



EMERGENCY PLANNING COMMITTEE

Tuesday, April 22, 2014, at 9:00 am
Location: Council Chambers

Agenda

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2. Approval of Agenda	
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4. Business Arising from the Minutes:	--
Updates:	
• Communications Vehicle	
• Marine Boom Inventory	
• Upcoming Events	
• AED Sites	
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6. DRAFT CRD Emergency Preparedness Workbook	--
7. DRAFT CRD Tsunami Notification System	--
8. Community Wildfire Review	--
9. Discussion	--
10. Public Input	--
11. Schedule Next Meeting: May 27, 2014	
10. Adjournment	

EMERGENCY PLANNING COMMITTEE MEETING

Meeting held TUESDAY, March 25, 2014 at 9:00 am
In Council Chambers
2205 Otter Point Rd

Committee Members Present:

Stephanie Dunlop, Metchosin Fire Chief, Emergency Coordinator
Jeri Grant, JDF Emergency Program Coordinator
Krystal Hanson, VIHA
Bryon Longeway, Sooke EMS
Dick Nimmo – Sooke Amateur Radio

Staff:

Steve Sorensen, Sooke Fire Chief
Elisabeth Nelson, Municipal Engineer
Jan Stope, Recorder

Regrets:

Rachel Grigg, RCMSAR
Rick McLeod, Sooke Deputy Fire Chief, ESS Coordinator, Chair
Mayor Wendal Milne
George OBriain, Previous Emergency Coordinator
Staff Sgt. Jeff McArthur – Sooke RCMP

Others Present: Bill Meikle – JDF EOC Director & DERC (Deputy Emergency Radio Coordinator for JDF)

Action

1. **Call to Order**
The meeting was called to order at 9:07 a.m.
2. **Approval of Agenda**
MOVED and seconded to approve the agenda as circulated.
CARRIED
3. **Approval of Minutes: February 25, 2014**
MOVED and seconded to approve the minutes of February 25, 2014
CARRIED
4. **Business Arising from the Minutes:**
 - **Communications Vehicle - Update from Dick Nimmo**
 - Vehicle nearing completion
 - Dual purpose table top - made out of used white boards
 - **Marine Boom Reel – Update from Fire Chief Sorensen**
The Committee discussed movable bins vs Sea Cans for boom storage as well as possible storage locations
 - Moveable bins – available locally
 - Possible Locations were discussed – #2 Hall – Whiffin Spit, Sunny Shores

- Wally Vowels will be providing Geri Grant with a boom inventory since he was involved in organizing the original storage sites
- For the next meeting it was suggested to figure out boom inventory and come up with a plan for storage and distribution
- Metchosin Fire Chief Stephanie Dunlop suggested some of the boom could be stored in Metchosin and possibly at some of the local Marinas such as Peddar Bay, Beecher Bay, and Pacific Lions Marina

- **Upcoming Events**

The Committee discussed several upcoming events:

- **District of Sooke Open House – March 25, 2014- Sooke Community Hall 4-8 p.m.**
 - An opportunity for the public to become more aware about what's going on in our Community, as well as having a chance to state where they stand on local issues
- **Rotary Auction- May 3, 2014 - SEAPARC Arena – 10:00 a.m. – 10:00 p.m.**
 - The District of Sooke, Sooke Fire Rescue Service and Sooke ESS will have displays at the event
- **Westshore Emergency Preparedness Fair – Westshore Rec Centre - May 4, 2014**
 - Kick off for Emergency Preparedness Week
 - Volunteers from – Fire Department and Sooke ESS
- **International Critical Incident Stress Foundation Conference – Prestige Hotel – October 2014**
 - Planning continues
- **2015 VIEP Conference - Sooke – Friday, April 24th, Saturday, 25th & Sunday 26th, 2015**
 - Event has been booked with the Sooke Prestige Hotel
 - First Committee / information meeting was held on March 19th, 2014
 - Committee came up with a theme for the Conference – **“Not If.....When?”**
 - EMBC Regional Manager Clare Fletcher - offered to provide the committee with a list of past speakers, letters and miscellaneous templates
 - Those in attendance were asked to present their ideas for topics and speakers to the VIEP Conference Committee
- **Regional Emergency Preparedness Workbook**
 - Update from Jeri Grant stating that the workbook is nearing completion

