and Highways	No Use
53	Delta	49.119100	-123.074700	Deas Island Regional Park	Small
54	Delta	49.144500	-123.048300	Ocean Construction Supplies	Medium

ID	Municipality	Dec_Lat	Dec_Long	Facility	Vessel Size
55	Delta	49.144500	-123.048300	C.P. Rail Coastal Marine	Large
56	Delta	49.143444	-123.034250	Rivtow	Medium
57	Delta	49.146222	-123.027167	Tilbury Cement	Large
58	Delta	49.150556	-122.994167	Westbay Marine Repair	Medium
59	Delta	49.154444	-122.978333	JJM Group	Medium
60	Delta	49.153417	-122.959306	Atlantis Submarines/Fraser River Piledriving	Medium
61	Delta	49.161333	-122.935167	Confisco Cannery	Medium
62	Delta	49.172250	-122.922195	Rivtow	Medium
63	New Westminster	49.199900	-122.910800	Westminster Quay - Front Street	Small
64	Vancouver	49.285194	-123.111917	Sea Bus Terminal	Medium
65	North Van.	49.310694	-123.083722	Sea Bus Terminal	Medium

Appendix 8: Critical Facilities

Section 3 (g) of the Local Authority Emergency Management Regulation states that the Emergency Management Plan must: “establish the priorities for restoring essential services provided by the local authority that are interrupted during an emergency or disaster, and Section 3 (h) “recommend to service providers the priorities for restoring essential services not provided by the local authority that are interrupted during an emergency or disaster.”

In the context of Section 3 (g), essential services are considered to be those services provided by the municipality that are necessary to protect the life and basic well-being (including food, shelter, clothing and medical aid), of residents and other individuals who are in the municipal boundary at the time of the emergency or disaster. Essential services also refer to services necessary to ensure the integrity of the public infrastructure. The term priority is used to identify those services that will be initially addressed by the local authority, and within each of these services, the order in which they will be addressed.

The City’s Emergency Planning Committee has identified the following facilities as the primary Critical Facilities for our community:

Critical Facilities		Address	Year Built	Construction	Site Purpose
	City				
1	City Hall	6911 No.3 Rd	2000	Concrete	Primary EOC Call Centre
2	Works Yard Administration Building	5599 Lynas Lane	1980	Steel	Dispatch
3	Works Yard Inspector’s Building	5599 Lynas Lane	1980	Steel	EOC
4	Emergency Program Office	5599 Lynas Lane	1990	Wood & Steel Frame	EOC support
5	Stores/IT Disaster Recovery Facility	5599 Lynas Lane	1980	Steel Seismically upgraded to Seismic Importance Factor 1.3	IT Disaster Recovery
	Richmond Fire Rescue				
5	Fire Hall No. 1	6960 Gilbert Road	1961	Concrete Block	First Responders

Critical Facilities		Address	Year Built	Construction	Site Purpose
6	Fire Hall No. 2	11011 No. 2 Road	1972	Wood & Steel Frame	First Responders
7	Fire Hall No. 3	9100 Bridgeport Road	1958	Wood Frame	First Responders
8	Fire Hall No. 4	3911 Russ Baker Way	2006	Post Disaster – Built to a Seismic Importance Factor 1.5	First Responders
9	Fire Hall No. 5	22451 Westminster Hwy	2006	Post Disaster – Built to a Seismic Importance Factor 1.5	First Responders
10	Fire Hall No. 6	9400 No. 4 Road	1977	Wood & Steel Frame	First Responders
11	Fire Hall No. 7	5731 No. 6 Road	1992	Steel & Concrete Post Disaster – Built to a Seismic Importance Factor 1.5	First Responders
RCMP					
13	RCMP Detachment	6900 Minoru Blvd.	1978	Concrete	First Responders
14	RCMP Office	7577 Elmbridge Road	1975	Wood & Steel	First Responders
15	RCMP Exhibit Compound	5340 River Road	1980	Steel	First Responders
16	Steveston Community Policing Station	4371 Moncton	1996	Wood Frame	First Responders
17	South Arm Community Policing Station	8880 William	1975	Wood & Steel Frame	First Responders
BC Ambulance					
18	Station 250	3780 Sexsmith Road	1988	Wood Frame	First Responder
19	Station 269	3999 Williams Road	1998	Flexible metal structure Post Disaster	First Responder
20	Station 270	Main Terminal, Vancouver International Airport			First Responder

Critical Facilities		Address	Year Built	Construction	Site Purpose
21	Station 280	South Terminal, Vancouver International Airport (Air Evacuation)			First Responder
	Health				
22	Richmond Hospital	7000 Westminster Hwy	1. Westminster Health Centre 1997 2. South Powerplant 1997 3. North Tower 1965 4. South Tower 1980 5. Rotunda (Health Dept) 1970	1. exterior: brick, concrete block and metal framing walls 2. South Power plant metal exterior panels, metal framing, block and metal framing walls metal roof deck c/w sheet roofing 3. North Tower concrete exterior walls, concrete roof slab 4. South Tower concrete exterior walls, concrete roof slab 5. Rotunda (Health Dept) wood construction walls and roofing framework	Hospital
	Community Centres				
23	Hamilton Community Centre	5140 Smith Drive	1995	Metal	Potential Reception Centre
24	South Arm Community Centre	8880 Williams Drive	1975 & 1992	Wood Frame, Masonry, Metal, and Slab Elevation	Potential Reception Centre
25	West Richmond	9180 No.1 Road	1993	Slab Elevation & Metal	Potential Reception Centre
26	Steveston	4111 Moncton Street	Old 1957 New 1989	Metal	Potential Reception Centre
27	Thompson	5151 Granville Avenue	1995	Concrete and Wood Built to a Seismic Importance Factor 1.3	Potential Reception Centre
28	Cambie	4111 Jacombs Road	1995	Concrete and Metal Built to a Seismic	Potential Reception Centre

Critical Facilities		Address	Year Built	Construction	Site Purpose
				Importance Factor 1.3	
29	Sea Island Centre	7140 Miller Road	Late 1800 Renovated early 1900 & 2000	Wood Frame	Potential Reception Centre
30	Library Cultural Centre	7700 Minoru Gate	1992	Concrete Block	Potential Reception Centre