



EMERGENCY PLANNING COMMITTEE

**Tuesday, February 25, 2014, at 9:00 am
Location: Council Chambers**

Agenda

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1. Call to Order	
2. Approval of Agenda	
3. Approval of Minutes: January 28, 2014	1
4. Business Arising from the Minutes:	
Updates:	
• Sooke Emergency Plan	
• Upcoming Events	
• DND Sirens – testing	
• Marine Boom Reel	
• Communications Vehicle	
5. Vancouver Island Emergency Preparedness Conference (VIEP)	

EMERGENCY PLANNING COMMITTEE MEETING

Meeting held TUESDAY, January 28, 2014 at 9:00 am
In the DOS Council Chambers
2205 Otter Point Rd

Committee Members Present:

Jeri Grant, JDF Emergency Program Coordinator
Bryon Longeway, Sooke EMS
Dick Nimmo, Sooke Amateur Radio – Emergency Radio Coordinator
George OBriain, Previous Emergency Coordinator
Mayor Wendal Milne

Staff: Rick McLeod, Sooke Deputy Fire Chief, ESS Coordinator, Chair
Jan Stope, Recorder

Regrets: Steve Sorensen, Sooke Fire Chief
Stephanie Dunlop, Metchosin Fire Chief, Emergency Coordinator
Krystal Hanson, VIHA
Elisabeth Nelson, Municipal Engineer
Staff Sgt. Steve Wright – Sooke RCMP

Others Present: Tyrone Trottier – BCAS District Supervisor - Victoria

Action

1. **Call to Order**
The meeting was called to order at 9:02 a.m.
2. **Approval of Agenda**
MOVED and seconded to approve the Agenda.
CARRIED
3. **Approval of Minutes: November 26, 2013**
MOVED and seconded to approve the minutes of November 26, 2013
CARRIED
4. **Business Arising from the Minutes:**
 - Carry over till next meeting.
 - Deputy Chief McLeod informed the Committee that the Municipal Emergency Supply budget has been expended for 2013.
5. **Sooke Emergency Plan**

MOVED and seconded to recommend that Council approve the Sooke Emergency Operations Centre Manual and the Sooke Emergency Response and Business Continuity Plan.
CARRIED
6. **Upcoming Events:**

The Committee discussed several upcoming events.

- **Victoria Home Show, Earthquake Preparedness Display – February 28th – March 02, 2014**
 - Volunteers required to staff booth

- **Westshore Emergency Preparedness Fair – Westshore Rec Centre - May 4, 2014**
 - Kick off for Emergency Preparedness Week
 - Will require some volunteers – Fire Department and ESS members
 - This annual event is usually well attended and is a great opportunity to network with other groups and check out their emergency equipment
 - SFRS attends every year and also sets up a few bounce houses

- **International Critical Incident Stress Foundation Conference – Prestige Hotel – October 2014**
 - Conference will be held at the Prestige Hotel in Sooke
 - CISM training spots may be available at the conference for those interested
 - Volunteers will be required to make this Conference a success
 - Deputy Chief McLeod will send out more information once plans have been finalized

- **2015 VIEP (Vancouver Island Emergency Preparedness) Conference**
 - After much discussion surrounding the magnitude of the task, the Committee agreed that it would be good event for Sooke to host.
 - A minimum of 20 volunteers will be required.
 - Dick Nimmo informed the Committee that he is the Chair of the Vancouver Island Emergency Preparedness Conference Society.
 - Normally CREAN has hosted the conference, but are accepting bids from other potential hosts.
 - Hosts are required to form a Conference Planning Committee, choose the venue, and find sponsors, meals, speakers and more.
 - Other agencies and Emergency Planning groups will be asked for their commitment.

7. **Tsunami Updates**

- **DND Sirens**
 - DND has installed 9 new emergency sirens throughout their property in Esquimalt. Megan Thompson will follow up with Dwight Innes to see if and when they plan to do a test.