5. **Tsunami Awareness and Planning**
 - **First Nation Tsunami Awareness**
 - Those who attended the session on March 17, 2014, reported that there was some good information as well as a group exercise
 - **CRD Building- Tsunami awareness on March 20, 2014**
 - Jeri Grant reported that there was a great turn out for their first information meeting in the new CRD building
 - Experts from the Ocean Science Institute and other agencies spoke and provided printed materials for those in attendance
6. **Community Wildfire Review**
 - The Community Wildfire Review was created 2-3 years ago along with the one for Juan de Fuca
 - The Committee suggested we review it and utilize relevant material in our emergency planning
 - **Communications - July 2015 Pacific Jamboree at Camp Barnard**
 - Various types of radios have been tested by Ed Gorse in preparation for the Jamboree - his conclusion is that the ham radios worked the best
 - There will be a work crew of 500 people setting up campsites and the the following week 2000 scouts
 - During the Jamboree the scouts will be setting up a radio station with rotating operators and talk to scouts all around the world
7. **Discussion:**
The Committee discussed several new items:
 - **Metchosin News**
 - Fire Chief Dunlop provided an update on the progress of the Spirit Bay development in Beecher Bay. The plan is for 800 homes and school, gas station etc. The first phase will be starting with 37 homes
 - 99 year lease
 - CRD water will be on site
 - Metchosin is In discussion re fire protection and /coverage plans
 - **Metchosin Emergency Program**
 - Emergency program is organizing a Communication Community Resource Centre – a resource for seniors to register so in the event of an emergency, rescue workers will be aware of their location and any special needs they may have
 - Also working on large animal rescue and relocation plans
 - Ham operators course – have 6 new ham operators in their emergency program

- **AED Sites**
 - Local businessman and avid fisherman Ted Lister, would like to organize the sponsorship / funding and installation of AED units at several of the surrounding marinas
 - AED operation training for marina staff could be provided by local fire departments. Fire Chief Dunlop to coordinate

- **GIS & Mapping**
 - Fire Chief Sorensen informed the Committee members that Brian Goble (Head of Geographic Services for the DOS) and himself will be giving a GIS & Mapping presentation next month at the ESRI-GIS Conference being held in the Victoria Conference Centre
 - Implications from the Santa Run show it's a useful tool for getting current and accurate information out from a reliable source

- **Emergency Response Unit**
 - This fall (late September- early October) the Canadian Red Cross (CRCS) will conduct the annual Emergency Response Unit (ERU) training in Victoria. This training will be the first of its kind outside of Ontario and will build an understanding of the ERU capabilities. In addition, it provides an opportunity to test the deployment and implementation plans that have been developed. The units are housed in Toronto
 - Planning is still in the early stages and Krystal Hanson will update the committee with regards to opportunities to tour and observe

8. **Public Input:**

- Bill Meikle stated that he is very interested in GIS and would like to learn more about this application
- Fire Chief Sorensen invited Mr. Meikle to sit in on the upcoming District of Sooke EOC training being held on Thursday, March 27th

9 **Schedule Next Meeting:** April 22, 2014

10 **Adjournment:**

The meeting adjourned at 10:06 a.m.

Steve Sorensen
Chair

Bonnie Sprinkling
Corporate Officer



Tsartlip - Emergency Planning/Tsunami Awareness Session

Breakout Sessions Summary Discussion Notes

March 17th, 2014

1. Determine the requirements for a community to effectively deal with Special Needs citizens.

- **Disabled individuals:** Hearing impaired, blind, wheel chair bound
Contact local hospitals, service clubs, and disabled associations – early evacuations if required?? Who are the care givers, list as part of EM planning – Runners in remote communities to conduct support or notification
- **Infants:** Contact local hospitals, mid wives, children's doctors.
- **Expectant Mothers:** As above – equipment/power – special accommodations? – Caregivers may be required – How far along? Health Admin resources availability
- **Single Parents:** Family Plan? - do they have one in place, Transportation requirements, Child care requirements(diapers- specific young children needs), car seats for transport
- **Medical Dependant:** Medication, prescriptions, pharmacy, doctors, hospital – first aid supplies
- **Elders:**
 - Transportation, diet, medication, traditional foods/dietary needs (special)
 - Dynamic communication, find out from them what has happened in the past – what went well, what didn't go well
 - Youth caretakers for support
 - Cultural sensitivity

