



City of Richmond

Report to Committee

To: Community Safety Committee **Date:** January 24, 2018
From: Cecilia Achiam, MCIP, BCSLA **File:** 09-5126-01/2018-Vol
General Manager, Community Safety 01
Re: **Emergency Programs Quarterly Activity Report – Fourth Quarter 2017**

Staff Recommendation

That the staff report titled “Emergency Programs Quarterly Activity Report – Fourth Quarter 2017”, dated January 24, 2018, from the General Manager, Community Safety, be received for information.

Cecilia Achiam, MCIP, BCSLA
General Manager, Community Safety
(604-276-4122)

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

Staff Report

Origin

This report provides Council with an update on Emergency Programs (EP) activities. EP is reporting on its activities in support of its mandate to maximise the protection of life, public infrastructure, private property and the environment in the event of a major emergency or disaster.

This activity report for EP provides information on each of the following areas:

1. Community Involvement/Public Education
2. Emergency Management Plans
3. The City of Richmond Staff and Volunteer Education
4. Emergency Social Services (ESS) Response

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.

1.3. Improved perception of Richmond as a safe community.

1.4. Effective interagency relationships and partnerships.

This report supports Council's 2014-2018 Term Goal #9 A Well-Informed Citizenry:

Continue to develop and provide programs and services that ensure the Richmond community is well-informed and engaged in City business and decision making.

9.2. Effective engagement strategies and tools.

Analysis

Community Involvement/Public Education

Richmond Resilient Communities Program (RRCP) is a program designed to provide residents with the tools and knowledge to prepare themselves, their families and their communities to be resilient during an emergency of any size.

On November 18 and 26, 2017, Thompson Community Association hosted the RRCP workshops. Members of the public shared knowledge of their local neighbourhood and provided constructive feedback to increase program confidence further.

Committee Members are invited to attend any of the future workshops which are scheduled as follows:

Date	Time	Location
January 28, 2018 (Sunday)	11:30 am - 3:30 pm	West Richmond
February 3, 2018 (Saturday)	11:30 am - 3:30 pm	West Richmond
February 18, 2018 (Sunday)	1:00 pm - 5:00 pm	City Centre
February 24, 2018 (Saturday)	1:00 pm - 5:00 pm	City Centre
March 25, 2018 (Sunday)	1:00 pm - 5:00 pm	Steveston
March 31, 2018 (Saturday)	1:00 pm - 5:00 pm	Steveston

Council awarded the addition of staff resources for 2018 to further facilitate the launching of the RRCP Skills training program and the Measuring Resilience Program. The Human Resource Department is working on having the position posted for recruitment.

Emergency Programs staff participated with the Annual Working Poor Christmas Fund team by delivering envelopes to local Richmond families in need.

Emergency Management Plans

Emergency programs staff regularly review emergency plans with their operational stakeholders to ensure the plans are relevant in the event of an emergency disaster. Staff are currently reviewing:

- Evacuation Plan – The review of the Evacuation Plan is complete and pending distribution during Q1 of 2018.
- Information Plan – EP staff are supporting Corporate Communications staff to ensure the plan integrates seamlessly with the City’s Emergency Management Plan. The completion of this plan is anticipated in Q1 of 2018.
- Dangerous Goods Spill & Response Plan – EP Staff are supporting Environmental Programs staff in their review of this plan. The completion of this plan is anticipated in Q2 of 2018.
- Emergency Management Plan – Staff will be reviewing the plan and will schedule meetings with stakeholders to update the plan. This initiative is planned for completion by the end of 2018.
- Emergency Social Services Plan – Staff will be reviewing the plan and will schedule meetings with stakeholders to update the plan. This initiative is planned for completion by the end of 2018.
- Hazard, Risk & Vulnerability Analysis – Staff will be sending a Request for Proposal to proponents in Q1 of 2018.

Emergency Programs also completed a review and update of the Emergency Operations Centre Activation Plan which was recently distributed.

The City of Richmond Staff and Volunteer Education

Volunteer Recruitment

Members of the public are invited to attend Volunteer Information sessions and ask questions about becoming an emergency preparedness leader in the community. Information is provided to potential volunteers on how they are able to leverage their skills to assist during an emergency.

RRCP promotes volunteering with Emergency Programs as part of an ongoing engagement with the community. As the number of active volunteers increases to sustain two functional ESS Reception Centres, a review of the current volunteer management model will take place as part of the 2018 work plan.

Community Safety Committee members are welcome to attend the Volunteer Information Session on Monday, March 5, 2018, from 7:00 pm until 8:00 pm at City Hall meeting room M.1.003.

Emergency Operation Centre Education

On November 29 and 30, 2017, Emergency Programs provided a customised Emergency Operation Centre (EOC) training course for the City Staff facilitated by the Justice Institute of British Columbia. Each session focused on the theory of EOC essentials along with section-specific training and a situational tabletop exercise. This training served as both a refresher for existing EOC staff and new EOC staff participating for the first time.

Emergency Programs is working with Human Resources People Development to schedule future training sessions in anticipation of a May tabletop exercise to continue to enhance the skills and knowledge of EOC participants. In addition to EOC training, Emergency Plan orientation workshops will take place for the recently updated emergency plans to highlight any of the changes and to receive information on future updates.

On Monday, December 11, 2017 Emergency Programs received Council endorsement to prepare a submission of a grant application to the Union of BC Municipalities (UBCM) administered Community Emergency Preparedness Fund provided by the Province of BC. This grant has been made available to support local municipalities' response capacity in the area of Emergency Operations Centres supplies and training. The City is in the process of submitting an application to UBCM by February 2, 2018.

Emergency Programs created and distributed EOC Emergency response kits for members of the EOC Policy Group and EOC Staff. This response kit includes information for staff to participate in an EOC activation and response.

Emergency Programs is part of the Richmond Event Approval Coordination Team (REACT) event approval process to ensure that events in the City have an Event Safety Plan that provides sufficient details for coordination with the EOC in the event of an emergency.

Emergency Social Services Response

There was one incident requiring Emergency Social Services response for Richmond on December 10, 2018. The family received services provided by local businesses.

Emergency Programs has received approval in principle for a \$25,000 grant application to the UBCM administered Community Emergency Preparedness Fund provided by the Province of BC in the area of Emergency Social Services supplies and training.

Financial Impact

None.

Conclusion

Emergency Programs staff and volunteers continue to engage with Richmond communities to deliver personal and community preparedness, and resiliency information and awareness while continuing to promote the RichmondBCAlert System for enrollment.



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