



# City of Richmond

## Report to Council

---

**To:** Community Safety Committee  
**From:** John McGowan  
Acting General Manager  
Law and Community Safety  
**Date:** February 26, 2017  
**File:** 09-5126-01/2017-Vol  
01  
(17.01)  
**Re:** **Emergency Programs Status Update**

---

### Staff Recommendation

That the staff report titled, "Emergency Programs Status Update", dated February 26, 2017, from the Acting General Manager, Law and Community Safety, be received for information.

John McGowan  
Acting General Manager, Law and Community Safety  
(604-276-4104)

REPORT CONCURRENCE	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: DW
APPROVED BY CAO 	

## Staff Report

### Background

This status update report for Emergency Programs provides information on each of the following areas:

1. Emergency Plans and Staff Training for the Emergency Plans; and
2. Neighbourhood Emergency Programs Plans (NEPP).

This report supports Council's 2014-2018 Term Goal #1 A Safe Community:

*Maintain emphasis on community safety to ensure Richmond continues to be a safe community.*

*1.1. Policy and service models that reflect Richmond-specific needs.*

*1.3. Improved perception of Richmond as a safe community.*

### Analysis

#### Emergency Plans and Staff Training for the Emergency Plans

Emergency Plans are mandated by the Emergency Program Act and are based on the foundations of the Hazard Risk Vulnerability Analysis. Section 1 (1) of the Local Authority Emergency Management Regulation of the British Columbia Emergency Program Act (1996) requires a local authority to prepare emergency plans that reflect:

*“the local authority’s assessment of the relative risk of occurrence and the potential impact on people and property of the emergencies or disasters that could affect all or any part of the jurisdictional area for which the local authority has responsibility.”*

To accomplish this mandate the City conducted a Hazard Risk Vulnerability Analysis (HRVA) which identified the risk-based hazards the community is vulnerable to and provided the framework for the following emergency plans to be developed:

1. Emergency Management Plan – a comprehensive emergency plan that addresses all hazards, as mandated by the BC Emergency Program Act;
2. Emergency Information Plan – this plan provides communication strategies for a core group of designated people assigned to Corporate Communication duties during an emergency or disaster;
3. Emergency Social Services Plan – a plan that provides for the immediate needs of displaced citizens;
4. Evacuation Plan – a plan that looks at the demographics of Richmond’s neighbourhoods and considerations for planning evacuations for life safety;

5. Pandemic Plan – for continuity of government operations when numerous staff are away due to illness from flu;
6. Dangerous Goods Spill Response Plan – for response to a hazardous materials release; and
7. Chemical Biological Radiological Nuclear Explosive (CBRNE) Response Plan – for response to a threat of terrorism.

The City of Richmond currently has each of the seven plans noted above. Every four years, Emergency Programs staff undertake a comprehensive review of each emergency plan. The table below outlines the tentative first and second review dates as well as the staff training cycle for the plans.

<b>Plan Name</b>	<b>First Review Completion Date</b>	<b>Second Review Completion Date</b>	<b>First Staff Training Completion Date</b>	<b>Second Staff Training Completion Date</b>
Evacuation Plan	December 2017	December 2021	December 2018	December 2022
Information Plan	December 2017	December 2021	December 2018	December 2022
Dangerous Goods Spill Response Plan	December 2017	December 2022	December 2018	December 2023
Emergency Management Plan	December 2018	December 2022	December 2019	December 2023
Emergency Social Services Plan	December 2019	December 2023	December 2020	December 2024
Chemical, Biological, Radiological, Nuclear and Explosives (CBRNE) Plan	December 2019	December 2023	December 2020	December 2024
Pandemic Plan	December 2020	December 2024	December 2021	December 2025
Hazard, Risk, Vulnerability Assessment <sup>1</sup> (HRVA)	December 2020	December 2024	December 2021	December 2025

<sup>1</sup> Although the HRVA is not a plan, per se, it has been included in the timeline to ensure that it is being reviewed

The comprehensive review is to be undertaken with the following objectives being met:

1. Compliance of emergency preparedness plans with legislation, policy and directives;
2. Adequacy of the program governance – including reporting and accountability;
3. Usability of plan, resources to accomplish goals and objectives of plan;
4. Planning and monitoring of emergency preparedness plans; and
5. Identifying recommendations for management to plan and forecast required work and planning to update, revise and/or rewrite plans or develop tools to meet the objectives.

#### Neighbourhood Emergency Programs Plans (NEPP)

During the summer of 2016, the Sea Island Community Association reached out to Emergency Programs through the Community Centre to request assistance in the creation of a Neighbourhood Emergency Program Plan (NEPP). In partnership with the board of directors, and other interested parties, staff met on numerous occasions to build a strong neighbourhood plan. It was agreed that this initiative was perhaps the most ambitious and important project for the Association. During the fall of 2016, the task of defining priorities and challenges were left with the Association to complete.

With a significant change in the make-up of the board of directors, including the president, in January of 2017, Emergency Programs staff contacted the new president to continue making progress on the community plan. Staff met with the president to make a presentation to him titled; “Sea Island Emergency Preparedness, Response and Recovery”.

During the presentation, staff discussed the concept of a Neighbourhood Empowerment Network (NEN). The NEN concept was initially used in San Francisco in 2007 when an alliance of residents; neighbourhood and merchant associations; non-profits and faith-based organizations; foundations and academic institutions was created around a simple mission: empowering the neighbours with the capacity to steward themselves into a resilient condition.

NEN’s vision is that everyone has the right to live in a safe, clean, healthy, inclusive and economically resilient community. Its vision is to support the empowerment of residents and communities with the capacity and resources to build strong resilient communities.

Sea Island Community Association volunteers were also afforded opportunities for training with the City’s Emergency Social Services Program:

- Introduction to Emergency Social Services
  - Free for volunteers, and done online
- Introduction to Emergency Management of BC
  - Free for volunteers, and done online
- Introduction to Reception Centres
  - Free for volunteers, and done online, or;

- Hosted by the Justice Institute on February 11, 2017 at the South Arm Community Centre
- Salvation Army Meet and Greet
  - Free for volunteers on February 18, 2017 at City Hall
- Introduction to Group Lodging
  - Free for volunteers, done online, or;
  - Hosted by the Justice Institute on March 11, 2017 at the Sea Island Community Centre

The new president is committed to the goal of empowering members of the community with the capacity to steward themselves into a more resilient condition. At the next Sea Island Community Association monthly meeting, the board will set dates for the community engagement.

Although Emergency Programs provides guidance and direction for any community group that wishes to form its own Neighbourhood Emergency Program Plan, it is the group's responsibility to design, train and maintain the plan. By setting their own priorities, and defining their own challenges, the plan will be uniquely theirs.

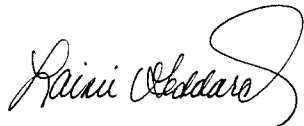
#### **Financial Impact**

None.

#### **Conclusion**

The City of Richmond currently has seven emergency plans: Emergency Management Plan, Emergency Information Plan, Emergency Social Services Plan, Evacuation Plan, Pandemic Plan, Dangerous Goods Spill Response Plan and the Chemical Biological Radiological Nuclear Explosive (CBRNE) Response Plan. Emergency Programs staff are undertaking a comprehensive review and will update each plan based on a four-year cycle.

Emergency Programs provides guidance and direction to community groups that wish to form their own Neighbourhood Emergency Program Plan. By setting the communities priorities and defining challenges, each plan is tailored to meet the needs of its own community.



Lainie Goddard  
Manager, Emergency Programs  
(604-244-1211)

LG:lg