- Extra time may be required – assistance for mobility issues and medical needs
- **Meeting spot/muster location:** notification zones- part of preplan?
- **Updated lists of Elders and disabled:**

Family groups – delegate a 'head of family'

Health department staff to coordinate/inventory

- **Specific Notification Process/Communication:** flares/alarms/door to door – seniors homes - radios -signage
- **Transportation:** Preplan, caregivers, duplication, ensuring adequate assistive devices (walkers, wheelchairs, etc) on hand at all times – buses, do we have enough in the region to share, agreements ahead of time
- **Accommodations:** Caregivers, may require x2 accommodations – privacy required? Out of area – prearranged location out of community
- **Grad and Go Kits:** do we have the supplies, have the members built kits with medications and special supplies, copy of identification; will we run out if we don't bring supplies with us?- 72hrs vs 1 week
- **Public education:** prior to event/during event – daily(signage)
- **Collaboration** – outside communities and pre-established support network
- **Receiving center/community:** are they prepared – supplies/backups/food for special needs(arranged prior to event)
- **Support from other agencies and NGO's:** Canadian Red Cross, Salvation Army, FNESS, Friendship Center's, Mennonites Society

2. Evaluate the time of day, week, month and year with respect to the requirements for evacuation.

- **Day time vs. Night time**
 - Takes longer to evacuate at night – more risks



- Availability of resources
 - Traffic??? During day
 - Bridges(can they be inspected at night for safety after event)
 - Day time evacuation by default (people have left home for work, school, shopping) Problems will begin when people want to re-enter the area(families separated)
 - School gets out at 1500 hours
 - Most work days end between 1600 and 1700 hours.
 - Expect higher volumes of traffic and congestion and demand during those hours.
 - Night time (people at home may be in bed and awakened to disaster) Disorientation due to being awakened.
 - Signs: is the evac route clearly marked – lighted- RCMP check points
 - Special supplies – flashlight/batteries – generator/fuel
 - Social media – How effective is it during the day vs. night? I.e. how many people have their phones at each time?
 - Family separation – Kids are at school/parents at work
 - Nighttime will be more hazardous and require more supplies – flashlights/batteries
 - Gates: afterhours access- prearranged for facilities and routes out
- **Weekday vs. Weekend**
 - Weekday most all people have jobs or school
 - Weekend many people may have left their residence to vacation
 - Either case the family may be separated
 - Family separation – how do you reunite if it's a weekday and family members are separated?
 - Local knowledge to be used in assisting pre-planning

Time of Year:

- Weather: Rain, wind, cold, snow, ice, heat.
- Flooding due to rain and snow melt
- Smoke from forest fires.
- Heat from exposure to sun
- Accidents due to rain, ice, and snow.

- Depending on the time of year more humans may be in your community. Summer time vacationers.(population size)
- Supplies that will be required will increase with numbers
- Road conditions/weather constraints
- Remote activities – hunting/farming/fish camps and traditional harvests
- Vehicles required will have to be equipped for conditions,
- Winter - Snowplows – availability to have roads cleared
- Clothing – dressed for weather
- Host facilities availability could change with time of year
- Power – facilities can support power outages??? Generators?
- Large community events – canoe season, soccer tournaments

3. Assess the Transportation needs for evacuation of the community.

- Maintain clear roadways for emergency vehicles
- Are the routes appropriate
- Evacuation drills are mandatory – requires community support and buy in
- Inter-agency/jurisdiction collaboration is a must
- Look at existing plans(school districts)
- Inventory of transportation vehicles ahead of time(availability)Private vehicles: Operational, insurance (who is licensed?), fuel, mechanically sound
- Demographics, do we know how many people are in the community at all times?
- Ensure backup plans are in place – driver for community bus, must have alternates- can't be depended of one person
- Public transportation: Buses. (not available in all areas)
- Pool of drivers/proper licensing, redundancy
- Turn-around time for buses. (pickup point to reception/group lodging)
- Hours of operations for buses. (drivers needed after so many hours)
- School board buses: During school time buses are being used.
- School board buses: during the summer months buses are being serviced.
- School board bus drivers are employed elsewhere during the summer months.