- **City of Victoria Tsunami Awareness and Planning**
 - City of Victoria has decided to hold information workshops for residents, targeting the most at risk

areas. They will be providing in depth mapping that covers slightly more area than the CRD report shows and will be coming up with evacuation plans, and public warning systems.

- **First Nations Tsunami Awareness and Planning**
 - Leaders of all First Nations on South Vancouver Island and all Emergency Coordinators are invited to attend a planning session on Thursday, March 6th, 2014 at the Tsartlip Band.
 - Jeri Grant announced a public meeting on Thursday, March 20th @ 7:00 p.m. in the meeting room at the new CRD building in Otter Point. Speakers, information and maps will be on hand.
 - Ads are being planned in local papers to promote the meeting.

- 8. **Local Government Emergency Program Advisory Committee (LGE PAC) Update**
 - **Regional Emergency Preparedness Workbook**
 - LGE PAC is working with the Saanich Emergency Program to develop a Regional Emergency Preparedness workbook.
 - This workbook will be similar to Cowichan Valley's Emergency Preparedness Workbook. Cowichan has graciously given permission to use some of their material and the rest will be customized to include local information.
 - The project should be finished in a couple of months and the cost will be approximately \$4-\$5 per book. Because of the cost they are not intended to be handed out to the general public but could be provided to Emergency Groups and workshop participants.
 - A more cost effective suggestion was to make available a pdf file online where individuals can print off sections of interest.

 - **Simulated Tabletop Exercises**
 - The LGE PAC has drafted a three year work plan that includes simulated tabletop exercises of emergency events twice a year.
 - Exercises will take place during regular monthly meetings.
 - Exercises are designed to assist local emergency coordinators in working on a regional scale in the event of major events affecting more than one municipal region.

 - **Rotating Meeting Locations**
 - LGE PAC meetings will be held on a rotational basis at Municipal EOC's rather than always at CRD headquarters.

- Will better allow for members to become more familiar with each communities operation.
- **Marine Boom Reel**
 - Fire Chief Sorensen met with Ralph Hull and he has agreed to take one of the large boom reels to be installed on his wharf.
 - Arrangements will be made with Sooke Marine SAR for transport of sufficient boom to stock the reel.
 - Coast guard is still waiting on a decision on the old shack at the end of Whiffin Spit. If the DOS does take over ownership of the building, the remaining boom could be dealt with as time and budgets allow.

MOVED and seconded that the District of Sooke consider purchasing a Sea Can (approx. \$3000) to be located in the Kaltasin works yard that could be utilized for storage of boom as well as other Municipal supplies.

CARRIED

- **Communications Vehicle Update**
 - Dick Nimmo reported on the progress of the work on the Communications Vehicle. The vehicle has been stripped down to the chasis, has been completely wired and modified and will be ready to go soon.
 - Once complete it will be a very useful tool for many emergency groups
 - The District of Sooke will be responsible for maintaining the vehicle.

Discussion:

Orange Bottle Program

- Shirley Lowe of the BC Pensioners Branch 88 Sooke Seniors reported that she attended a conference where she became aware of this program.
- The "Orange Bottle" kits consist of a fridge magnet, an orange pill bottle and information sheets that will go into the container, along with a print out of current medication.
- This will provide a very useful tool for first responders
- Shoppers Drug will promote the program on Senior's Days
- The bottles are given out for free, with a request for a donation to help offset the costs of the project.
- Mayor Milne suggested that Shirley Lowe attend a future council meeting and make a presentation to Council.

Committee Representatives:

- Mayor Milne has been appointed as the new Council representative to the EPC and announced that he plans to attend the monthly meetings as often as possible.

Schedule Next Meeting: February 25, 2014

Adjournment:

The meeting adjourned at 10:03 a.m.

Steve Sorensen
Chair

Bonnie Sprinkling
Corporate Officer