- Tow trucks (large and small) need to be available for break downs. (Run out of fuel and traffic is tied up for hours.)
- Private/commercial buses: There will be a cost involved. Many bus companies have their buses booked months ahead of time
- Ambulances/ Pre hospital care: Need for priority assessment of ambulances. Look outside of BCAS. (may cause ripples as others may not be recognized) St. John's, Red Cross.
- Night time evacuation by water poses another threat.
- Fuel – band vehicles, are they ready to go or do they need fuel? Who gets fuel for private vehicles vs band vehicles? Rationing/policies re: fuel management – Who's paying for it? Do we have authorization?
- Competition for fuel – shortages(BCR for control during event)
- Private vehicle's, always at half a tank during fire season??
- Pets/Livestock – pre-plan destination
- Muster locations- pre-established pick up points
- Alternate routes – access/egress – paths and logging roads(make sure it is educated)

4. Determine the immediate accommodation requirements for community members, in a safe location.

- Power – Generator (do we have the ability to sustain heat)
- Shelter in place – do community members truly understand this?
- Vacancy?? Availability – do we have agreements- How will we pay?
- Billeting – can we move to friends and neighbours?
- Mutual aid agreements
- High School: Large parking lot, easy access, cooking facilities, showers facilities, and large open gym area for meetings.
- Trade school/college. As above
- Community Centre: As above
- Food/Meals? – Allergies
- Care Kits? Red Cross support for further needs outside government
- Security - Privacy: – people need to feel safe
- Church: As above- Washrooms? Showers? Kitchen- cooking facilities
- Resources: Personnel, ESS to facilitate reception centre and group lodging.
- Supplies: food, snacks, coffee, water, juice, food meals, special diets.



- Equipment: cooking, sleeping (mats, pillows, blankets,) – cots/blankets (sleeping accommodations)– consider a storage location pre-event
- Comfort items: toys, books, magazines, games, DVD and equipment.
- This is all provided that power is available (or back up power is available)
- Social supports – personal property, security, livestock, pets
- Tribal communities host
- Recreation – child entertainment(games books/kids toys)
- Establish communication center
- Regular community meetings
- Criminal constraints – dangerous offenders, must pre-plan for accommodations
- Who can look after themselves – re-locate to relatives, outside community, billeting – way under utilized, stranded travellers – they can go home
- Splitting families – separating families during time of emergency could cause further emotional distress
- Evacuation route – escape route, i.e. fire direction could affect or jeopardize route, how do we maintain it?
- Accessibility – Handicap access
- Mou's and agreements – do we have any in place??(school districts other communities, municipalities, regional district)

5. Establish a clear line for command/management of the disaster.

- Is an EOC needed or viable, call of assistance or take control? Do we have an EOC plan, do we have a director? Are they qualified?
- Fan out procedures(who calls who), back-up plan
- Time to control needs to be efficient and effective
- Clear line of Authority – Who can pay and create PO's
- Clearly defined terms of Language
- Command control needs to be clearly defined(drawn out- chart for organization)
- Who is in charge? This needs to be clear and worked out ahead of time. In the emergency plan there should be some reference to the command structure for each type of event, chain of command



- Line of Authority: Who has the responsibility to open/close the EOC or the event? This should be in the EM plan.
- Spending authority: A thorough understanding of the Financial Assistance Guidelines is absolutely required.
- Discuss jurisdictional boundaries: Where does one organization start and another begin? EMBC vs. Federal Government, private organizations – open lines of communication(dynamic)
- Coordination of Resources: Personnel, equipment and supplies. When to order, authorization process, recording of information for reimbursement later.
- MOU's – with neighbouring communities and bands – firm contracts
- Chiefs/Councillors – clearly define their roles, who makes declaration of emergency?
- BCERMS (British Columbia Emergency Response Management System) – decision making matrix
- ICS(Incident Command System) – structure(training must occur prior)
- Emergency plan – have one in place and exercise it
- Resources/personnel – Communities should share resources, outside organization
- Who gets what? – needs assessment?
- Host community, must be prepared to receive evacuees
- Trained record keepers – these people need to be utilized from the start to track finances, itemized lists, completion of provincial forms, full finance office involvement
- Limits – Exceeded financially?
- Muster Locations – pre determined staging areas – heli pads
- Public Education: Prior and during event- daily – video available for community members to watch
- Evacuation documentation – separate between communities and municipalities
- By-laws – register new emergency/BCR
- Emergency BCR
- Finance – must be involved early on, do not assume, get authorization (rent, don't buy)
- Critical incident debriefing(CISM) after event and during may be required – post trauma services

